**INVITATION TO QUOTE – WIMS 054881**

**Full Description**: **THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM TO PROVIDE PROFESSIONAL SERVICES FOR DEPARTMENT OF HEALTH: LADYSMITH HOSPITAL – UPGRADING AND REPLACEMENT OF GENERATOR SET AT MAIN SUBSTATION IN LADYSMITH HOSPITAL KWAZULU NATAL**

The evaluation criteria will be in three phases:

## 1.1 Phase 1: SCM Administrative Compliance

- Correctness of bid documents
- Compliance with bid regulations (registration with CSD, tax clearance certificate and other prescripts requirements)

| **COMPLIANCE DOCUMENTS** | |
|---|---|
| **Item No.** | **Required Document** |
| 1. | Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number) |
| 2. | Proof of Registration with Council<br>(Attach a valid Letter of Good standing with the relevant councils) ( to be labelled as E2), Valid ECSA, registration certificate as Professional Engineer (Pr. Eng.) and Valid PrivySeal from ECSA proving Good Standing |
| 3. | Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month) ( to be labelled as E3) |
| 4. | Bidder's Disclosure – SBD4 |
| 5. | Bid Offer from the Consultant<br>(Attach Appendix A – Stamped and dated ) |

## 1.2 Phase 2: Mandatory Criteria

Professional multi-disciplinary consulting team to include: **Electrical Engineer (Principal Agent & Principal Consultant)** to be registered as a Professional Engineer, Structural Engineer (Pr. Eng.) and Mechanical Engineer (Pr. Eng.)

Meeting the mandatory requirement by the entire team is applicable for the evaluation of this quotation. Only quotations received from entities who meet the mandatory Criteria will be responsive as per Section O.

1.3 **Phase 3: Price & Specific Goals**

- Price and Specific Goals
- Evaluating using the Point System of 80/20 (Price and Specific Goals)

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 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 | Applicable or Not Applicable | Number of points allocated (80/20 system) (To be completed by the organ of state) |
|---|---|---|
| "Ownership by Black People<br>Documentary Proof Required: 1) Sworn Affidavit; signed and dated by Commissioner of Oaths | Not Applicable | 0 |
| "Ownership by People who are Youth<br>Documentary Proof Required:<br>1) Certified copy of Identity Document/s<br>2) SANAS Approved B-BBEE Certificate | Not Applicable | 0 |
| "Ownership by People living with Disabilities<br>Documentary Proof Required:<br>1) Original or Certified copy of an original medical certificate from a registered medical practitioner<br>2) Certified copy of Identity document/s" | Not Applicable | 0 |
| 51% Ownership by People who are Military Veterans<br>Documentary Proof Required:<br>1) Military Veteran Certificate<br>OR 2) Certificate from the Military Veterans Department indicating that the entity is registered on their database | Not Applicable | 0 |
| "Exempted Micro-Enterprise (EME's)<br>documentary Proof Required:<br>1) Sworn Affidavit; signed and dated by Commissioner of Oaths" | Not Applicable | 0 |
| "Ownership by People who are Women<br>Documentary Proof Required:<br>1) Sworn Affidavit; signed and dated by Commissioner of Oaths<br>2) Certified Copy of Identity Document/s" | Not Applicable | **0** |

| | | |
|---|---|---|
| "Promotion of enterprises located in a specific municipal (uThukela District Municipality) area for work to be done or services to be rendered<br>Documentary Proof Required:<br>1) Proof of Municipal Account depicting Physical Address of the business<br>OR 2) Signed Lease Agreement"<br>Or 3) Signed Proof of residence from ward councilor | Not Applicable | **0** |
| "Promotion of enterprises located in rural areas<br>Documentary Proof Required:<br>1) Original OR Certified copy of the original letter from the Ward Councillor<br>OR 2) Certified copy of PTO from the Tribal Council<br>OR 3) Lease agreement | Not Applicable | 0 |
| Promotion of enterprises located in a specific province<br>Documentary Proof Required:<br>1) Original OR Certified copy of the original letter from the Ward Councillor<br>OR 2) Certified copy of PTO from the Tribal Council<br>OR 3) Lease agreement | Not Applicable | 0 |
| Promotion of enterprises located in DPWI Midlands Region<br>Documentary Proof Required:<br>1) Original OR Certified copy of the original letter from the Ward Councillor<br>OR 2) Certified copy of PTO from the Tribal Council<br>OR 3) Valid and Signed Lease agreement | Applicable | 20<br>Amajuba Municipality, Uthukela Municipality and Umzinyathi Municipality(Midlands Region |

## 2. Collection of Bid Documents

Tender documents may be downloaded from the Departmental website: www.kznworks.gov.za

**DESCRIPTION:** **THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM TO PROVIDE PROFESSIONAL SERVICES FOR DEPARTMENT OF HEALTH: LADYSMITH HOSPITAL – UPGRADING AND REPLACEMENT OF GENERATOR SET AT MAIN SUBSTATION IN LADYSMITH HOSPITAL KWAZULU NATAL**

**WIMS NUMBER:** 054881 **CLOSING DATE:** 18 November 2026 **CLOSING TIME:** 11:00

**COMPULSORY BRIEFING SESSION:** YES

**DATE** : 29 October 2026

**TIME** : 11h00am

**VENUE :** Ladysmith Hospital at Maintenance Workshop

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

| | | |
|---|---|---|
| Department | : | KZN - Department of Public Works |
| Contact Person | : | Samkelo Zulu |
| Tel | : | 036 638 8097 |
| E-mail address | : | samkelo.zulu@kznworks.gov.za |

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

| | | |
|---|---|---|
| Contact Person | : | Ms Nthabiseng Tantsi |
| Tel | : | 036 638 8000 |
| E-mail address | : | nthabiseng.tantsi@kznworks.gov.za |

**NB:** Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

| | | |
|---|---|---|
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# PART A
# INVITATION TO QUOTATION

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS | | | | | |
|---|---|---|---|---|---|
| QUOTATION NUMBER: | WIMS 054881 | CLOSING DATE: | 18 November 2026 | CLOSING TIME: | 11:00 |
| DESCRIPTION | THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM TO PROVIDE PROFESSIONAL SERVICES FOR DEPARTMENT OF HEALTH: LADYSMITH HOSPITAL – UPGRADING AND REPLACEMENT OF GENERATOR SET AT MAIN SUBSTATION IN LADYSMITH HOSPITAL KWAZULU NATAL | | | | |

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)***

**Department of Public Works: Midlands Region**

**40 Shepstone Road, Hyde Park, Ladysmith, 3370**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | |
|---|---|---|---|
| CONTACT PERSON | Samkelo Zulu | CONTACT PERSON | Nthabiseng Tantsi |
| TELEPHONE NUMBER | 036 6380 8097 | TELEPHONE NUMBER | 036 638 8000 |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | samkelo.zulu@kznworks.gov.za | E-MAIL ADDRESS | nthabiseng.tantsi@kznworks.gov.za |

| | | | | | |
|---|---|---|---|---|---|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | **OR** | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX]<br>☐ Yes ☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX]<br>☐ 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<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

| | |
|---|---|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ NO |

**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.**

# PART B
# TERMS AND CONDITIONS FOR BIDDING

| BID SUBMISSION: |
| --- |
| BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br><br>**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**<br><br>THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.<br><br>**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).** |
| **TAX COMPLIANCE REQUIREMENTS** |
| BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br><br>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.<br><br>APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.<br><br>BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br><br>IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br><br>WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.<br><br>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: ……...

## SECTION A

**SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa-versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.

## SECTION B

## REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.

2. Prospective suppliers should self-register on the CSD website www.csd.gov.za

3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;

   3.1 Cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.

   3.2 The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.

IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

## SECTION C

## DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) ……....., WHO

REPRESENTS (state name of bidder) ……..…….....CSD Registration

Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

## SECTION D

| Applicable | X | | Not Applicable | |
|---|---|---|---|---|

### OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

Bid No : **WIMS: 054881** **ZNT: Not Applicable**

Service : **THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM TO PROVIDE PROFESSIONAL SERVICES FOR DEPARTMENT OF HEALTH: LADYSMITH HOSPITAL – UPGRADING AND REPLACEMENT OF GENERATOR SET AT MAIN SUBSTATION IN LADYSMITH HOSPITAL KWAZULU NATAL**

Date : 29 October 2026

Time : 11h00am

Venue : Ladysmith Hospital at Maintenance Workshop

This is to certify that (bidder's representative name)

_____

On behalf of (company name) ____-

_____

Visited and inspected the site on ___/___/_____ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

_____

**Signature of Bidder or Authorized Representative**

(PRINT NAME)_____

**DATE:** ___/___/_____

_____

**Name of Departmental or Public Entity Representative**

(PRINT NAME)_____

| **Departmental Stamp With Signature** |
|---|
| |

# SECTION E

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

| APPLICABLE | | NOT APPLICABLE | X |
|---|---|---|---|

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

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

| | |
|---|---|
| Name of bidder…… | Bid number……..... |
| Closing Time 11:00 | Closing date…….. |

BID PRICE INCLUDING VAT: R …….....

AMOUNT IN WORDS: …….....

.....

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

| ITEM NO. | QUANTITY | DESCRIPTION | Unit Price | Total Price |
|---|---|---|---|---|
| 1 | | | | |
| | | **SUB-TOTAL** | | |
| | | **VAT AT 15%** | | |
| | | **GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)** | | |

Required by: ……

- At: ……

……

Brand and model ……

Country of origin ……

- Does the offer comply with the specification(s)? *YES/NO

If not to specification, indicate deviation(s) ……..

Period required for delivery ……

Delivery: Firm/not firm

Delivery basis ……

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

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

*Delete if not applicable

# PRICING SCHEDULE – NON-FIRM PRICES
## (PURCHASES)

| APPLICABLE | | NOT APPLICABLE | X |
|---|---|---|---|

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

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

| | |
|---|---|
| Name of bidder…… | Bid number……..... |
| Closing Time 11:00 | Closing date……... |

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

---

| ITEM NO. | QUANTITY | DESCRIPTION | Unit Price | Total for each unit |
|---|---|---|---|---|
| | | | | |
| | | **SUB-TOTAL** | | |
| | | **VAT AT 15%** | | |
| | | **GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)** | | |

---

Required by: ……

- At: ……

Brand and model ……

Country of origin ……

- Does the offer comply with the specification(s)? *YES/NO

If not to specification, indicate deviation(s) ……

Period required for delivery ……

- Delivery: *Firm/not firm

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

*Delete if not applicable

## PRICE ADJUSTMENTS

### A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1-V)Pt\left( D1\frac{R1t}{R1o} + D2\frac{R2t}{R2o} + D3\frac{R3t}{R3o} + D4\frac{R4t}{R4o} \right) + VPt$$

Where:

Pa = The new escalated price to be calculated.
(1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2…etc. must add up to 100%.
R1t, R2t…… = Index figure obtained from new index (depends on the number of factors used).
R1o, R2o = Index figure at time of bidding.
VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index……. Dated……. Index……. Dated……. Index……. Dated…….

Index……. Dated……. Index……. Dated……. Index……. Dated…….

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

| FACTOR<br>(D1, D2 etc. eg. Labour, transport etc.) | P PERCENTAGE OF BID PRICE |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

## B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|---|---|---|---|---|---|---|
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

# PRICING SCHEDULE
**(Professional Services)**

| APPLICABLE | | NOT APPLICABLE | X |
|---|---|---|---|

| | |
|---|---|
| Name of bidder…… | Bid number……..... |
| Closing Time 11:00 | Closing date…….. |

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

| ITEM NO. | DESCRIPTION | BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED) |
|---|---|---|
| | | |

The accompanying information must be used for the formulation of proposals
Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R……..……...

PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

| PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---|---|---|
| …… | R…… | …… |
| …… | R…… | …… |
| …… | R…… | …… |
| …… | R…… | …… |
| …… | R…… | …… |

PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

| | | |
|---|---|---|
| …… | R…… | …… days |
| …… | R…… | …… days |
| …… | R…… | …… days |
| …… | R…… | …… days |
| …… | R…… | …… days |

Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---|---|---|---|
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |

TOTAL: R……

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

Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---|---|---|---|
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |
| …… | …….. | …….. | R …… |

TOTAL: R……

Period required for commencement with project after acceptance of bid ……

Estimated man-days for completion of project ……

Are the rates quoted firm for the full period of contract? *YES/NO

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ……

……

……

……

***[DELETE IF NOT APPLICABLE]**

---

Any enquiries regarding bidding procedures may be directed to the –

Samkelo Zulu
Email: samkelo.zulu@kznworks.gov.za
Tel: 036 638 8097

Or for technical information –

Nthabiseng Tantsi
Email: Nthabiseng.tantsi@kznworks.gov.za
Tel: 036 638 8000

## SECTION F

## BIDDER'S DISCLOSURE

**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.

## Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,
employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.2.1 If so, furnish particulars:

……

……

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

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

If so, furnish particulars:
…….
…….

**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 consortium2 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.

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

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

| | |
|---|---|
| …… | ..…… |
| Signature | Date |
| …… | …… |
| Position | Name of bidder |

## SECTION G

## FORM OF OFFER AND ACCEPTANCE

### Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**WIMS: 054881 -** **THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM TO PROVIDE PROFESSIONAL SERVICES FOR DEPARTMENT OF HEALTH: LADYSMITH HOSPITAL – UPGRADING AND REPLACEMENT OF GENERATOR SET AT MAIN SUBSTATION IN LADYSMITH HOSPITAL KWAZULU NATAL**

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender 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 tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

**The offered price, inclusive of value added tax, is**

**R** …….....… **(in figures)** …….……....

……..…

…….…….…… **Rand (in words)**

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 Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

**THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)**

| Company or close corporation: | | Natural person or partnership: |
|---|---|---|
| …….....……. | | …… |
| ……... | | …… |
| and: whose registration number is: | **OR** | whose identity number(s) is/are: |
| …… | | …….....…… |
| and: whose income tax reference number is: | | whose income tax reference number is/are: |
| ……..... | | …….....…… |

**AND WHO IS (if applicable):**

| Trading under the name and style of: |
|---|
| ……..... |

**AND WHO IS:**

| Represented herein, and who is duly authorised to do so, by:<br>Mr/Mrs/Ms:<br>...…….....<br><br>In his/her capacity as:<br>…….. | **Note:**<br>**A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.** |
|---|---|

**SIGNED FOR THE TENDERER:**

| | | |
|---|---|---|
| Name of representative | Signature | Date |

**WITNESSED BY:**

| | | |
|---|---|---|
| Name of witness | Signature | Date |

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

……..

……

**Other contact details of the Tenderer are:**

Telephone no: ...…….....Cellular phone no: ……

Fax no: …….

Postal address:

……...……...……

Banker: ……. Branch: .....……

**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 Service Provider 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 Services

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to Section C above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the tender 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 agreement. No amendments to or deviations from set 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 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 fulfil 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, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission 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.

**For the Employer:**

| | | |
|---|---|---|
| | | |
| Name of signatory | Signature | Date |

| | |
|---|---|
| **Name of Organisation:** | **Department of Public Works** |
| **Address of organisation:** | |

**Witnessed by:**

| | | |
|---|---|---|
| | | |
| Name of witness | Signature | Date |

## SECTION H

## 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**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 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:

**80/20** **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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** **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

**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.)***

| Specific Goals Allocated Points in terms of this Tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|
| Ownership by Black People | 0 | |
| Promotion of enterprises located in the DPWI Midlands Region for work to be done or services to be rendered | 20 – Amajuba Municipality, Uthukela Municipality and Umzinyathi Municipality. | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: …….

**DATE:** ……

**ADDRESS**: ……
……
……
……

**EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS**

## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

| | |
|---|---|
| **Full name & Surname** | |
| **Identity number** | |

Hereby declare under oath as follows:

The contents of this statement are to the best of my knowledge a true reflection of the facts.
I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

| | |
|---|---|
| **Enterprise Name** | |
| **Trading Name (If Applicable):** | |
| **Registration Number** | |
| **Enterprise Physical Address:** | |
| **Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):** | |
| **Nature of Business:** | |
| **Definition of "Black People"** | As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –<br>who are citizens of the Republic of South Africa by birth or descent;<br>or<br>who became citizens of the Republic of South Africa by naturalization-<br>before 27 April 1994; or<br>on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;" |
| **Definition of "Black Designated Groups"** | "Black Designated Groups means:<br>unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;<br>Black people who are youth as defined in the National Youth Commission Act of 1996;<br>Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;<br>Black people living in rural and under developed areas;<br>Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;" |

I hereby declare under Oath that:

The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
Black Designated Group Owned % Breakdown as per the definition stated above:
Black Youth % = _____%

Black Disabled % =_____%

Black Unemployed % =_____%

Black People living in Rural areas % = _____%

Black Military Veterans % =_____%

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

| | | |
|---|---|---|
| 100% Black Owned | **Level One** (135% B-BBEE procurement recognition level) | |
| At least 51% Black Owned | **Level Two** (125% B-BBEE procurement recognition level) | |
| Less than 51% Black Owned | **Level Four** (100% B-BBEE procurement recognition level) | |

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____/_____/_____

| |
|---|
| |
| **Stamp** |

_____
**Signature of Commissioner of Oaths**

I, the undersigned,

| | |
|---|---|
| **Full name & Surname** | |
| **Identity number** | |

Hereby declare under oath as follows:

The contents of this statement are to the best of my knowledge a true reflection of the facts.
I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

| | |
|---|---|
| **Enterprise Name** | |
| **Trading Name (If Applicable):** | |
| **Registration Number** | |
| **Enterprise Physical Address:** | |
| **Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):** | |
| **Nature of Business:** | |
| **Definition of "Black People"** | As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –<br>who are citizens of the Republic of South Africa by birth or descent;<br>or<br>who became citizens of the Republic of South Africa by naturalization-<br>before 27 April 1994; or<br>on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;" |
| **Definition of "Black Designated Groups"** | "Black Designated Groups means:<br>unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;<br>Black people who are youth as defined in the National Youth Commission Act of 1996;<br>Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;<br>Black people living in rural and under developed areas;<br>Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;" |

I hereby declare under Oath that:
The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
Black Designated Group Owned % Breakdown as per the definition stated above:
Black Youth % = _____%

Black Disabled % =_____%

Black Unemployed % =_____%

Black People living in Rural areas % = _____%

Black Military Veterans % =_____%

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

| | | |
|---|---|---|
| 100% Black Owned | **Level One** (135% B-BBEE procurement recognition level) | |
| At Least 51% black owned | **Level Two** (125% B-BBEE procurement recognition level) | |

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____/_____/_____

| |
|---|
| |
| **Stamp** |

_____
**Signature of Commissioner of Oaths**

# SECTION I

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

| APPLICABLE | | NOT APPLICABLE | X |
|---|---|---|---|

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)……..……. in accordance with the requirements and specifications stipulated in bid number……..…….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, *viz*
Invitation to bid;
Tax clearance certificate;
Pricing schedule(s);
Technical Specification(s);
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
Bidder's disclosure
Special Conditions of Contract;
General Conditions of Contract; and
Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) …….

CAPACITY …….

SIGNATURE …….

NAME OF FIRM …….

DATE ……..

WITNESSES

1 ……

2. ……

# CONTRACT FORM - PURCHASE OF GOODS/WORKS

## PART 2 (TO BE FILLED IN BY THE PURCHASER)

I……. in my capacity as……..….. accept your bid under reference number ……dated……for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

An official order indicating delivery instructions is forthcoming.

I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD |
|---|---|---|---|
| | | | |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE …….

OFFICIAL STAMP

WITNESSES

1. …….

2. …….

DATE …….

# CONTRACT FORM - RENDERING OF SERVICES

| APPLICABLE | | NOT APPLICABLE | X |
|---|---|---|---|

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

I hereby undertake to render services described in the attached bidding documents to (name of the institution)……. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number…….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, *viz*
Invitation to bid;
Tax clearance certificate;
Pricing schedule(s);
Filled in task directive/proposal;
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
Bidders declaration;
Special Conditions of Contract;
General Conditions of Contract; and
Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……

CAPACITY ……

SIGNATURE ……

NAME OF FIRM ……

DATE ……

WITNESSES

1 …….

2 …….

DATE:……..

# CONTRACT FORM - RENDERING OF SERVICES

## PART 2 (TO BE FILLED IN BY THE PURCHASER)

I……. in my capacity as……..…….. accept your bid under reference number ……dated……for the rendering of services indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE |
|---|---|---|
| | | |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……

2 ……

DATE: ……..

# CONTRACT FORM - SALE OF GOODS/WORKS

| APPLICABLE | | NOT APPLICABLE | X |
|---|---|---|---|

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## PART 1 (TO BE FILLED IN BY THE BIDDER)

I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)……..…..……. in accordance with the requirements stipulated in (bid number)……..…….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, *viz*
Invitation to bid;
Tax clearance certificate;
Pricing schedule(s);
Bidders Disclosure;
Special Conditions of Contract;
General Conditions of Contract; and
Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I undertake to make payment for the goods/works as specified in the bidding documents.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) …….

CAPACITY …….

SIGNATURE …….

NAME OF FIRM …….

DATE …….

WITNESSES

1 ……..……..

3. ……..

DATE: ……..

# CONTRACT FORM - SALE OF GOODS/WORKS

## PART 2 (TO BE FILLED IN BY THE SELLER)

I……. in my capacity as……..….. accept your bid under reference number ……dated……for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).

I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

| ITEM NO. | DESCRIPTION | PRICE (ALL APPLICABLE TAXES INCLUDED) |
|---|---|---|
| | | |

I confirm that I am duly authorised to sign this contract.

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE …….

OFFICIAL STAMP

WITNESSES

3. …….

4. …….

DATE …….

# SECTION J

# GENERAL CONDITIONS OF CONTRACT

**Definitions**
The following terms shall be interpreted as indicated:

“Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

“Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

“Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

“Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

“Day” means calendar day.

“Delivery” means delivery in compliance of the conditions of the contract or order.

“Delivery ex stock” means immediate delivery directly from stock actually on hand.

“Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

"Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

“GCC” means the General Conditions of Contract.

“Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

“Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

“Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

“Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

“Order” means an official written order issued for the supply of goods or works or the rendering of a service.

“Project site,” where applicable, means the place indicated in bidding documents.

“Purchaser” means the organization purchasing the goods.

“Republic” means the Republic of South Africa.

“SCC” means the Special Conditions of Contract.

“Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

“Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

**Application**

These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**General**

Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

**Standards**

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

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

The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**Patent rights**

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

**Performance security**

Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

a cashier's or certified cheque

The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**Inspections, tests and analyses**

All pre-bidding testing will be for the account of the bidder.

If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**Delivery and documents**

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

Documents to be submitted by the supplier are specified in SCC.

**Insurance**

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

**Transportation**

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

**Incidental Services**

The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

performance or supervision of on-site assembly and/or commissioning of the supplied goods;
furnishing of tools required for assembly and/or maintenance of the supplied goods;
furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**Spare parts**

As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
in the event of termination of production of the spare parts:
Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**Warranty**

The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**Payment**

The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

Payment will be made in Rand unless otherwise stipulated in SCC.

**Prices**

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

**Contract amendments**

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

**Assignment**

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

**Subcontracts**

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

**Delays in the supplier's performance**

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.

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.

No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

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.

Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

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 quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**Penalties**

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.

**Termination for default**

The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
if the Supplier fails to perform any other obligation(s) under the contract; or
if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
the name and address of the supplier and / or person restricted by the purchaser;
the date of commencement of the restriction
the period of restriction; and
the reasons for the restriction.

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

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

**Anti-dumping and countervailing duties and rights**

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such

amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**Force Majeure**

Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**Termination for insolvency**

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

**Settlement of Disputes**

If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

Notwithstanding any reference to mediation and/or court proceedings herein,

the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
the purchaser shall pay the supplier any monies due the supplier.

**Limitation of liability**

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

**Governing language**

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

**Applicable law**

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

**Notices**

Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be

posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**Taxes and duties**

A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**National Industrial Participation (NIP) Programme**

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

**Prohibition of Restrictive practices**

In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

## SECTION K

## SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

1. Supplier must be registered on CSD to be awarded.

2. Supplier must deliver as per the specification provided.

3. Should bidders not quote for all items, they will be considered as being non-responsive.

5. The total quotation price must be inclusive of the cost of the delivery and delivery.

5. The price quoted must be fixed for the period of 90 days.

6. The Department reserves the right not to award to the lowest bidder.

7. The Department will conduct a detailed risk assessment prior to the award.

The offers must remain valid for a period of 90 days from the closing date of the submission of bids.

## SECTION L

## TAX COMPLIANCE STATUS (TCS)

1 The State / Province may not award a contract resulting from the invitation of quotations to a bidder who is not properly registered and up to date with tax payments or, has not made satisfactory arrangements with S A Revenue Services concerning due tax payments.

2 The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates. From 18 April 2016 SARS introduced an enhanced Tax Compliance system. The new system allows taxpayers to obtain a Tax Compliance Status (TCS) PIN, which can be utilized by authorized third parties to verify taxpayers' compliance status on line via SARS e-filing.

3 Bidders are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also available to foreign bidders / individuals who wish to submit bids.

4 SARS will then furnish the bidder with a Tax Compliance Status (TCS) **PIN** that will be valid for a period of 1 (one) year from the date of approval.

5 In bids where Consortia / Joint Venture / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) **PIN.**

6 Application for Tax Compliance Status (TCS) **PIN** can be done via e-filing at any SARS branch office nationally or on the website **www.sars.gov.za.**

7 Tax Clearance Certificates may be printed 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.**

8 Tax Compliance Status is not required for services below R30 000 ITO Practice Note Number: SCM 13 of 2007.

9 Kindly either provide an original tax clearance certificate, your tax number or pin number.

**TAX NUMBER**

| |
|---|
| |

**PIN NUMBER**

| |
|---|
| |

## SECTION M

# AUTHORITY TO SIGN A BID

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on….....20.....…..

Mr/Mrs/Miss…… (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) …….....

**IN HIS/HER CAPACITY AS**: ….....

**SIGNED ON BEHALF OF COMPANY**: .....
(PRINT NAME)

**SIGNATURE OF SIGNATORY**: ..... **DATE**: .....

**WITNESSES:** 1 .....

2 .....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the

business trading as .....

.....

..... .....
**SIGNATURE** **DATE**
(PRINT NAME)

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

| Full name of partner | Residential address | Signature |
|---|---|---|
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

We, the undersigned partners in the business trading as.....
hereby authorized .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

| | | |
|---|---|---|
| ..... | ..... | ..... |
| **SIGNATURE** | **SIGNATURE** | **SIGNATURE** |
| (PRINT NAME) | (PRINT NAME) | (PRINT NAME) |
| ..... | ..... | ..... |
| **DATE** | **DATE** | **DATE** |

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at …….

.....Mr/Mrs/Miss....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)
…….....

**SIGNED ON BEHALF OF CLOSE CORPORATION**: …… (PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE**: .....

**SIGNATURE OF SIGNATORY**: .....

**WITNESSES**: 1 .....

2 .....

**E CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on .....…….. 20..... at ……...

Mr/Mrs/Miss....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co - operative).....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY**:……...
(PRINT NAME)

**IN HIS/HER CAPACITY AS:..... DATE: .....……**

**SIGNED ON BEHALF OF CO-OPERATIVE:.....**

**NAME IN BLOCK LETTERS:……..**

**WITNESSES:** 1 **.....**

2 **.....**

**F JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on……20……

Mr/Mrs/Miss…….,Mr/Mrs/Miss…….…,

Mr/Mrs/Miss……and Mr/Mrs/Miss……..……
(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)……..……

**IN HIS/HER CAPACITY AS:**……..……

**SIGNED ON BEHALF OF (COMPANY NAME):**…….……
(PRINT NAME)

**SIGNATURE :**…….. **DATE:**……

**IN HIS/HER CAPACITY AS:**……

**SIGNED ON BEHALF OF (COMPANY NAME):**……..……
(PRINT NAME)

**SIGNATURE:**…….. **DATE:**……

**IN HIS/HER CAPACITY AS:**……

**SIGNED ON BEHALF OF (COMPANY NAME):**……
(PRINT NAME)

**SIGNATURE:**…….. **DATE:**……

**IN HIS/HER CAPACITY AS:**……..……..……...

**SIGNED ON BEHALF OF (COMPANY NAME):**……..……
(PRINT NAME)

**SIGNATURE:**…….. **DATE:**……

## G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN 0N BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on……20…

Mr/Mrs/Miss……..……

(whose signature appears below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)……..

**IN HIS/HER CAPACITY AS:**……

**SIGNATURE:**…….. **DATE:**……

**SIGNED ON BEHALF OF (CONSORTIUM NAME):** ……..……
(PRINT NAME

## SECTION N

## TERMS OF REFERENCE / DETAILED SPECIFICATION

**PROJECT LOCATION:**
Province: KwaZulu-Natal
District Municipality: uThukela
Town / Village: Ladysmith / uMnambithi

### 1. PROJECT BACKGROUND

The Ladysmith Hospital is a Regional Hospital located in Ladysmith in Alfred Duma Local Municipality and falls under uThukela Health District.

The Hospital receives electric supply in bulk from Alfred Duma Municipality at 11kV medium voltage and distributes to various sections in the Hospital through a network of medium and low voltage cables.

Reliable electricity supply is achieved through a well maintained and upgraded electrical network and equipment. However, back up power by generator set is provided for critical loads.

The current generator located in the main substation feeding various critical loads is old and obsolete and have outlived the useful years of service. Availability of spares for repairs is very difficult to get and when you finally get it, it takes a very long time to specifically manufacture and get them installed. Therefore, maintaining the generator to ensure reliable emergency supply is a huge challenge.

The Existing generator is 325 kVA and is unable to supply the full load due to additional loads added over the years. Still more loads are required to be added due to load shedding and critical support systems that are needed to maintain health services. Loads added over a period of time and additional needs required consideration of an upgrade.

The project will dismantle the existing generator set and panels and fuel tank and commission a new gen set capacity of 500kVA with associated panels and controls and fuel tank. This capacity will be confirmed or revised during the Design Development Stage after full investigation will be carried out.

In addition, the building network will be redesigned and reconfigured and refurbished to provide emergency supply to all critical loads.

### 2. PURPOSE

The Department of Public Works: KZN is seeking bids from experienced and skilled Registered Professional Electrical Engineer, Mechanical Engineer and Structural Engineer to provide services for the Project: Department of Health: Ladysmith Hospital – Upgrading and Replacement of Generator Set at Main Substation in Ladysmith Hospital KwaZulu Natal.

The registered Electrical Engineer will be appointed at the Department of Health Ladysmith Hospital – Upgrading and Replacement of Generator Set at Main Substation project from stage 1-7 as per FIDPM.

### 3. PROJECT SCOPE OF WORK

- Installation of generator set with fuel tanks and control panels for Operation Theatre and associated loads in the current emergency power system.
- Decommission the existing emergency power system.
- To integrate the generator system with the distribution system to ensure reliability in electric supply.
- To continue supply all electrical loads fed with emergency supply from the existing system by redesigning and reconfiguring and refurbishing the building network and distribution boards and panels.
- A 3 year maintenance contract for servicing and maintenance of the gen set.

Standard specifications to be used in the project: SANS 10142, SANS 10400 Pat 1 and SABS

## 3.1 ELECTRICAL ENGINEER

**Electrical Engineering pertaining to Engineering Projects**

The scope of services is as per the gazetted scope of services for Professional Engineers administered by the Engineering Council of South Africa including but not limited to:

- Preliminary and Detailed Design with cognisance to compliance with construction regulations, IUSS and other applicable standards
- The role of an electrical engineer is to survey the site and manage the design and construction of electrical systems so that they comply with the necessary codes.
- His responsibilities include designing, testing, installing and maintaining electrical systems that transmit and generate power.
- At design stage, the electrical engineers typically needs the skills to work with computer models in order to have a better idea of what they should design. In addition, electrical engineers may be responsible for calculating the costs of electrical equipment i.e. generators and scheduling delivery dates from supplies.
- At the end of a project, the electrical engineer is responsible for making sure that all codes are met.
- He will be responsible for testing and commissioning all installed electrical equipment and produce As- built drawings of the building's wiring and power supply for submission to council for approval.
- The electrical engineer must have an in-depth knowledge of building codes.
- The Electrical Engineer will be fully responsible and accountable for project compliance with the Infrastructure Delivery Management System throughout the project life-cycle.
- Issuing of Certificates of Compliance

## 3.2 MECHANICAL ENGINEER

**Mechanical Engineering pertaining to Engineering Projects**

The scope of services is as per the gazetted scope of services for Professional Engineers administered by the Engineering Council of South Africa including but not limited to:

- Preliminary and Detailed Design with cognisance to compliance with construction regulations, IUSS and other applicable standards
- The Mechanical Engineer will also be responsible for the internal water reticulation in terms of assessment, design, management and close-out.
- The Mechanical Engineer will also be responsible for Fire Services (assess, design, management and close-out)
- The Mechanical Engineer will be responsible for HVAC requirements in the substation
- The Mechanical Engineer will be required to take part in,
    - Contract Documentation
    - Contract Administration
    - Compilation of as-built information
    - Other related Civil and Structural Engineering Services pertinent for the successful completion of this project
- The Mechanical Engineer will be obligated to comply with the Infrastructure Delivery Management System requirements throughout the project rollout when and as instructed by the Department of Public Works.

### 3.3 STRUCTURAL ENGINEER

**Structural Engineering pertaining to Engineering Projects**

The scope of services is as per the gazetted scope of services for Professional Engineers administered by the Engineering Council of South Africa including but not limited to:

- Preliminary and Detailed Design with cognisance to compliance with construction regulations, IUSS and other applicable standards
- The Structural Engineer will also be responsible for the support structures for the increased size of the generator in terms of assessment, design, management and close-out.
- The Structural Engineer will also be responsible for considering issues of transmitting machine vibration to the rest of the building
-
    - Contract Documentation
    - Contract Administration
    - Compilation of as-built information
    - Issuing of Certificates of Compliance
    - Other related Civil and Structural Engineering Services pertinent for the successful completion of this project
- The Structural Engineer will be obligated to comply with the Infrastructure Delivery Management System requirements throughout the project rollout when and as instructed by the Department of Public Works.

## 4. SCOPE OF SERVICES

4.1 The services required from the consultants are standard consultant project stages that are required to take a project through to the successful completion of construction and are in line with the Framework for Infrastructure Delivery and Procurement Management (FIDPM) guidelines.

4.2 Detailed deliverables from the consultants are as per the schedule of relevant Government Gazette in Table 6.1 below. Consultants are required to undertake the project through all stages, as per the respective government gazettes and Departmental conditions of appointment of consultants.

## 5. QUALIFICATION AND EXPERIENCE

5.1 The Electrical Engineer is to provide a full team of the experienced and skilled professionals. Registration of professionals working on the project must be as per Table 5.1 below:

| REGISTERED PROFESSIONAL | APPLICABLE REGISTRATION |
|---|---|
| Professional Electrical Engineer | Pr. Eng. Reg. with Engineering Council of South Africa (ECSA) |
| Professional Mechanical Engineer | Pr. Eng. Reg. with Engineering Council of South Africa (ECSA) |
| Professional Structural Engineer | Pr. Eng. Reg. with Engineering Council of South Africa (ECSA |

*Table 5.1: Required Professional Registration*

## 6. COSTING

6.1 The Consultants will be remunerated using relevant Fee Guidelines as per table 6.1 below:

| DISCIPLINE | GAZETTE APPLICABLE PER DISCIPLINE | FEE STRUCTURE |
|---|---|---|
| Electrical Engineer | ECSA use rates as per Board Notice 783 of 2025 | As per Gazette |
| Mechanical Engineer | ECSA use rates as per Board Notice 783 of 2025 | As per Gazette |
| Structural Engineer | ECSA use rates as per Board Notice 783 of 2025 | As per Gazette |

*Table 6.1: Relevant Fee Guidelines*

6.2 The *estimated* total construction cost for the project is **R 4 150 000.00 Including VAT**.

6.3 For Purpose of fee value structure allow the following work percentages:
Your quote is to be based upon the relevant Guidelines for tariff (as per 6.1 above), less percentage discount.

| DISCIPLINE | % FOR PURPOSE OF FEE CALCULATION |
|---|---|
| Electrical Engineering | 100% |
| Mechanical Engineering | 10% |
| Structural I Engineering | 5% |

*Table 6.3: Estimated Percentages for Purpose of Fee Calculations*

6.4 Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc. Travel and hourly disbursements will be paid to a maximum of 250km radius from the site.

6.5 Please note that total final fees payable will be calculated on final value of contract for “fee purposes” only or final contract cost estimates for “fee purposes” only (both for the applicable discipline) - whichever may be applicable at the time.

6.6 You are requested to submit your bid using the specified **Basis of Appointment** on your company letterhead duly signed by the Registered Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded within five (5) working days.

## 7. CONDITIONS OF APPOINTMENT

7.1 An organogram with details of the Registered Professional and detailed curriculum vitas of the proposed professional/s. Where a resource/professional is being out-sourced, a contract or agreement between both parties is to be submitted.

7.2 You will be expected to attend a minimum of 2 site meetings per month (during planning and construction stages).

7.3 Consultants must submit all returnable documents as listed on Appendix C herein. Failure to submit all the requested documents could result in the quote not being responsive.

7.4 Your detailed organogram is to provide details of the **Registered Professionals** (as per table 6.1 above)**,** who will be dedicated to this project. Approval must be made in writing to the Department for any replacement of the designated professional/s.

7.5 Appointment will be as per Departmental Standard Conditions of Appointment for the respective Discipline.

7.6 The estimated project duration is 7 months (Including Planning and Tender Stage Stage for the contractor).

7.7 The Consultants’ fees are for services required to complete the Framework for Infrastructure Delivery and Procurement Management (FIDPM) Stage 1 to 7 (Gazette Stages 1 to 6) of the project.

7.8 The consultant fees payment will be processed at completion and approval of each stage of the project as Per IPAC Processes aligned to Framework for Infrastructure Delivery and Procurement Management (FIDPM)

## SECTION O

The evaluation criteria will be in three phases:

### 1.1 Phase 1: SCM Administrative Compliance

- Correctness of bid documents
- Compliance with bid regulations (registration with CSD, tax clearance certificate and other prescripts requirements)

| COMPLIANCE DOCUMENTS | |
|---|---|
| **Item No.** | **Required Document** |
| 1. | Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number) |
| 2. | Proof of Registration with Council<br>(Attach a valid Letter of Good standing with the relevant councils) ( to be labelled as E2), Valid ECSA, registration certificate as Professional Engineer (Pr. Eng.) and Valid PrivySeal from ECSA proving Good Standing |
| 3. | Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month) ( to be labelled as E3) |
| 4. | Bidder's Disclosure – SBD4 |
| 5. | Bid Offer from the Consultant<br>(Attach Appendix A – Stamped and dated ) |

### 1.2 Phase 2: The following Mandatory Criterion will be applicable.

Meeting the mandatory requirement by the entire team is applicable for the evaluation of this quotation. Only quotations received from entities who meet the following criteria will be responsive:

**Phase 2** of Evaluation criteria: All the appropriate and requested information be submitted in full.

**Mandatory Criteria**

| | Evaluation Criteria | Mandatory Deliverables |
|---|---|---|
| 1 | **Lead Consultant Experience**<br>- Firms experience in Electrical works projects | Lead Consultant experience in (3) projects of electrical works in the last seven (7) years & client reference letter.<br><br>A **consultant award** letter is required for each project being submitted.<br>**A client reference** letter is required for each project being submitted. |
| 2. | **Competency and Experience of each Professional:**<br>• **Electrical Engineer**<br>(experience post registration) | Professional Engineer has minimum of (3) years' experience in Engineering / Building works projects. (**Post Registration)**<br><br>A **detailed CV** and **Professional registration** with relevant Council are required. |

| | | |
|---|---|---|
| 3. | **Competency and Experience of each Professional:**<br>• **Mechanical Engineer**<br>(experience post registration) | Professional Engineer has minimum of (3) years' experience in Engineering / Building works projects. (**Post Registration)**<br><br>A **detailed CV** and **Professional registration** with relevant Council are required. |
| 4. | **Competency and Experience of each Professional:**<br>• **Structural Engineer**<br>(experience post registration) | Professional Engineer has minimum of (3) years' experience in Engineering / Building works projects. (**Post Registration)**<br><br>A **detailed CV** and **Professional registration** with relevant Council are required. |

**Note: to *all* tenderers**

1.2.1 Where new projects are submitted as a demonstration of experience by tenderers: only projects comprising significant new construction dwellings/buildings shall be considered – i.e., new buildings to 70-100% of the structure. Similarly, where current/ongoing projects are submitted, the project shall not be less than 70% complete.

1.2.2. Professional Indemnity required as per Appendix C of the tender document. Proof of at least R 1 million insurance must be included in your tender submission. A letter of intent/undertaking from an insurance company for the full cover per discipline must also be submitted. The successful bidder must then confirm this insurance within 14 days of award of this tender.

1.2.3. The submission of all information by the tenderers to confirm the experience and competency of the registered professionals - by the nature and magnitude of works on previously completed projects, availability of resources, technical experience & qualifications, and satisfaction of the previous project clients/managers – is mandatory, and failure to do so will render your tender non-responsive.

### 1.3. Phase 3: Price & Specific Goals

- Price and Specific Goals
- Evaluating using the Point System of 80/20 (Price and Specific Goals)

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 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 | Applicable / Not Applicable | Number of points Allocated (80/20 system) |
|---|---|---|
| Ownership by Black People | Not Applicable | 0 |
| Ownership by People who are youth | Not Applicable | 0 |
| Ownership by People living with Disability | Not Applicable | 0 |
| Ownership by People who are Women | Not Applicable | 0 |
| 51% Ownership by People who are Military Veterans | Not Applicable | 0 |
| Exempted Micro-Enterprise (EME) | Not Applicable | 0 |
| Promotion of Enterprises located in the DPWI Midlands Region for work to be done or services to be rendered | Applicable | 20 – Amajuba Municipality, Uthukela Municipality and Umzinyathi Municipality |
| Promotion of Enterprises located in rural areas | Not Applicable | 0 |
| | | |

**APPENDIX A – BID PROFORMA**
(*To be completed by the Consultant*)

*Note Value for Fee purposes:*
Electrical Engineer = 100%

**General Notes –**

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- **For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.**
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published). Travel and hourly disbursements will be paid to a maximum of 250km radius from the site.
- Table below is **NOT** to be modified by Consultant

| **TABLE 1** | **PERCENTAGE BASED FEES** | | | | |
|---|---|---|---|---|---|
| **DISCIPLINE** | **GAZETTE APPLICABLE PER DISCIPLINE** | **FEE BREAKDOWN** | **RAND VALUE** | **CONSULTANT FULL NAME (Authorized Person)** | **CONSULTANT SIGNATURE** |
| **ELECTRICAL ENGINEER** | ECSA use rates as per Gazette 52691 Board Notice 783 of 2025 | Value for Fee Purposes | R 3 608 695.65 | | |
| | | Basic Fee (Primary Fee + Secondary Fee): | R _____ | | |
| | | Add: Surcharge (_____)% | R _____ | | |
| | | **Sub-Total** | **R _____** | | |
| | | Add: Disbursements: 10% | R _____ | | |
| | | **All-inclusive Fee** | **R _____** | | |
| | | Less: Discount (_____)% | R _____ | | |
| | | **Sub-Total** | **R _____** | | |
| | | Add: VAT @ 15% | R _____ | | |
| | | **TOTAL FEES** | **R _____** | | |
| Note – Percentage discount above also applies to any additional time-based work. | | | | | |

**COMPANY STAMP:**

**DATE:**

**APPENDIX A – BID PROFORMA**
(*To be completed by the Consultant*)

*Note Value for Fee purposes:*
Mechanical Engineer = 10%

**General Notes –**

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- **For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.**
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published). Travel and hourly disbursements will be paid to a maximum of 250km radius from the site.
- Table below is **NOT** to be modified by Consultant

| **TABLE 1** | **PERCENTAGE BASED FEES** | | | | |
|---|---|---|---|---|---|
| **DISCIPLINE** | **GAZETTE APPLICABLE PER DISCIPLINE** | **FEE BREAKDOWN** | **RAND VALUE** | **CONSULTANT FULL NAME (Authorized Person)** | **CONSULTANT SIGNATURE** |
| **MECHANICAL ENGINEER** | ECSA use rates as per Gazette 52691 Board Notice 783 of 2025 | Value for Fee Purposes | R 360 869.57 | | |
| | | Estimated Hours | 100hrs | | |
| | | Hourly Rate | R _____ | | |
| | | **Sub-Total** | **R _____** | | |
| | | Add: Disbursements: 10% | R _____ | | |
| | | **All-inclusive Fee** | **R _____** | | |
| | | Less: Discount (_____)% | R _____ | | |
| | | **Sub-Total** | **R _____** | | |
| | | Add: VAT @ 15% | R _____ | | |
| | | **TOTAL FEES** | **R _____** | | |
| Note – Percentage discount above also applies to any additional time-based work.<br>**Due to the value of works that is less than R1 million Rands, Time Based fees will apply.** | | | | | |

**COMPANY STAMP:**

**DATE:**

**APPENDIX A – BID PROFORMA**
(*To be completed by the Consultant*)

*Note Value for Fee purposes:*
Structural Engineer = 05%

**General Notes –**

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- **For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.**
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published). Travel and hourly disbursements will be paid to a maximum of 250km radius from the site.
- Table below is **NOT** to be modified by Consultant

| **TABLE 1** | **PERCENTAGE BASED FEES** | | | | |
|---|---|---|---|---|---|
| **DISCIPLINE** | **GAZETTE APPLICABLE PER DISCIPLINE** | **FEE BREAKDOWN** | **RAND VALUE** | **CONSULTANT FULL NAME (Authorized Person)** | **CONSULTANT SIGNATURE** |
| **STRUCTURAL ENGINEER** | ECSA use rates as per Gazette 52691 Board Notice 783 of 2025 | Value for Fee Purposes | R 180 434.78 | | |
| | | Estimated Hours | 50hrs | | |
| | | Hourly Rate | R _____ | | |
| | | **Sub-Total** | **R _____** | | |
| | | Add: Disbursements: 10% | R _____ | | |
| | | **All-inclusive Fee** | **R _____** | | |
| | | Less: Discount (_____)% | R _____ | | |
| | | **Sub-Total** | **R _____** | | |
| | | Add: VAT @ 15% | R _____ | | |
| | | **TOTAL FEES** | **R _____** | | |
| Note – Percentage discount above also applies to any additional time-based work.<br>**Due to the value of works that is less than R1 million Rands, Time Based fees will apply.** | | | | | |

**COMPANY STAMP:**

**DATE:**

## APPENDIX B

## SUMMARY OF PROFESSIONAL FEES

**THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM TO PROVIDE PROFESSIONAL SERVICES FOR DEPARTMENT OF HEALTH: LADYSMITH HOSPITAL – UPGRADING AND REPLACEMENT OF GENERATOR SET AT MAIN SUBSTATION IN LADYSMITH HOSPITAL KWAZULU NATAL**

| DISCIPLINE | FEES OFFERED |
|---|---|
| **1.ELECTRICAL ENGINEERING**<br>(total fees from page 62) | **R** |
| **2.MECHANICAL ENGINEERING**<br>(total fees from page 63) | **R** |
| **3.STRUCTURAL ENGINEERING**<br>(total fees from page 64) | **R** |
| **TOTAL CARRIED OVER TO FORM OF OFFER (SECTION G)** | **R** |

## APPENDIX C – RETURNABLE DOCUMENTS

| CHECKLIST OF RETURNABLE DOCUMENTS | | | |
|---|---|---|---|
| **Item No.** | **Required Document** | **Tick** | |
| | | **Y** | **N** |
| 1. | Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number) | | |
| 2. | Proof of Registration with Council<br>(Attach Letter of Good standing with the relevant council dated during the year of Quotation) (to be labelled as E2)<br>Valid ECSA registration certificate as Professional Engineer (Pr. Eng.)<br>Valid PrivySeal from ECSA proving Good Standing | | |
| 3. | Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month) (to be labelled as E3) | | |
| 4. | Proof of Specific Goals met (80/20 system) | | |
| 5. | Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward Councilor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid) (to be labelled as E4) | | |
| 6. | Quotation from the Consultant<br>(Attach Appendix A – Stamped and dated) | | |
| 7. | Proof of relevant professional indemnity cover where applicable –<br>- Electrical Engineer: R 1,0 million<br>- (To be labelled as E5) | | |
| | | | |

## APPENDIX D – CONTRACT DATA

**C1.2 Contract Data**

C1.2.1 Standard Professional Services Contract
The conditions applicable to this Contract are the **Standard Professional Services Contract (July 2009)** Third Edition of CIDB document 1014, published by the Construction Industry Development Board.

C1.2.2 Data provided by the Employer

| **Clause** | |
|---|---|
| | The General Conditions of Contract in the Standard Professional Services Contract (August 2005) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.<br><br>Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies. |
| 1 | The Employer is the **Department of Public Works.** |
| 1 | The Period of Performance is from inception of this Contract until the Service Provider has completed all Deliverables in accordance with the Scope of Services. |
| 1 | The Project is to the provision of Standard Professional Services for the Project. |
| 3.4 and 4.3.2 | The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in Part A (Invitation to Bid) under item any enquiries regarding technical information may be directed to: |
| 3.4.1 | Communication by e-mail is permitted. |
| 3.5 | The Services shall be executed in the Service Provider's own office and on the Project site. No portion of the work may be performed by a person employed by the State. No portion of the work may be sublet to any other person or persons without the prior written approval of the Employer. |
| 3.6 | Omit the following:<br>"... within two (2) years of completion of the Service ...". |
| 3.11.1 | Period of Performance shall be sub dividable in separate target dates according to the programme to be submitted in terms of clause 3.14 hereof.<br>A Penalty amount of R500 per day will be applicable per target date, to a maximum equal to R15 000, after which the contract may be terminated. |
| 3.14 | <u>For fees stipulated as "value based" in C2.1 Pricing Instructions, C2.1.1.1</u>:<br>Programme:<br>A programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.<br><br>The programme will be the result of the co-ordination of all appointed Service Providers' inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described of the various appointed Service Providers' tender documents and presented in bar chart format. No milestones may, at the co-ordination stage, be extended beyond the timeframes outlined in Project Programme without acceptable reasons. The programme thus compiled and presented by the principal agent must be counter-signed by all appointed Service Providers as proof that the programme was agreed upon by all during the said co-ordination action. |

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| | The Employer retains the right to negotiate such submitted programme with the principal agent in consultation with the appointed Service Providers, if required, to promote the interest of the project.<br><br><u>For fees stipulated as "time based" Pricing Instructions</u>:<br>Project Execution Plan (PEP):<br>A PEP for the performance of the Service shall be submitted by the Service Provider, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.<br><br>In the event of the Employer not being satisfied with the submitted PEP, the Parties will negotiate in good faith towards a PEP that will be agreeable to both. Such an agreed-upon PEP will form the basis for the management of the appointment and remuneration purposes. Should circumstance change from the initial briefing, the Service Provider and the Employer will negotiate a revised PEP to satisfy such change(s). Should the Parties fail to reach agreement on the PEP or revised PEP, the matter will be dealt with in terms of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer. |
| 4.1.1 | Briefing meeting:<br>The departmental project manager shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional team as referred to in C3.5.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the departmental project manager, together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Providers, all documentation relevant to the execution of the Service. |
| 4.4 | A list of others providing Services on this Project will be provided by the Project Manager. |
| 5.4.1 | Minimum professional insurance cover of R 5 million per discipline (as per checklist on page 66) with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability – all as more comprehensively described as provided by the Service Provider and in respect of which the Service Provider must provide data as required. Proof of at least R 2 million insurance per discipline must be included in your tender submission. A letter of intent/undertaking from an insurance company for the R 5 million cover per discipline must also be submitted. The successful bidder must then confirm this insurance within 14 days of award of this tender. |
| 5.5 | The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:<br>1. Travelling for which payment will be claimed. Travelling and subsistence arrangements and tariffs of charges;<br>2. Deviate from the final programme as per the programme above;<br>3. Deviate from the programme (delayed or earlier);<br>4. Deviate from or change the Scope of Services;<br>5. Change Key Personnel on the Service. |
| 8.1 | The Service Provider is to commence the performance of the Services immediately after the Contract becomes effective and execution to be as per the Programme, Scope of Services and Brief. |
| 8.4.3 (c) | The period of suspension is not to exceed two (2) years. |
| 9.1 | Copyright of documents prepared for the Project shall be vested with the Employer. |
| 12.1.2 | Interim settlement of disputes is to be by mediation. |
| 12.2.1 | In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa). |
| 12.2.4 / 12.3.4 | Final settlement is by litigation. |

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| 13.1.3 | All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per the General Conditions of Contract. |
| 13.4 | Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Contract. |
| 13.5 | The amount of compensation is equivalent to professional insurance. |
| 14.4 | In the first sentence, change "… period of twenty-four months after …" to "… period of thirty-six months after …". |
| 15 | In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act no1 of 1999). |

C1.2.3 Data provided by the Service Provider

| **Clause** | |
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| | Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies. |
| 1 | The Service Provider is the company, close corporation, natural person or partnership named in the Form of Offer and Acceptance by the tendering Service Provider. |
| 5.3 | The authorised and designated representative of the Service Provider is the person named in the resolution by the tendering Service Provider. |
| 5.4.1 | <u>Indemnification of the Employer</u><br><br>I, the undersigned, being duly authorized by the Service Provider, in terms of the completed resolution<br><br>……(Name of authorized person)<br><br>hereby confirm that the Service Provider known as:<br><br>……(Legal name of entity tendering herein)<br><br>tendering on the project:<br><br>…….....<br><br>……(Name of project as per C1.1 Form of offer and acceptance)<br><br>holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than the amount required as cover relative to the size of project, with the first amount payable not exceeding 5% of the value of indemnity. I further confirm that the Service Provider will keep such professional indemnity fully subscribed. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract. |

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| | I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.<br><br>I confirm that the Service Provider renounces the benefit of the *exceptionis non causa debiti, non numeratae pecuniae* and *excussionis* or any other exceptions which may be legally raised against the enforceability of this indemnification.<br><br>Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in terms of this agreement.<br><br>**NAME:** ……..<br>**CAPACITY:** ……..<br>**SIGNATURE:** …….. |
| 7.1.2 | As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, **and/or**, one or more professional(s) employed to render professional services, for whom certified copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation.<br><br>The Key Persons and their jobs / functions in relation to the Services are: |

| Name | Principal and/or employed professional(s) | Specific duties |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
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| 5. | | |
| 6. | | |
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| 8. | | |
| 9. | | |
| 10. | | |

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| 7.2 | A Personnel Schedule is not required. |

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| If the space provided in the table above is not sufficient to describe the **specific duties**, this space may be utilized for such purpose: |

## C2: PRICING DATA

### C2.1 Pricing Instructions

C2.1.1 Basis of remuneration, method of tendering and estimated fees

C2.1.1.1 Professional fees for the Professional Service Providers will be paid on Value basis as specified in clause C2.1.3

The words "value based" and "percentage based" used in connection with fee types in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.

C2.1.1.2 **Tenderers are to tender:**
**Fees based upon relevant guidelines for tariff of fees as detailed in this tender** (in the event of the basis for remuneration being indicated above as a "value based" fee)

or

**The different rates for the different categories** in the Activity Schedule for Time Based Fees, column (c) (in the event of the basis for remuneration being indicated above as a "time based" fee)

all as set out below.

C2.1.2 Remuneration for **Professional Service Providers**

C2.1.2.1 **Professional fees shall be calculated as follows for Services rendered by the Service Provider:**

- **In the event of the basis for remuneration being a "value based" fee, of the normal fees tendered** plus Value Added Tax, all according to the provisions

  **or**

- **In the event of the basis for remuneration being a "time based" fee, the different rates tendered for the different categories for Time Based Fees," multiplied by the actual number of hours spent** plus Value Added Tax.

C2.1.2.2 The amount tendered herein is for tender purposes only and will be amended according to the application of the value fee scale *vis-à-vis* the actual cost of construction (if basis of remuneration has been set at "value based" or the actual number of hours for each level (if basis of remuneration has been set at "time based").

C2.1.2.3 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out will be paid in full, irrespective of the percentage or rates tendered as referred to above

C2.1.2.4 **Disbursements in respect of all travelling and related expenses** including all travelling costs, time charges and subsistence allowances related thereto **will be paid for separately.**

The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24 hours notice to visit the site if so required. All costs in this regard will be deemed to be included in the applicable fees.

C2.1.2.5 All fee accounts must be accompanied by an updated original written certification by the quantity surveyor, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.

C2.1.2.6 All fee accounts need to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

C2.1.2.7 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.

C2.1.2.8 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of the General Conditions of Contract.

C2.1.2.9 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with the General Conditions of Contract.

**C2.1.3 Value based fees**

C2.1.3.1 Fees for work done under a value based fee
Where value based fees are payable (if basis of remuneration has been set at "value basis"), the Service Provider will be remunerated for Services rendered, subject to the provisions above and subject to the specific terms and conditions stated below and elsewhere in this document. This tariff of fees will be payable for the full Period of Performance.

C2.1.3.2 Normal services
The fee for normal services shall be based on the fee provided.

Where the Service Provider is required to perform a portion of the normal services only, the relevant portion of the fee shall be paid.

C2.1.3.3 Interim payments to the Service Provider
For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the applicable portion of the net amount of the accepted tender, or
- if no tender is accepted, the net amount of the applicable portion of the lowest suitable tender, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- if the contract is awarded by negotiation the negotiated price, or
- if no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the engineers estimate or if appointed, 80% of the quantity surveyors estimate.

C2.1.3.4 Fees for documentation for work covered by a provisional sum
Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn in respect of each section of such work.

C2.1.3.5 Time charges for work done under a value based fee
Where time charges are payable according to the rates set out below, will be applicable.

C2.1.3.5.1 Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service. The "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: *http://www.publicworks.gov.za/* under "Documents"; "Consultants Guidelines"; item 1.

C2.1.3.5.2 The scale of fees on time charges, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand: (see Table 8 of "Rates for Reimbursable Expenses" for the actual amounts calculated in accordance with to the principles laid down below):

(i) registered professional principals*: 18,75 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 13 salary range (Director) in the Public Service;
(ii) registered professionals*: 17,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 12 salary range (Deputy Director second leg) in the Public Service;
(iii) registered technicians**: 16,5 cents for each R100,00 of his/her **gross annual remuneration**; provided that this hourly rate shall not exceed 16,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 11 salary range (Deputy Director first leg) in the Public Service.

*(includes professional architects, professional quantity surveyors, professional engineers, professional technologists [engineering], professional planners and professional construction project managers)
**(includes professional technicians [engineering] professional senior technologists [architectural], principal technologists [architectural] and technical planner).

Hourly rates calculated in terms of (i), (ii) and (iii) above shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

C2.1.3.5.3 Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in (i) above on a project shall be limited to 5 per cent of the total time expended for time charges in respect of the Project. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (ii) or (iii) above.

C2.1.3.5.4 Notwithstanding the above, where work is of such a nature that Personnel as described in C2.1.3.5.2 (iii) above are capable of performing such work, it shall be remunerated at that level and not at the rates described in (i) and (ii) above, irrespective of who in fact executed the work.

C2.1.3.5.5 Gross annual remuneration in C2.1.3.5.2 (iii) above shall mean basic salary and guaranteed annual bonus; fringe benefits not included in basic salary; income benefit, as determined from time to time by the South African Revenue Services for income tax purposes, for the private use of a motor vehicle by the employer; employer's contribution to pension/provident fund, medical aid and group life assurance premiums; Compensation Fund and Unemployment Fund contributions, Metropolitan Council levies and any other statutory contributions or levies; all other costs and benefits as per conditions of appointment but excluding any share of profit and payment for overtime.

C2.1.3.5.6 The salaries referred to in C2.1.3.5.2 (i) to (iii) above can change from time to time, which will, therefore, change the rates applicable. These rates will, however, only be adjusted on the first day of each calendar year irrespective of any changes in salary ranges during the relevant year. The rates applicable at the time of the execution of the work as set out in Table 8 of the "Rates for Reimbursable Expenses", as amended from time to time, may be claimed.

C2.1.3.6 Additional Services

C2.1.3.6.1 Additional Services pertaining to all Stages of the Project
Unless separately provided for hereunder and scheduled in the Activity Schedule, no separate payment shall be made for the additional services. The cost of providing these services shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.2 Construction monitoring

The construction monitoring requirements are as specified.

(a) If Level One, part time, monitoring has been specified then no separate payment shall be made for construction monitoring staff or for the transport of the monitoring staff. The cost of providing

construction monitoring staff and transport shall be deemed to be included in the value based fee tendered for normal services.

(b) If Level Two, full time, monitoring has been specified then provision shall be made in the Activity Schedule for the envisaged site staffing requirements as specified. The unit of measure shall be the rate per calendar month (pro rata for part of a month). Payment shall only be applicable for the period actually established on site and shall in no instance be prior to the date of official handover of the Works to the Contractor or after the date of issue of the Certificate of Completion for the Works contract. The rates tendered for the relevant site staff shall include full compensation for all costs including, inter alia, the following:

- Salary
- Additional allowances
- Bonuses
- Leave and sick leave
- All company contributions such as provident fund, group life benefits, medical aid etc.
- Levies
- Office equipment
- Relocation cost and accommodation
- Travelling
- Handling cost and profit.

Payment for personnel shall exclude any periods of leave or sick leave. Time sheets for staff shall be included in the monthly fee account submitted to the Employer for payment. Replacement of staff as a result of any extended period of leave or sick leave outside of the normal contractor's year end break shall be to the approval of the Employer.

No separate payment shall be made for the transport of the construction monitoring staff and the cost of the transport shall be deemed to be included in the monthly rate tendered for the provision of the staff.

C2.1.3.6.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
No separate payment shall be made for the service specified. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

C2.1.3.6.4 Quality Assurance System
No separate payment shall be made for the implementation of a quality management system as specified. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

C2.1.3.6.5 Lead Consulting Engineer
No separate payment shall be made for assuming the leadership of an Employer specified joint venture, consortium or team of consulting engineers as specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.6 Principal Agent of the Client
No separate payment shall be made for assuming the role of principal agent of the Employer if specified. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

C2.1.3.6.7 Environmental Impact Assessment
No separate payment shall be made for the service specified. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

C2.1.3.6.8 Other unspecified services
The Employer may order duties that fall outside the scope of the project as tendered. Such additional duties may involve, but not limited to:

- Additional design requirements

- Evaluation of alternative tenders
- Additional investigations during the Defects and Liability Period
- Diverse other services

Any such additional services that may be required will be remunerated on a Time Basis as set out. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.

**C2.1.4 Time based fees**

C2.1.4.1 Fees for work done under a time based fee
Where time based fees are payable (if basis of remuneration has been set at "time basis" according to the bid as per the NDPW Rates.

C2.1.4.3 Work will be remunerated for at the category level in which it falls as defined above, irrespective of whether the person who in fact executed the work functions at a higher category of responsibility and competence.

**C2.1.5 Set off**
The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other project.

**C2.1.6 Typing, printing and duplicating work and forwarding charges**

C2.1.6.1 Reimbursable rates
The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in terms of the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: *http://www.publicworks.gov.za/* under "Documents"; "Consultants Guidelines"; item 1.

C2.1.6.2 Typing and duplicating
If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service Provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

The typing of correspondence, appendices and covering letters are deemed to be included in the value based fees and time based fees paid.

C2.1.6.3 Drawing duplication
(a) For drawing duplication the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed **or** may be claimed according to the provisions as in (b) or (c) below.

(b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the

lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.

(c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.
(d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing all polyester negative prints required to form part of the original set of drawings, as-built drawings including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

C2.1.6.4 Forwarding charges
(a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.

(b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc, is deemed to be included in the value based fees and time based fees paid.

C2.1.7 Travelling and subsistence arrangements and tariffs of charges
Notwithstanding the ruling in C2.1.2.4 above (regarding disbursements and travelling expenses which will not be paid separately), when the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.7.1 to C2.1.7.5 herein.

C2.1.7.1 General
The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

C2.1.7.2 Travelling time
Fees for travelling time are as set out in Table 8 in the "Rates for Reimbursable Expenses".

Fees are payable for travelling time at the tariff, as set less 2 hours of each journey on time charges for work done under a value based fee. Travelling time will be fully reimbursed.

C2.1.7.3 Travelling costs
Fees for travelling costs are as set out in Table 3 in the "Rates for Reimbursable Expenses".

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 2100 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses".

C2.1.7.4 Hired vehicles
In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1600 cc. Where use of a special vehicle is essential (e.g. four track or minibus to

accommodate more people), prior approval in writing must be obtained from the departmental project manager.

C2.1.7.5 Subsistence allowance
The subsistence allowances are as set out in Tables 4 and 5 in the "Rates for Reimbursable Expenses".

Only actual costs are payable in respect of absence from office of less than 24 hours.

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5. Accommodation should be limited to the equivalent of a three star hotel and no alcoholic beverages or entertainment costs may be claimed for.

**C2.2 Activity Schedule**

C2.2.1 Activities

C2.2.1.1 The services as defined in the Scope of Services are required. The activity schedule below lists the normal services as defined in the Government Gazetted as well as additional services as defined in the Scope of Services, of this document.

C2.2.1.2 The estimated normal fees have been calculated using the Government Gazetted Tariffs - by applying the applicable fee scale given for a building project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given respectively.

C2.2.1.3 No allowance has been made in the estimated normal fees for the additional services that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered.

C2.2.1.4 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the Government Gazetted Tariffs

C2.2.1.5 The tenderer must make provision for all activities necessary for the execution of the service as set out in the Scope of Services.

## APPENDIX E – FORMAT FOR TRACEABLE REFERENCE LETTERS

| | | |
|---|---|---|
| **Referee Full Name:** | | |
| **Project Role (indicate)** or **Project Client:** | | |
| **Contact No./s:** (1) | (2) | (3) |
| **Email Address:** | **Other Contact Details:** | |
| **WIMS No. & Bid Description:** | | |
| **Has the project been completed?** ☐ YES | ☐ NO | _____% complete (if NO) |
| Provide a brief description of the project below: | | |
| Describe the service and nature or work the bidder provided to you below: | | |

| **Criteria / Risks** (mark with an X) | **BELOW expectations** | **MEETS expectations** | **EXCEEDS expectations** |
|---|---|---|---|
| Professionalism – did the service provider always behave in a professional manner, while fulfilling their duties and providing the relevant service/s? | | | |
| Delivery of services – was the service delivered timeously? Are services currently being delivered timeously? | | | |
| Delivery of services – was/is the service delivered/being delivered satisfactorily to the specifications of the project? | | | |
| Sourcing– did/has the service provider source/d all required materials, equipment, and resources to ensure timeous delivery of the project? | | | |
| Knowledge – did/does the service provider show satisfactory understanding of the project? | | | |
| Dealing with challenges – when challenges arouse was the service provider able to satisfactorily address these challenges? | | | |
| Communication – was/is the service provider able to effectively communicate to parties during the project? | | | |

| | | | |
|---|---|---|---|
| Project management – was/is the service provider able to coordinate and undertake multiple processes of the project concurrently and ensure effective project management during the project? | | | |
| Would you use the provider again? ☐ YES ☐ NO | | | |
| Overall Impression: | | | |
| Other Comments: | | | |
| Approximate value of contract / Value for fee purposes: **R**_____ (strike off whichever is not applicable) | | | |
| **Completed by:** | | | |
| **Signature:** | | | |
| **Company Name:** | | | |
| **Contact Telephone Number:** | | | |
| **Date:** | | | |

*Note: If the space provided is insufficient, the comments may be included in an attachment (attached document to follow the above format.*