# PIKITUP JOHANNESBURG SOC LIMITED

## REQUEST FOR FORMAL PRICE QUOTATION

**APPOINTMENT OF A CONTRACTOR FOR RENOVATION OF AN EXISTING BUILDING TO DEVELOP A FILING STORAGE FACILITY AT WATERVAL DEPOT**

**IT IS ESTIMATED THAT TENDERS MUST HAVE A CIDB CONTRACTOR GRADING DESIGNATION OF 1CE OR HIGHER**

**BID NO: PIK 102/2024-2025**

**BIDDER COMPANY NAME:**

**CIDB CRS NUMBER:**

**BID AMOUNT (VAT INCL): R_____**

**THIS DOCUMENT IS COMPILED FOR:**

Pikitup Johannesburg SOC Ltd
Jorrisen
Place Building
66 Jorissen Street,
Braamfontein, JHB

**CONTACT DETAILS:**
Papi Lekgoathi

E-mail: papil@pikitup.co.za

**QUOTATION BOX SUBMISSION IS SITUATED AT:**

Pikitup Johannesburg SOC Ltd
Jorissen Place Building
66 Jorissen Street,
Pikitup Tender Office
Ground Floor
East Wing
Braamfontein, JHB

**Closing date: 05 February 2025**
**Closing time: 11:00am**
**Validity Period: 60 days from RFQ closing date**
**Briefing session: 11:00, 27 January 2025**

**BIDDER'S COMPANY NAME:** _____

**BIDDER'S CONTACT PERSON:** _____

**BIDDER'S CONTACT NUMBER:** _____

**BIDDER'S EMAIL ADDRESS:** _____

**TOTAL BID AMOUNT:** _____

**CLOSING DATE:** **05 February 2025**

**CLOSING TIME:** **11:00 AM**

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**BRIEFING SESSION:** **11:00,27 January 2025**

| Name | Physical address | Longitude | Latitude |
|---|---|---|---|
| Waterval Depot | No 3 Albert Street, Albertville | 27.978244 | -26.168947 |

**Document Issued by:**

Pikitup Johannesburg SOC Limited
Pikitup Head Office (Ground Floor)
Jorissen Place Building
66 Jorissen Street
Braamfontein

Tel : +27 (0)87 357 1119/20
E-Mail : papil@pikitup.co.za
Website : **www.pikitup.co.za**

**ADMINISTRATIVE COMPLIANCE**

SECTION 1

**Quotations received will be evaluated in terms of Preferential Procurement Policy Framework Act 5 of 2000 and The Preferential Procurement Regulations 2022.The 80/20 preference point system is applicable for this Request for Quotation (RFQ). Evaluation process will be firstly on pre-compliance evaluation, then on functionality evaluation and thereafter 80/20-Preference Point System. The 80 points will be for Price and 20 points are for Specific goals.**

- **MBD 4**: Declaration of interest
- **MBD 6.1:** Preference Points claim form in terms of the Preferential Procurement Regulations 2022
- **MBD 8**: Declaration of bidders past supply management practices
- **MBD 9**: Certificate of Independent bid determination
- Failure to submit a fully compiled MBD forms quotation will result in your bid being rejected.
- No quotation will be considered from persons in the service of the state (**MBD4**).
- A certified /original/ valid, B-BBEE certificate/ sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018.
  NON- COMPLIANT AFFIDAVIT WILL GET A ZERO POINT ALLOCATION)

SECTION 2

1. The Lowest or any bid will not necessarily be accepted and the PIKITUP reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part. In addition, Pikitup also reserves the right to appoint more than one service provider/supplier as deemed necessary
2. In evaluating bids received and adjudicating the award of this bid, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidders will not necessarily be selected as a preferred bidder.
3. Where deliveries are quoted “ex-stock” the period of delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.
   Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. Payments will be made thirty (30) days after receipt of invoice by Pikitup.
5. Quotations received after the closing date and time will not be considered
6. Samples of the required items or goods are available for your perusal (when applicable.)
7. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.

8. Quotations must be valid for minimum of 60 days.
9. It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered and have a “compliance tax status” on the National Treasury Central Supplier Database (“CSD”) as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.
10. National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at www.CSD.gov.za.

## DECLARATION

I, the undersigned hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNEBSURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNEBSURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

**Signing of the quotation in the appropriate space, as well as the initialing of each page by the bidder mandatory.**

_____

**NAME OF PERSON**

_____

**CAPACITY**

_____

**DATE**

### 1.1. PRE- COMPLIANCE EVALUATION AND MANDATORY REQUIREMENTS

The Supply Chain Practitioner will validate the list of returnable documents as mentioned below for further evaluation to Price and Specific Goal stage.

| **COMPULSORY DOCUMENTATION** | |
|---|---|
| **DOCUMENT CHECKLIST** | **Tick if at attached** |
| **CIPC CERTIFICATE** | |
| **CIDB CONTRACTOR GRADING DESIGNATION OF 1CE OR HIGHER** | |
| **TAX CLEARANCE DOCUMENT –** valid tax clearance required, OR **CENTRAL SUPPLIER DATABASE REGISTRATION** – CSD must be tax compliant | |
| **MBD 4 –** declaration of interest document provided with each RFQ we publish | |
| **MBD 8 –** declaration of bidders past practices document provided with each RFQ | |
| **MBD 9 -** declaration of interest document provided with each RFQ we publish | |
| **FOR THE SITE WHERE THE BUSINESS IS CURRENTLY LOCATED**<br>○ **Municipal statement** - if the property is owned by the business<br>**OR**<br>○ **Lease Agreement** – if the business is a tenant on the property<br>**and**<br>○ **Landlords Letter**–then we also require a letter of good standing from the landlord/letting agency/proxy confirming the tenants account is not more than 90 days in arrears<br>**OR**<br>○ **Sworn Affidavit** – compiled by the owner of the business if the business is being operated from the residence of the director | |

| | |
|---|---|
| **FOR EACH DIRECTOR OF THE COMPANY**<br>○ **Municipal Statement** - for each director that owns the property where he/she currently resides<br>**OR**<br>○ **Lease agreement** – if the director is a tenant at the place where he/she resides<br>**and**<br>○ **Landlords Letter**– if the director is a tenant at the place where he/she resides then we will also require a letter of good standing from the Landlord/Letting Agency<br>**OR**<br>○ **Sworn Affidavit** –where a director is residing with parents or other relatives without any formal agreement in place then a sworn affidavit must be compiled by parent/relative confirming the following<br>▪ the director resides with parent/relative at the aforementioned property without there being any formal lease agreement or contract in place<br>▪ The director does not have any outstanding payments in terms of utility payments of more than 90 days.<br>▪ the director does<br>▪ Most recent Municipal statement for the place of residence. If the parent/relative is a tenant on the aforementioned property then a copy of the lease agreement will need to apply<br>▪ Copy of Identity Document of the parent/relative | |
| **CIDB CONTRACTOR GRADING DESIGNATION OF 1CE OR HIGHER** | |

### 1.2. COMPULSORY RETURNABLE DOCUMENTS REQUIRED

The Supply Chain Practitioner will evaluate compliance with the pre-compliance criteria based on the compulsory returnable documents as mentioned below. Only bidders that meet all the pre-compliance criteria will be considered for further evaluation at the to Price and Specific Goal evaluation stage.

Bidders will be eliminated for not submitting compulsory returnable documents as stated below, should any documents at any stage of the contract be found fraudulently obtained the contract will be terminated.

**Table 1**

## RETURNABLE DOCUMENTS

### 1.3. OTHER RETURNABLE DOCUMENTS REQUIRED

The following additional returnable documentation is required.

**Table 2: Other Returnable Documentation**

| **Other Returnable Documentation** | **Submitted (YES or NO)** |
|---|---|
| a) Proof of Company Registration (Latest version of company registration showing the company's physical address, all the current registered owners / members / directors / shareholders, and all the owners / members / directors / shareholders' physical addresses. | |
| b) Copies of ID Documents of all owners / members / directors / shareholders | |
| c) Company Profile | |
| d) List of completed projects | |
| e) References letters | |
| f) CV's | |
| g) **CIDB CONTRACTOR GRADING DESIGNATION OF 1CE OR HIGHER** | |
| h) Attach any other supporting documents relevant to the technical / functionality evaluation criteria that are not specified above | |

The information contained in the OTHER RETURNABLE DOCUMENTS as indicated in the table above, will be used for further evaluation purposes.

Bidders may be eliminated for not submitting compulsory returnable documents as stated above, should any documents at any stage of the contract be found fraudulently obtained the contract will be terminated.

**MBD 1**

## INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID TO PURCHASE THE AFOREMENTIONED GOODS FROM PIKITUP JOHANNEBSURG SOC LTD | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | **PIK 102/2024-25** | CLOSING DATE: | **05.02.2025** | CLOSING TIME: | **11H00** |

**BID NO: PIK 102/2024-2025**

# APPOINTMENT OF A CONTRACTOR FOR RENOVATION OF AN EXISTING BUILDING TO DEVELOP A FILING STORAGE FACILITY AT WATERVAL DEPOT

## (REFER ANNEXURE A FOR FULL DETAILS)

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

**BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE RFQ BOX SITUATED AT THE PIKITUP TENDER OFFICE, GROUND FLOOR, EAST WING, JORISSEN PLACE BUILDING, 66 JORISSEN STREET, BRAAMFONTEIN.**

| **SUPPLIER INFORMATION** | | | | | |
|---|---|---|---|---|---|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | **OR** | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | ☐ Yes ☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | ☐ Yes ☐ No | |

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

| | | | |
|---|---|---|---|
| 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 PART B:3] |
| **TOTAL NUMBER OF ITEMS OFFERED** | | **TOTAL BID PRICE** | **R** |
| **SIGNATURE OF BIDDER** | …… | **DATE** | |
| **CAPACITY UNDER WHICH THIS BID IS SIGNED** | | | |

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:** | | **TECHNICAL INFORMATION MAY BE DIRECTED TO:** | |
|---|---|---|---|
| DEPARTMENT | SCM UNIT | CONTACT PERSON | Thabo Mahlaba |
| CONTACT PERSON | Papi Lekgoathi | TELEPHONE NUMBER | |
| TELEPHONE NUMBER | N/A | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | E-MAIL ADDRESS | thabom@pikitup.co.za |
| E-MAIL ADDRESS | papilekgoathi@pikitup.co.za | | |

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
|---|---|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| 3.5. 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 ABOVE.**

**RETURN OF BIDS**

Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for bids that are not placed in the bid box by the closing date and time.

No bid shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

**Bidding documents must be completed properly in permanent black ink pen.**

**VALIDITY PERIOD**

Your bid submission must remain valid for a period of 60 days from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

**INFORMATION MEETING**

No information meeting is required.

**ADJUDICATION OF BIDS**

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of a supply chain management policy developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003 and the PPPFA. Enquiries in respect of the policy should be addressed to the Head of PIKITUP's Supply Chain Management -

**CONTRACT**

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand

the terms before you submit your bid as you will be bound by the Contract (as described) if your bid is successful. At the time of award, the contract may include other relevant terms and conditions.

**ADMINISTRATIVE JUSTICE**

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

**INTERNAL APPEAL PROCESS**

Following the adjudication of bids and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

**DECLARATION BY BIDDER:**

WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE BIDDING DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BIDDING DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

WITNESSES:

1. ……

2. ……

---
AUTHORISED SIGNATURE

……
CAPACITY OF SIGNATORY

DATE: ……

ADDRESS……

……

……

**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:

…….

3.2 Identity Number:

…….

3.3 Position occupied in the Company (director, trustee, hareholder[2]):

…….

3.4 Company Registration Number:

…….

3.5 Tax Reference Number:

…….

3.6 VAT Registration Number:

…….

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

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

3.8.1 If yes, furnish particulars.

……

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
(i) any municipal council;

(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars
……..

3.10 Do you have any relationship (family, friend, other) with persons In the service of the state and who may be involved with The evaluation and or adjudication of this bid? …… … **YES / NO**

3.10.1 If yes, furnish particulars.
……
……

3.11 Are you, aware of any relationship (family, friend, other) between Any other bidder and any persons in the service of the state who May be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars
……

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.
……

3.13 Are any spouse, child or parent of the company's directors? Trustees, managers, principle shareholders or stakeholders In service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.
……

3.14 Do you or any of the directors, trustees, managers, Principle shareholders, or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract. **YES / NO**

If yes, furnish particulars……..

……..

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

| Full Name | Identity Number | State Employee Number |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

…….. ……..

**Signature** **Date**

…… ……

**Capacity** **Name of Bidder**

**MBD 6.1** (Pikitup version October 2023)

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, AND THE PIKITUP SCM POLICY

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

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

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### 1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

(a) Price; and

(b) Specific Goals.

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

| Points | Tenders R50m and below in value |
|---|---|
| **PRICE** | 80 |
| **PREFERENCE / 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) "acceptable tender" means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.

(b) "affidavit" is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.

(c) "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

(d) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(e) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(f) "bid" means a written offer on the official bid documents or invitation of price quotations and "tender" is the act of bidding /tendering;

(g) "Code of Good Practice" means the generic codes or the sector codes as the case may be;

(h) "consortium or joint venture" 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; "contract" means the agreement that results from the acceptance of a bid by an organ of state;

(i) "Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being;

(j) "Exempted Micro Enterprise" (EME) with an annual total revenue of R10 million or less.

(k) "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

(l) "Historically Disadvantaged Individual (HDI)" means a South African citizen – (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa,1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa,1993 (Act No 200 of 1993) ("the Interim Constitution"); and / or (2) who is a female; and / or (3) who has a disability: Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;

(m) "Integrated Development Plan" (IDP) means a five-year strategic plan required in terms of the Municipal Systems Act, 2000 (Act no 32 of 2000), guiding the City in executing its constitutional mandate.

(n) "Large Enterprise" is any enterprise with an annual total revenue above R50 million;

(o) "Locality" means that tenderer or bidder must have business enterprise located within the boundaries of City of Johannesburg (CoJ) Municipal Metropolitan Municipality or Gauteng Province to score points for locality.

(p) "Lowest acceptable tender" means the tender that complies with all specifications and conditions of the tender and that has the lowest price compared to other tenders

(q) "non-firm prices" means all prices other than "firm" prices;

(r) "People with disabilities" has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act no 55 of 1998)

(s) "person" includes a juristic person;

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

(u) "Qualifying Small Enterprise" (QSE) with an annual total revenue between R10 million and R50 million;

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

(w) "Small, Medium and Micro Enterprises" SMME that bears the same meaning assigned to this expression in the National Small Business Act 1996 (Act 102 of 1996);

(x) "Specific goals" means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994.

(y) "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.

(z) "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;

(aa) "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

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

(cc) "the Regulations" means the Preferential Procurement Regulations, 2022 (as amended)

(dd) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;

## 3. THE 80/20 PREFERENCE POINT SYSTEM

### 3.1 POINTS AWARDED FOR PRICE

#### 3.1.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

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

**80/20**

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. PREFERENCE 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 or 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 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

(c) then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

| **80/20 preference point system** | | | | |
|---|---|---|---|---|
| **Specific goals** | **The specific goals points allocated by Pikitup for this tender** | **Means of verification** | **Points allocated for each goal (80/20 system) (Maximum # of points for each goal to be specified by Pikitup)** | **Number of points claimed (80/20 system) (To be completed by the tenderer)** |
| 1 | Enterprises owned by black people with at least 51% shareholding | Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBBEE certificate/ Sworn Affidavit, copy of owner's ID or shareholders' certificate. | 5 | |
| 2 | Enterprise owned by women with at least 51% shareholding | Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBBEE certificate/ Sworn Affidavit, copy of owners' ID or shareholders' certificate | 5 | |
| 3 | SMME's (An EME or QSE) | Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBBEE certificate/ Sworn Affidavit | 5 | |

| | | | | |
|---|---|---|---|---|
| 4 | ➢ Enterprises located within the City of Johannesburg Metropolitan Municipality = 5 points<br>➢ Within Gauteng geographical area = 3 point | CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address | 5 | |
| Total (Maximum number of preference points) | | | 20 | |

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

***Note to tenderers: The tenderer must indicate in the table the points claimed against each goal where provisions are made for preference points to be claimed.***

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm: …….

5.2. Company registration number: ……..…...

5.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

5.4. 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
forward the matter for criminal prosecution, if deemed necessary.

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *Audi alter am partum* rule was applied).<br><br>**The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.** | Yes ☐ | No ☐ |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>**The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.** | Yes ☐ | No ☐ |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes ☐ | No ☐ |

| | | | |
|---|---|---|---|
| 4.3.1 | If so, furnish particulars: | | |
| **Item** | **Question** | **Yes** | **No** |
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes ☐ | No ☐ |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes ☐ | No ☐ |
| 4.7.1 | If so, furnish particulars: | | |

**CERTIFICATION**

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

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

**……..** **……**
**Signature** **Date**

**……** **……**
**Position** **Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). [2] Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

A. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

C. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by: PIKITUP JOHANNESBURG SOC (Name of Municipality / Municipal Entity) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,

communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

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

# ANNEXURE A

**1. FUNCTIONALITY EVALUATION CRITERIA.**

The following criteria and the maximum weights of each criterion as indicated will be applicable:

| Criterion | Points | Score (0 – 5) | Comments |
|---|---|---|---|
| **Relevant experience in respect of the Company.**<br>Company with at least five successfully completed projects in construction, alteration, and refurbishment. A verifiable list of similar projects with start, completion dates and value of contracts must be submitted with supporting documentation **in the form of a signed and stamped copy of appointment letter and copy of the completion certificate issued by the client**. : **35 points**<br>• 5 projects and more = 5<br>• 4 projects = 4<br>• 3 projects = 3<br>• 2 projects = 2<br>• 1 project = 1<br>• No submission = 0<br>NB: Bidders who submit unsigned and or not stamped letters will not score points | **35** | | |
| **Reference letters from clients.**<br>The Company must provide at least three (3) relevant reference letters on a client letterhead not dated older than 5 years from previous and current clients with contactable details (e-mails, cell phone, or telephone numbers): **20 points**<br>• 3 letters = 5<br>• 2 letters = 3<br>• 1 letter = 1 | **20** | | |

| Criterion | Points | Score (0 – 5) | Comments |
|---|---|---|---|
| • No reference letter provided = 0 | | | |
| **Contracts Manager's experience: he/she must have a Degree or Diploma in Civil Engineering / Built Environment.** The company must provide CV and copies of qualifications for the Contracts Manager: **20 points**<br>• Degree or Diploma and 5 years' experience and above = 5<br>• Degree or Diploma and 4 years' experience = 4<br>• Degree or Diploma and 3 years' experience = 3<br>• Degree or Diploma and 2 years' experience = 2<br>• Degree or Diploma and 1 years' experience = 1 | **20** | | |
| **Contracts Manager must be registered with ECSA (Engineering Council of South Africa) or ASAQS (Association of South African Quantity Surveyors).** The company must provide a copy of the registration certificate with the relevant professional bodies of Contracts Manager responsible for the project: **15 Points**<br>• Registered = 5<br>• Not submitted/Not registered = 0 | **15** | | |
| **Location of Business: 5 points**<br>• CoJ = 5<br>• Gauteng = 3<br>• South Africa = 2<br>• Outside South Africa = 0 | **10** | | |
| **Total** | **100** | | |

**NB! The minimum cut off points for functionality is calculated out of a 100 points and any bidder scoring less than the threshold of 70 out of 100 points will not be considered for further evaluation.**

# C3. SCOPE OF WORKS

# TABLE OF CONTENT


| | | |
|---|---|---|
| C3.1 | Description of the Works | 3 |
| C3.1.1 | Employers Objectives | 3 |
| C3.1.2 | Extent of works | 3 |
| C3.1.3 | Location of works | 3 |
| C3.1.4 | Breakdown Repairs | 3 |
| C3.1.5 | Replacement of items | 4 |
| C3.1.6 | Site to be kept clean | 4 |
| C3.1.7 | SANS specifications and codes of practice | 4 |
| C3.1.8 | Materials | 4 |
| C3.1.9 | Protection of furniture and equipment | 4 |
| C3.1.10 | Quality control | 5 |
| C3.1.11 | Certificates of Payment | 5 |
| C3.1.12 | Availability of Venues | 5 |
| C3.1.13 | Permits and way leaves | 5 |
| C3.1.14 | Setting out | 5 |
| C3.1.15 | Planning and Programming | 5 |
| C3.1.16 | Recording of weather | 6 |
| C3.1.17 | Management meetings | 6 |
| C3.1.18 | Forms Contract Administration | 6 |

# 1. DESCRIPTION OF THE WORK

## 1.1. EMPLOYER'S OBJECTIVES

The employer's objective is to appoint a contractor with a CIDB grading of ICE or higher for the renovation of an existing building to develop a filling storage facility at **Waterval Depot.**

.

## 1.2. EXTENT OF WORKS

The work to be carried out under this Contract mainly consists of the following: -

- Establishment of Contractor's camps and the moving of plants onto the Site.
- Accommodation of traffic during construction.
- Clearing and cleaning all ruble created during construction.
- Breakdown an existing concrete floor and disposed off to legal dump site.
- Remove existing unwanted structures and disposed of to legal dump site.
- Prepare and compact insitu layer and compact to 93% MOD ASHTO.
- Casting 75mm concrete screed.
- Supply and installation of burglars on all windows.
- Supply and lay tilling finishes.
- General cleaning of site.

## 1.3. LOCATION OF THE WORKS

The Waterval Depot falls within the jurisdiction of the City of Johannesburg (CoJ) Metropolitan Municipality and is located at No 3 Albert Street in Albertville.

| Name | Physical address | Longitude | Latitude |
|---|---|---|---|
| Waterval Depot | No 3 Albert Street, Albertville | 27.978244 | -26.168947 |

## 1.4. BREAKDOWN REPAIRS

Breakdown repairs refer to repairing defects (including malfunctions) which are carried out on an ad-hoc basis if and when a defect occurs.

The Contractor will be paid for repairing breakdowns using the items listed in Schedules of Quantities for breakdown maintenance however should such an item not exist for the work that has to be carried out he will be paid by the rates tendered for labour and material in Schedules of Quantities.

## 1.5. REPLACEMENT OF ITEMS

Where it is necessary to replace any existing item with a new item under this Contract, the new item shall be of at least the same quality as the existing item. The Project Manager shall have the right to reject the item if it is of inferior quality.

## 1.6. SITE TO BE KEPT CLEAN

During the progress of the works and upon completion thereof, the Site of the Works shall be kept and left in a clean and orderly condition. The Contractor shall store materials and equipment for which he is responsible in an orderly and safe manner and shall keep the site free from debris and obstructions inter alia in compliance with Construction Regulations in the OHS Act.

All redundant materials, rubbish, and waste arising from the work must be regularly removed from the Site at the Contractor's cost and the Site and buildings left clean and tidy.

## 1.7. SANS SPECIFICATIONS AND CODES OF PRACTICE

All references in this document to the South African Bureau of Standards specifications and codes of practice, or any other standard specifications or codes of practice, including National Building Regulations, shall be deemed to be references to the latest issues of such specifications and codes.

## 1.8. MATERIALS

Should the work require additional material that is not specified on the schedule of quantity the Contractor must obtain approval from the project manager prior to carrying out the work. The Contractor shall attach to his accounts the original supplier's tax invoices for new parts, components, and materials to be used or that were used for repair work requiring non-scheduled items The full description similar to that required to order an item from a supplier, i.e. Make: model, serial number, size, capacity, etc. shall be listed on the account.

The Project Manager reserves the right to:

(a) Supply to the Contractor new parts, components and materials required to undertake repairs, or

(b) If the price submitted by the Contractor is considered to be unacceptably high, obtain quotations for such new parts, components and materials from

other independent sources, and after making reasonable allowance for Contractor's mark-up, adjust the Contractor's price accordingly.

(c) The above applies to new parts, components and materials which are to be used for both maintenance and repair.

(d) Where no rate is tendered in the Schedule of Quantities for new items the prices for new items given by the Contractor shall be in line with prices of similar items in the Schedule of Quantities or reasonable prices in the industry.

(e) Unless stated otherwise in writing by the Project Manager, all proprietary materials are to be used, mixed, applied, fixed, etc., strictly by the manufacturer's recommendations.

## 1.9. PROTECTION OF FURNITURE AND EQUIPMENT

The Contractor shall be responsible for moving the furniture and equipment to provide working space for his personnel. The movement of furniture and equipment shall be kept to the very minimum and the Contractor shall be solely responsible for any damage to furniture or equipment arising from its removal and/or replacement.

## 1.10. QUALITY CONTROL

The Contractor shall at all times ensure that his work complies with Specifications. The onus to produce work that conforms in quality and accuracy of detail to the requirements of the Specifications and Drawings rests with the Contractor, and the Contractor shall, at his own expense, institute a quality-control system and provide experienced Contract Managers, foremen, materials technicians, other technicians, and technical staff, together with all transport, instruments, and equipment to ensure adequate supervision and positive control of the Works at all times. The cost of supervision and process control, including testing carded out by the Contractor, will be deemed to be included in the rates tendered for the related items of work.

The Contractor's attention is drawn to the provisions of the various Specifications regarding the implementation of a quality assurance system and the minimum frequency of checking required. The Contractor shall, at his discretion, increase this frequency where necessary to ensure adequate control.

## 1.11. CERTIFICATES OF PAYMENT

The statement to be submitted by the Employer as described in the clause of GCC 3rd EDITION 2015 conditions of contract shall be prepared by the standard payment certificate prescribed by the Project Manager and shall comprise at least two sets of A4-size paper copies. All costs for the preparation and submission of the statements shall be borne by the Contractor.

## 1.12. AVAILABILITY OF VENUES

The buildings wherein, repair work is to be carried out under this Contract are not necessarily always available for such work and availability thereof depends on what they are used for.

Should changes in availability occur during the Contract Period, the Project Manager will notify the Contractor thereof in good time and The Contractor shall make allowance for such possible changes in his tendered rates as no additional compensation therefore will be made.

## 1.13. PERMITS AND WAY LEAVES

Way leaves are required on the project. Way leaves will be applied for by the engineer and be issued to the contractor. The contractor will not be allowed to commence with any work without way leaves being issued. The Contractor's staff will require access permits to enter the site.

## 1.14. SETTING OUT

The Contractor shall set out the works in relation to original points. Lines and levels of reference specified in the contract Data or notified by the Engineer. The Contractor shall be responsible for the positioning of all parts of the Works, and shall rectify any error in the positions, levels, dimensions, or alignment of the Works

## 1.15. PLANNING AND PROGRAMMING

The Contractor shall supply within the period stated in the contract Data a suitable and realistic construction program, cash flow diagram, and critical path diagram for the consideration of the Engineer. This program shall show the proposed scheduling and methods of execution of the Works and the resources to be allocated to each item or phase of the work. Quantities proposed for execution during each week and the anticipated cash flow based upon these quantities should be shown, due to allowance being made for price escalations and retention money.

The program shall make provision for the accommodation of other contractor's requirements. It will be required for the contractor to liaise with other contractors to ensure continuous coordination and execution of the scheduled work.

## 1.16. RECORDING OF WEATHER

The Contractor shall erect an effective rainfall gauge on the site and record the daily rainfall figures in a book. Such book shall be handed to the employer's representative for his signature no later than 12 days after rain that is considered to justify an extension of time occurs. The following template for the record purposes of rainfall should be used:

| Month | Rainfall (mm) | Rainfall Days | Place Recorded |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **Total** | | | |

## 1.17. MANAGEMENT MEETINGS

A progress meeting termed a Site Meeting will be held within monthly intervals. The Contractor shall provide a venue and adequate seating for all members of the Project team i.e. The Client, The Engineer, the Ward Councillor, the Local Municipality's representative, members of the community's steering committee, the CLO, the Safety officer, and other stakeholders (e.g. Private Enterprise, Mentors, etc.) and key members of the Contractors staff. Site inspection meetings termed Technical Meetings will also be held within monthly intervals and is approximately held midway between Site Meetings. The Contractor shall in terms of the Health and Safety Regulations hold safety meeting weekly. The Minutes of the Safety meeting shall be submitted to the Engineer at every Site Meeting.

## 1.18. FORMS CONTRACT ADMINISTRATION

2.18.1. The Contractor shall submit to the Engineer at every Site Meeting or by the

24th of every month the following schedules:

2.18.2. Labour Return Schedule (These forms are available electronically), and

Plant Schedule

2.18.3. Copies of the Minutes of the Safety Meetings, the Site Diary Recordings

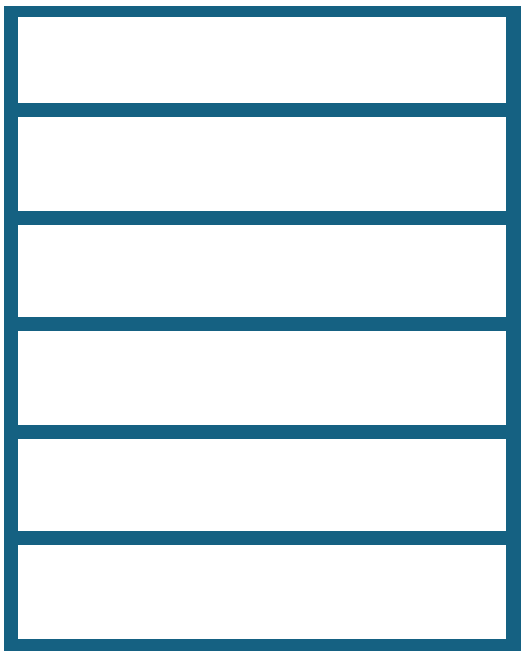
and an updated Construction Programme.

| ITEM NO | DESCRIPTION | UNIT | QUANTITY | RATE | AMOUNT |
|---|---|---|---|---|---|
| **1** | **FIXED-CHARGE ITEMS** | | | | |
| 1.1 | Provisional sum on Fixed obligations | P/Sum | 1 | 30 000.00 | 30 000 .00 |
| 1.2 | **FACILITIES FOR CONTRACTOR** | | | | |
| | Tool and equipment | Sum | 1 | | |
| | Ablution and latrine facilities | Sum | 1 | | |
| 1.3 | **OCCUPATIONAL HEALTH & SAFETY** | | | | |
| | Cost of Health and Safety measures required in terms of Occupational Health and Safety Act, including Risk Assessments, Safe Work, Procedures, Method Statements and Safety File | Month | 1 | | |
| **2** | **PREPARATION AND DEMILISHING** | | | | |
| 2.1 | Remove and disposed of the existing mesh fence including steel poles. | m | 80 | | |
| 2.2 | Carefully break and remove existing reinforce concrete surface bed | $m^3$ | 10 | | |
| 2.3 | Demolish, remove existing concrete sinks. | $m^3$ | 80 | | |
| 2.4 | Removal of existing paving and dispose off to legal dump site. | $m^2$ | 182 | | |
| 2.5 | Fill G7 material from stockpile or cut including haul, placing fill in layers of 150mm in thickness and compacting fill to minimum of 93% Mod AASHTO density | $m^3$ | 27 | | |
| | | $m^3$ | 5 | | |
| 2.6 | Foundation trench excavation | | | | |
| **3** | **CONCRETE CAST AGAINST EXCAVATED SURFACES** | | | | |
| 3.1 | Cast in 100mm 25MPa Reinforced concrete strip footing | $m^3$ | 25 | | |
| 3.2 | Cast in a 75mm concrete floor screed | $m^3$ | 14 | | |
| 3.3 | Type Ref A395 fabric reinforcement in concrete surface beds, slabs, etc | $m^2$ | 182 | | |
| **TOTAL CARRIED FORWARD** | | | | | |
| **ITEM NO** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **RATE** | **AMOUNT** |

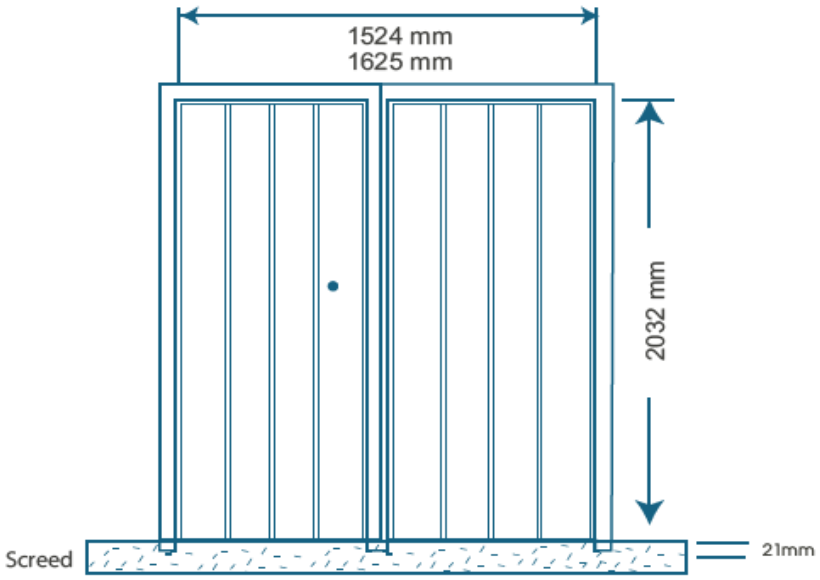
| | | | | | |
|---|---|---|---|---|---|
| **TOTAL BROUGHT FORWARD** | | | | | |
| **4** | **BRICKWORK** | | | | |
| 4.1 | **Brickwork (Provisional)**<br>Brickwork of NFX bricks (14MPa nominal compressive strength) in class I mortar<br><br>One brick wall | m² | 30 | | |
| 4.2 | **PLASTERING**<br><br>Plastering of all internal walls | m² | 150 | | |
| **5** | **FLOOR FINISHES** | | | | |
| 5.1 | **Floor Tilling**<br>Supply and lay 600 x 600 x 12mm Full-bodied high traffic ceramic floor tiles (PC Sum R 200/m2 delivered) laid to an approved pattern and fixed with manufacturers recommended tile adhesive on screeded bedding (bedding elsewhere measured) and flush pointed with tylon epoxy jointing grout compound | m² | 220 | | |
| 5.2 | **Aluminium**<br><br>12mm Stainless steel cover strip on top and edges of exposed tiles | m | 150 | | |
| **6** | **WALL FINISHES** | | | | |
| 6.1 | **Plastering**<br>Internal cement plaster on walls, rate to includes all material and labour. | m² | 250 | | |
| 6.2 | **Painting**<br>One undercoat primer and two finishing coat washable paint to the wall finishes, colour to be confirm by the client. | m² | 250 | | |
| **CARRIED FORWARD** | | | | | |

| ITEM NO | DESCRIPTION | UNIT | QUANTITY | RATE | AMOUNT |
|---|---|---|---|---|---|
| **TOTAL BROUGHT FORWARD** | | | | | |
| **7** | **SECURITY AND BURGLAR PROOFING** | | | | |
| 7.1 | Supply and installation burglar windows of size 1900mm x 1000mm, using a 25mm x 25mm square tubing, including painting with one undercoating steel primer and two coat of black enamel steel paint. | No | 14 | | |
| 7.2 | Supply and installation of a solid wooden double door of size 1625mm x 2032mm, as detailed on the drawings. | No | 1 | | |
| 7.3 | Supply and installation of a double door burglar gate of size 1625mm x 2032mm, using a 50mm x 50mm square tubbing as a main frame combined with 25mm x 25mm square tubing internal bars, painted with one undercoating steel primer and two coat of black enamel steel paint. | No | 1 | | |
| **8** | **GENERAL CLEANING THE ENTIRE SITE** | | | | |
| 8.1 | Clearing and cleaning the entire site, remove the rubble and dump at the legal dump site. | $m^3$ | 50 | | |
| **SUB-TOTAL AMOUNT** | | | | | |
| **VAT @ 15 %** | | | | | |
| **TOTAL RFQ AMOUNT** | | | | | |

**DETAIL TYPICAL WINDOW BURGLAR FRAMES REQUIRE**



**DETAIL TYPICAL OF A STEEL DOOR FRAME REQUIRED**




Widths are into rebate of frames. Heights are from finished floor to head rebate.

Steel panels are braced to give additional rigidity. Barrel bolts are fitted to Top and Bottom of Door Leaf.