



# NATIONAL HEALTH LABORATORY SERVICE

## REQUEST FOR QUOTATION (RFQ)

**RE-ADVERT- RFQ NO: 1918960**

**DESCRIPTION: APPOINTMENT OF A CONSULTANT FOR THE ASSESSMENT OF ANNOYANCE NOISE LEVELS AND DATA LOGGER: LOAD TESTING FOR INSTALLATION OF FOUR (4) GENERATORS AT NHLS SANDRINGHAM CAMPUS**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**PREPARED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
NO.1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**Quotation Queries:**

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS:  
procurementcorporate@nhls.ac.za

**Technical Queries:**

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS:  
procurementcorporate@nhls.ac.za

**NAME OF A BIDDER:.....**

**CLOSING DATE: 27 AUGUST 2025 AT 11:00**  
**QUOTATION VALIDITY PERIOD: The quotation validity period is 90 days.**

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**1. PART A INVITATION TO BID**
**SBD 1**
**PART A INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)</b>					
<b>BID NUMBER:</b>	<b>RE-ADVERT - RFQ NO: 1918960</b>	<b>CLOSING DATE: 27 AUGUST 2025</b>	<b>CLOSING TIME:</b>	<b>11:00AM</b>	
<b>DESCRIPTION</b>	<b>APPOINTMENT OF AN ENGINEERING CONSULTANT FOR THE ASSESSMENT OF ANNOYANCE NOISE LEVELS AND DATA LOGGER: LOAD TESTING FOR INSTALLATION OF FOUR (4) GENERATORS AT NHLS SANDRINGHAM CAMPUS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NHLS RECEPTION: RFQ BOX: NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
<b>CONTACT PERSON</b>	<b>PROCUREMENT OFFICE</b>		<b>CONTACT PERSON</b>	<b>PROCUREMENT OFFICE</b>	
<b>E-MAIL ADDRESS</b>	<a href="mailto:procurementcorporate@nhls.ac.za">procurementcorporate@nhls.ac.za</a>		<b>E-MAIL ADDRESS</b>	<a href="mailto:procurementcorporate@nhls.ac.za">procurementcorporate@nhls.ac.za</a>	
<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>CELLPHONE NUMBER</b>					
<b>FACSIMILE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>SUPPLIER COMPLIANCE STATUS</b>	<b>TAX COMPLIANCE SYSTEM PIN:</b>		<b>O R</b>	<b>CENTRAL SUPPLIER DATA BASE No:</b>	<b>MAAA</b>
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	<b>TICK APPLICABLE BOX]</b>  Yes                      No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	<b>[TICK APPLICABLE BOX]</b>  Yes                      No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

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

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date
- g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
  - A compulsory clarification site meeting or briefing session will be conducted at: Not compulsory, bidders allowed to come for site viewing only by appointment.  
The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved.
  - The contractor will be responsible for final measurements.
- i) Writing must be in block letters and black ink.
- j) Quotation procedure using the two (2) stage system will apply: **Not applicable.**
- k) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- l) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- m) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- n) All questions regarding this RFQ must be forwarded to the [procurementcorporate@nhls.ac.za](mailto:procurementcorporate@nhls.ac.za) 24 hours prior the RFQ closing date.
- o) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- p) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

### Quotation must be All-Inclusive

- i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not

- subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
  - v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
  - vi. Quotes should be submitted on an official letterhead and duly signed.

***Delays in the supplier's performance***

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

***Penalties***

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

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ  
DOCUMENT TO NHLS RFQ BOX, NO:1  
MODDERFONTEIN ROAD, SANDRINGHAM.**

	Accept	Do not accept
The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <a href="https://www.nhls.ac.za/supply-chain/">GCC Document</a> or visit NHLS website <a href="https://www.nhls.ac.za/supply-chain/">https://www.nhls.ac.za/supply-chain/</a> , click on supply chain management tab then select General Conditions of Contract		

### 3. SCOPE OF WORKS

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

RFQ NO: 1918960

**DESCRIPTION: APPOINTMENT OF AN ELECTRICAL ENGINEERING CONSULTANT FOR THE ASSESSMENT OF ANNOYANCE NOISE LEVELS AND DATA LOGGER: LOAD TESTING FOR INSTALLATION OF FOUR (4) GENERATORS AT NHLS SANDRINGHAM CAMPUS**

#### 1. Purpose

- 1.1 The purpose of this Terms of Reference (ToR) is to obtain proposals for the procurement and appointment of a suitable independent service provider to assist the NHLS in the following:
  - 1.1.1 The assessment to produce a report for annoyance noise levels and
  - 1.1.2 Data Logger: Load Testing for installing the four (4) Generators for the following areas:
    - Office.
    - 1.1.2.1 ARB0/ NICD Building
    - 1.1.2.2 SAVP/NHLS/NICD Building
    - 1.1.2.3 HIV/ NICD Laboratory
    - 1.1.2.4 Braamfontein Campus

**National Health Laboratory Service (NHLS)**

1Modderfontein Road  
Sandringham  
2131

- 1.2 NHLS is a public entity in South Africa responsible for providing essential laboratory services to the healthcare sector. The National Health Laboratory Service (NHLS) is primarily governed by the National Health Laboratory Service Act, 2000 (Act 37 of 2000)

#### 2. BACKGROUND

- 2.1.1 Advisory services to mitigate excessive noise levels from generator operation.
- 2.1.2 The condition assessment (status quo) will lead to the desirable state (to-be) before the relocation of the existing generator and installation of the six (6) new generators.
- 2.1.3 Support the NHLS Facilities Management Team in whichever form it may need to take place during this period.

### 3. SCOPE OF WORK AND DELIVERABLES.

#### 3.1 PART A: ANNOYANCE NOISE LEVELS ASSESSMENT - STAGE 1

- 3.1.1 The NHLS (Data Centre) building is powered with an 800kVA diesel generator that currently produces annoyance noise levels exceeding desired thresholds within the offices and surrounding communities. Initial noise reduction measures have been implemented, which include:

- 3.1.1.1 Enclosure of the generator with sound-absorbent materials.
- 3.1.1.2 Installation of a silencer on the exhaust system.



3.1.1.3 Elevation of the generator to minimize ground-borne vibrations.

3.1.2 Despite these interventions, noise levels remain disruptive. We seek an experienced Electrical Engineer to assess the system and recommend further solutions to achieve acceptable noise reduction.

**3.1.3 Conduct a Situational Analysis:**

3.1.4 Conduct an on-site walkthrough and inspection to evaluate the generator's current noise control setup, including its enclosure, exhaust system, and mounting as well as the effectiveness of these noise control measures.

**3.1.5 Based on the outcome of the Analysis:**

3.1.5.1 Recommend practical and cost-effective measures for further noise reduction if any.

**3.1.6 Post-Testing Analysis and Reporting**

3.1.6.1 A detailed report outlining findings, noise source prioritization, and costed mitigation options.

3.1.6.2 Schematic designs or specifications for recommended modifications.

**3.2 PART B: LOAD TESTING CONDITION ASSESSMENT - STAGE 2**

3.2.1 An electrical engineer will determine the suitability of a proposed generator installation through comprehensive load testing. The assessment of the generator's performance under various load conditions to ensure it can reliably meet the facility's power demands, maintain stable voltage and frequency, and operate efficiently.

**3.2.2 Pre-Testing Assessment and Planning:**

3.2.2.1 Analyse the facility's existing and projected electrical load profile, including peak demand, average demand, types of loads (resistive, inductive, capacitive), starting currents of large motors, and any critical loads that require uninterrupted power.

3.2.2.2 Identify potential transient loads and their impact on generator performance.

3.2.2.3 This analysis is crucial for correctly sizing the proposed generator.

3.2.2.4 Evaluate the proposed generator's specifications (kW, kVA, voltage, frequency, power factor, transient response, fuel consumption, cooling system, control system) against the facility's load requirements.

3.2.2.5 Assess the generator's ability to handle the inrush currents of connected equipment.

3.2.2.6 Inspect the proposed installation site to ensure adequate space, ventilation, fuel storage, and exhaust systems.

3.2.2.7 Evaluate existing electrical infrastructure (cables, switchgear, transfer switches) for compatibility and capacity to handle the new generator's output.

3.2.2.8 Design a detailed load test plan, including the types of tests (resistive, reactive, full-load, step-load, transient), load bank requirements, duration of tests, parameters to be monitored, and safety procedures.

3.2.2.9 Define pass/fail criteria based on relevant standards and project requirements.

### 3.2.3 Load Testing Execution:

- 3.2.3.1 Supervise the safe and correct connection of the load bank to the generator's output.
- 3.2.3.2 Ensure proper sizing of the load bank to adequately test the generator's capacity.
- 3.2.3.3 Perform comprehensive pre-start checks on the generator, including fluid levels (fuel, oil, coolant), battery voltage, and overall physical condition.
- 3.2.3.4 Verify all electrical connections are secure and correct.
- 3.2.3.5 Execute the load test by incrementally increasing the load on the generator (e.g., 25%, 50%, 75%, 100% of rated capacity, and potentially overload conditions if required by specifications).
- 3.2.3.6 For diesel generators, ensure the load is sufficient to prevent "wet stacking" (unburned fuel accumulation).
- 3.2.3.7 Continuously monitor and record critical generator parameters throughout the test, including:
  - 3.2.3.7.1 Voltage (phase-to-phase and phase-to-neutral)
  - 3.2.3.7.2 Current (per phase)
  - 3.2.3.7.3 Frequency
  - 3.2.3.7.4 Power (kW, kVA, power factor)
  - 3.2.3.7.5 Engine parameters (oil pressure, coolant temperature, exhaust temperature, fuel consumption)
  - 3.2.3.7.6 Vibration
  - 3.2.3.7.7 Harmonic distortion (THD)
  - 3.2.3.7.8 Automatic Voltage Regulator (AVR) and governor response
  - 3.2.3.7.9 Transient response (voltage dip and recovery time on load application/rejection)
- 3.2.3.8 Test the generator's response to simulated fault conditions, such as short circuits, to verify protection system operation.
- 3.2.3.9 Oversee the controlled reduction of load and cool-down period for the generator to prevent thermal shock.

### 3.2.4 Post-Testing Analysis and Reporting:

- 3.2.4.1 Analyze the collected data to evaluate the generator's performance against design specifications, industry standards, and project requirements.
- 3.2.4.2 Identify any deviations, abnormalities, or limitations.
- 3.2.4.3 Determine the generator's suitability for the proposed installation based on its ability to:
- 3.2.4.4 Deliver rated power reliably.

- 3.2.4.5 Maintain stable voltage and frequency under varying loads.
- 3.2.4.6 Respond appropriately to transient loads.
- 3.2.4.7 Operate within acceptable temperature and vibration limits.
- 3.2.4.8 Integrate seamlessly with the existing electrical system.
- 3.2.4.9 Identify the root cause of any performance issues detected during testing.
- 3.2.4.10 Propose corrective actions, such as adjustments to controls, repairs, or resizing if necessary.
- 3.2.4.11 This comprehensive load test report must include the following:
  - 3.2.4.11.1 Test plan details and procedures.
  - 3.2.4.11.2 Raw data and graphs of monitored parameters.
  - 3.2.4.11.3 Performance analysis and findings.
  - 3.2.4.11.4 Recommendations for generator suitability and any necessary modifications.
  - 3.2.4.11.5 Compliance with relevant standards.

**Note:** An electrical engineer must ensure all load testing procedures comply with relevant industry standards and codes, which may include, but are not limited to, the following:

- **South African Bureau of Standards (SABS) and South African National Standards (SANS) 10400 (Fire Protection).**
- **Electrical Safety Regulations:** The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993),
- **City of Johannesburg:** Local Building Codes and Regulations.

#### 4. PRICING SCHEDULE: ANNEXURE A

4.1 The pricing below is relevant for this specific requirement.

4.2 The rates as prescribed by the body regulating the Engineering Profession of the consultant, e.g. ECSA.

4.3 Pricing should be submitted as per Pricing Schedule.

4.4 The following costs should be specified and will be included in this bid:

No.	Description/ Product	Unit of Measurement	Quantity	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
5.1	<b>PART A: ANNOYANCE NOISE LEVELS ASSESSMENT - STAGE 1</b>				
5.5.1	Conduct a Situational Analysis (Day Shift and Night Shift).	Hours	4		
5.5.2	Outcome of the analysis based on the situational analysis report.	Hours	2		
5.5.3	Post-Testing Analysis and Reporting	Hours	16		
5.2	<b>PART B: LOAD TESTING CONDITION ASSESSMENT - STAGE 2</b>				
5.6.1	Pre-Testing Assessment and Planning	Hours	2		
5.6.2	Load Testing Execution	Hours	2		
5.6.3	Post-Testing Analysis and Reporting	Hours	16		
5.3	<b>DISBURSEMENTS</b>				
5.7.1	Travel and Accommodation, Printing, Copying, and Plotting, Communication, Fees for Permits, Licenses, and Approvals.	Item	1		
Sub-Total					
15% VAT					
<b>Total Amount (All applicable Taxes included)</b>					

## FORM OF OFFER (SBD 7)

### Offer

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 condition of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form offer and acceptance, the tenderer 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.

### 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 ..... Date .....

## 5. EVALUATION CRITERIA

## 6. RFQ EVALUATION PROCESS AND CRITERIA

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a four-phased approach (4-Stages):

### **Stage 1: Administrative Compliance**

All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

### **Stage 2: Mandatory technical requirements**

All incomplete submissions and respondents who do not meet the minimum technical mandatory requirements at quotation submission will be eliminated from further evaluation.

### **Stage 3: Functionality (Technical) Evaluation Criteria**

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on meeting minimum threshold criteria of 70%.

### **Stage 4: Price and specific goals**

The final evaluation phase will be based on **Price and Specific Goals**.

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage.

### **Stage 1: Administrative Compliance**

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

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

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

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

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

5. The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.</b>		

#### **B. Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor**

6. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.</b>		

#### **Stage 2: Mandatory technical requirements**

The following are deemed as mandatory and regulatory requirements and failure to comply will result in the invalidation of a proposal.

**6.1.1** No unanswered questions will be allowed. If a response to a question has been indicated as comply but no proof is submitted, it shall be regarded as mandatory non-performance/non-compliance, and the bid WILL be disqualified.

**6.1.2** Bidders are required to indicate compliance by marking with an “X” adjacent to each requirement in the column. Where bidders mark both the “comply” and “not comply” column, it will be regarded as non-compliant and the bid will be disqualified

No.	Requirements	Compliance	
		Comply	Not Comply
1.	The Certificate of the Professional Engineering Council of South Africa (ECSA) is in good standing		
2.	Letter of good standing COIDA.		
3.	The Electrical Engineer must have the following: <ul style="list-style-type: none"> <li>BSc./ Bachelor's degree in Electrical Engineering from an accredited university</li> </ul>		

	<ul style="list-style-type: none"> <li>Minimum of <b>10 years of experience</b> in electrical engineering design and project management.</li> </ul> <p>Registration as a professional engineer with the Engineering Council of South Africa (ECSA).</p>		
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## 6.2 FUNCTIONAL EVALUATION.

**6.2.1** This evaluation is based on the functional proposal submitted in envelope one (functional envelope). For this phase, there is a cut-off score of 70% and only the proposals that score 70% and above during the functional evaluation will be considered during the second phase of evaluation.



**FUNCTIONAL EVALUATION**

NO.	DESCRIPTION	TYPE OF EVIDENCE REQUIRED		MAXIMUM POINTS	POINTS SCORED
1.	<b>EXPERIENCE OF THE BIDDING COMPANY/ ENTITY:</b>  Company profile and experience in infrastructure development design and supervision.	Company profile with credentials submitted with a list of relevant projects demonstrating experience over the past years.	Company profile and experience in infrastructure development, design, and supervision:  <b>5</b> = 9 years +  <b>4</b> = More than 6 years but less than 8 years  <b>3</b> = 5 years  <b>2</b> = more than 3 years but less than 5 years  <b>1</b> = 1 to 3 years  <b>0</b> = Less than 1 year	<b>20</b>	
2.  2(A).	<b>METHODOLOGY &amp; PROPOSAL:</b>  Demonstrate the methodology of project implementation, quality and completeness of the proposal submitted. Bidders must submit (as part of their functional proposal) a comprehensive Project Execution Plan (PEP) comprising the approach to managing the following aspects of the project as listed in <b>Part A : Phase 1</b> and <b>Part B: Phase 2:</b> <ul style="list-style-type: none"> <li>• Risk.</li> <li>• Change.</li> <li>• Quality.</li> <li>• Communications (Including stakeholder engagement, management and reporting).</li> </ul>	Comprehensive proposal submitted addressing all the requirements, detailed Methodology with full demonstration of technical capacity & capability to strictly deliver any project within the stipulated timeframe.  A comprehensive Project execution plan indicating all items listed.	<b>5 points</b> Bidder has submitted a PEP, covering at least the aspects mentioned. <ul style="list-style-type: none"> <li>• Comprehensive and clear execution plan.</li> <li>• PEP is clearly linked to scope and, time.</li> </ul> <b>4 Points</b> <ul style="list-style-type: none"> <li>• Bidder has submitted a PEP, covering the majority of aspects mentioned.</li> <li>• Good and clear execution plan.</li> <li>• PEP clearly linked to scope and time</li> </ul> <b>3 Points</b> <ul style="list-style-type: none"> <li>• Bidder has submitted a PEP, covering at least half of the aspects mentioned .</li> <li>• PEP is comprehensive and clear.</li> <li>• PEP linked to scope and time.</li> </ul> <b>2 Points</b> <ul style="list-style-type: none"> <li>• Bidder has submitted a few PEPS covering aspects mentioned.</li> <li>• Poor and unclear execution plan.</li> </ul>	<b>10</b>	

RE-ADVERT- RFQ NO: 1918960 – APPOINTMENT OF AN ELECTRICAL ENGINEERING CONSULTANT FOR  
THE ASSESSMENT OF ANNOYANCE NOISE LEVELS AND DATA LOGGER: LOAD TESTING FOR  
INSTALLATION OF FOUR (4) GENERATORS AT NHLS SANDRINGHAM CAMPUS

NO.	DESCRIPTION	TYPE OF EVIDENCE REQUIRED		MAXIMUM POINTS	POINTS SCORED
	<ul style="list-style-type: none"> <li>Time.</li> <li>Scope.</li> </ul>		<ul style="list-style-type: none"> <li>PEP is not clearly linked to scope and time</li> </ul> <b>0 Points</b> <ul style="list-style-type: none"> <li>No PEP submitted</li> </ul>		
2(B).	<b>QUALITY ASSURANCE SYSTEM</b>  Bidder is SANS 9000 or ISO 9001 accredited.	Bidder to provide SANS accreditation in terms of their manuals and processes.	Bidder is SANS 9000 or ISO 9001 accreditation = 10 points	<b>10</b>	
3.	<b>PROOF OF SIMILAR WORK EXPERIENCE OF THE BIDDING COMPANY/ ENTITY:</b>  Proof of relevant experience should be provided by means of Reference Letters.  Submit at least 3 Reference Letters of similar work done detailing the following: (1) type of project, (2) period of the project, (3) scope of work, and (4) the result of the project.  Reference letters from former clients confirming successful implementation to assist in evaluating the required experience.	Reference letters on client letterhead signed by an authorized person & dated with contactable details, summary of completed relevant project/projects and the value of works of similar nature to the scope of this tender. An Appointment (Letters, PO, Works Order, Contract) AND Corresponding (Completion/Reference Letter) will be required for each Project as proof of Work Done.  NHLS reserves the right to verify the letters & any misrepresentation shall disqualify the bidder (verification will be done for shortlisted bidders who passed <b>stage 2</b> ).  <b>NB:</b> No award Letters, Practical Completion certificates will be considered.	Reference letters will be allocated a maximum of 15 points, of which 3 points will be allocated for each valid reference letter 0= no case study <b>1</b> = 1 References Letter <b>2</b> = 2 References Letters <b>3</b> = 3 References Letters are compliant with the details required. <b>4</b> = 4 References Letters are compliant with the details required. <b>5</b> = 5 References Letters are compliant with the details required.	<b>15</b>	
4.	<b>KEY PERSONNEL/ PROJECT LEADER:</b>  <b>EXPERIENCE:</b>  Relevant experience & professional registration: Key personnel, <b>Electrical Engineering Services:</b> Years of experience as per key	<b>Attach CVs including the number of years; professional qualifications of all personnel involved.</b>  Bidder must attach CV and a Professional body accreditation (ECSA) with good standing.  <b>(NB: CV will be disqualified if the staff is</b>	<b>5</b> = Nine (9) years and or above relevant experience post qualification and above with five (5) years post registration with relevant professional registration with good standing.  <b>4</b> = Eight (8) years relevant experience post qualification and above, with five (5) years post registration with relevant professional registration with good standing.	<b>15</b>	

**RE-ADVERT- RFQ NO: 1918960 – APPOINTMENT OF AN ELECTRICAL ENGINEERING CONSULTANT FOR  
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NO.	DESCRIPTION	TYPE OF EVIDENCE REQUIRED		MAXIMUM POINTS	POINTS SCORED
	<p>personnel listed above.</p> <p><b>NB: Number of years for experience must be post the professional registration as indicated.</b></p>	<p><b>not accredited with an ECSA professional body with good standing).</b></p>	<p><b>3</b> = Seven (7) years relevant experience post qualification and above with five (5) years post registration with relevant professional registration with good standing.</p> <p><b>2</b> = Six (6) years relevant experience post qualification and above with five (5) years post-relevant registration professional registration with good standing.</p> <p><b>1</b> = Five (5) years relevant experience post qualification and above with five (5) years post-relevant registration professional registration with good standing.</p> <p><b>0</b> = Four (4) years relevant experience post qualification and above with five (5) years post-relevant registration professional registration with good standing.</p>		
	<p><b>QUALIFICATIONS:</b></p> <p><b>Relevant qualification:</b> Key personnel in relation to Electrical Engineering.</p>	<p>Attach proof of qualifications</p> <p>Attach Professional body accreditation for all engineering spheres (NB: CV will be disqualified if staff not accredited with a professional body).</p> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>	<p><b>5</b> = Master's Degree (NQF-9) or Higher</p> <p><b>4</b> = Honours/ Post Grad Diploma (NQF-8).</p> <p><b>3</b> = BSc. Degree/ Bachelor's degree/ B-Tech/ Advanced Diplomas (NQF-7).</p> <p><b>2</b>=National Diploma (NQF-6).</p> <p><b>1</b>= Certificate and Certificates of attendance</p> <p><b>0</b>= No qualification submitted</p>	<b>30</b>	
				<b>100</b>	

**Stage 3: Functionality (Technical) Evaluation Criteria**

Bidders who do not meet minimum technical evaluation threshold criteria of 70% will not be evaluated further.

**Stage 4: Price And Specific Goals Criteria**

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

<b>Price Assessment</b>	<b>80 Points</b>
<b>Specific Goals</b>	<b>20 Points</b>

## 7. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

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

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

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

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

## 8. DECLARATION OF INTEREST

**SBD4**

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2 Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND  
COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**SBD 6.1**
**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“Historically Disadvantaged Individual (HDI)”**
  - i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or
  - ii. Who is a female; and/or
  - iii. Who has a disability
- (g) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (h) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- (i) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantage by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### **3.2.1. POINTS AWARDED FOR PRICE**

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

**80/20**

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

Where

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

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### **4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

#### **Points awarded for historically disadvantaged individuals**

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

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

Where

NEP = Points awarded for equity ownership by an HDI

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

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

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	10	%	
Woman	3	%	
Disabled	1	%	
Youth	1	%	
Locality <ul style="list-style-type: none"> <li>City of Johannesburg = 5</li> <li>Gauteng Province = 2</li> <li>National = 0</li> </ul>	5		
<b>Total Points</b>	<b>20</b>		

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary

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

## 9. AUTHORITY FOR SIGNATORY

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

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

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

Mr \_\_\_\_\_ has been duly  
authorized to sign all documents in connection with the Tender for Contract

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

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS CAPACITY AS: \_\_\_\_\_

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

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

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

2 \_\_\_\_\_