



# QUOTATION

## EASTERN CAPE PROVINCE

### DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)

## ALF5-23/24-0028

NAME OF COMPANY:

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CSD Nr:

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CRS Nr (CIDB):

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CLOSING DATE: 14 NOVEMBER 2023 TIME: 11:00 am

Department of Public Works &  
Infrastructure  
Corner of Nkosi Senyukele Jojo and  
Ngqubusini Street, Off Ntsizwa Street  
Mt Ayliff  
4735

## A. T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department of Public Works & Infrastructure invites Contractors with a CIDB Grading of **2GB OR HIGHER**.

The contract will be based on GCC Third Edition 2015.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

Tender Documents are downloadable for free of charge from the Department of Public Works & Infrastructure website: [www.ecdpw.gov.za/tenders](http://www.ecdpw.gov.za/tenders) from the **27 October 2023** Note, that documents will not be available at the departmental offices.

**Technical enquiries:** may be addressed in writing to Ms R.A Mashabela- email: [Angelina.mashabela@ecdpw.gov.za](mailto:Angelina.mashabela@ecdpw.gov.za)

A **Non-compulsory Pre-tender briefing meeting/s** with bidders and the Department of Public Works & Infrastructure personnel will take place at Ex-Maluti College in Maluti, Alfred Nzo Region on **8<sup>TH</sup> November 2023** starting at **11h00- 12h00**. Address is 206 Magistrate Street, 4720, Maluti

The closing time for receipt of tenders by the ECDPW is **11:00am** on the **14 November 2023**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked **"TENDER NO: ALF5-23/24-0028: QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)."** and must be deposited in the bid box, at Block A, Department of Public Works & Infrastructure, Cnr Nkosi Senyukele & Ngqubusini street, off Ntsizwa street, Mt Ayliff, 4735 not later than **11h00 am**.

It is the responsibility of the bidder/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Bidders using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

## B. BID EVALUATION:

**This bid will be evaluated in TWO (2) phases as follows:**

**Phase One:** Compliance, responsiveness to the bid rules and conditions.

**Phase Two:** Bidders passing phase one will thereafter be evaluated on PPPFA and its regulations of 2022.

**THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE**

<b>POINTS FOR PRICE</b>	<b>80 POINTS</b>
<b>SPECIFIC GOALS</b>	<b>20 POINTS</b>
<b>TOTAL POINTS</b>	<b>100 POINTS</b>

**Please note:**

1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
2. The Department intends to award this to the highest point scorer as whole, unless circumstances justifies otherwise
3. All information will be verified through CSD

4. SBD 6.1 is attached

### C. BID SPECIFICATIONS, CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data

The specifications, rules, special conditions of bid, evaluation criteria, and rules for evaluation for compliance and other bid conditions are detailed in the document.

The Department of Public Works & Infrastructure SCM policy applies.

Tender validity period is **60 days**.

### D. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked “**TENDER NO: ALF5-23/24- 0028, QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED).**” and must be deposited in the bid box, Block A, Department of Public Works & Infrastructure, Cnr Nkosi Senyukele Jojo & Ngqubusini street, Off Ntsizwa street, Mt Ayliff, 4735 .

### E. ENQUIRIES WITH REGARD TO THIS ADVERT MAYBE DIRECTED TO:

- **SCM RELATED ENQUIRIES**

Mr. S. Mgcikeni

Tel No: **039 254 6844 / 066 483 4689**

Email Address: [sithembile.mgcikeni@ecdpw.gov.za](mailto:sithembile.mgcikeni@ecdpw.gov.za)

- **TECHNICAL ENQUIRIES**

Ms.R.A Mashabela

Tel No.: **039 254 6750 / 063 910 2951**

Email Address: [angelina.mashabela@ecdpw.gov.za](mailto:angelina.mashabela@ecdpw.gov.za)

### **FOR COMPLAINTS, FRAUD, & TENDER ABUSE:**

**Call: 0800 701 701**





## T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in **Annexure F of Standard for Uniformity in Construction Procurement (Board Notice 136 Government Gazette No 38960 of 10 July 2015)**, Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is Public Works & Infrastructure
3.2	<p>The tender documents issued by the employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p><b>Part T2 : Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreements and Contract data</b></p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data</p> <p>C1.3 - Performance Bond</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 - Pricing assumptions</p> <p>C2.2 - Bill of Quantities</p> <p><b>Part C3: Scope of work</b></p> <p>C3 - Scope of work</p> <p><b>Part C4: Site information</b></p> <p>C4 - Site information</p>
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	<p>The employer's agent is:</p> <p>Name: Sithembile Mgcikeni</p> <p>Corner of Nkosi Senyukele Jojo &amp; Ngqubusini Street, Off Ntsizwa Street</p> <p>Mt Ayliff • 4735•</p> <p>Tel: <b>039 254 6844 / 066 483 4689</b></p> <p>E-mail: <a href="mailto:sithembile.mgcikeni@ecdpw.gov.za">sithembile.mgcikeni@ecdpw.gov.za</a></p>
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	<p>Method 2: Two (2) phase procurement procedure shall be applied, i.e.</p> <p><b>Phase One (1):</b> Compliance, responsiveness to the bid rules and conditions.</p> <p><b>Phase Two (2):</b> Bidders passing phase one will thereafter be evaluated on PPPFA and its regulations of 2022.</p>



<b>4</b>	<b>Tender's obligations</b>
4.1	Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:
4.1.1	<p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a <b>2GB OR HIGHER</b> class of work, are eligible to have their tenders evaluated.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>Every member of the joint venture is registered with the CIDB;</li> <li>The lead partner has a contractor grading designation in the <b>2GB OR HIGHER</b> class of work; and</li> </ol> <p>The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for <b>2GB OR HIGHER</b> class of work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.</p>
4.1.2	<p>The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated:</p> <ol style="list-style-type: none"> <li>Contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a <b>2GB OR HIGHER</b> class of work; and</li> <li>Contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading <b>2GB OR HIGHER</b> in terms of a) above and who satisfy the following criteria: <ol style="list-style-type: none"> <li>Potential to develop and qualify to be registered in that higher grade as determined in accordance with the provisions of the <i>CIDB Specification for Social and Economic Deliverables in Construction Works Contracts</i>; and</li> <li>Whom the employer agrees that they will provide the financial, management or other support that is considered appropriate to enable the contractor to successfully execute that contract.</li> </ol> </li> </ol>
4.2	<p>The employer will compensate the tender as follows <b>as per the conditions of the Form of signed contract or GCC 2015</b>.</p> <p>The employer <b>will not</b> compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.</p>
4.3	There will be a <b>non-compulsory pre- tender briefing meeting</b>
4.4	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.5	<p><b>Confidentiality and copyright of documents</b></p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>



4.6	The arrangements for a clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list. <b>Tender documents will also be made available at the non- clarification meeting</b>
4.7	<b>Seek clarification</b> <i>Request clarification of the tender documents, if necessary, by notifying the employer not later than <b>5 (Five) working days before the closing time and date stated in the tender data.</b></i>
4.8	Tenderers are required to state the rates and currencies in Rands.
4.9	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.10	No alternative tender offers will be considered
4.10.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.5, and b) the parts communicated electronically by the employer or its agents on paper format with the tender.
4.10.2	The successful bidder will take full liability during the <b>12 Month</b> service period.
4.10.3	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: <b>Location of tender box: Block A</b> <b>Physical address: Corner of Nkosi Senyukele Jojo &amp; Ngqubusini Street, Off Ntsizwa Street Mt Ayliff • 4735•</b> <b>Identification details: ALF5-23/24- 0028 and the closing date and time is 14 November 2023 @ 11:00 am</b>
4.10.4	The tenderer is required to submit with his tender the following certificates: 1) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services. <i>In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services.</i> 2) CIDB Grading certificate or CRS number.
4.10.5	A two-envelope procedure will not be required.
4.10.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.11	The closing time and date for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
4.12	The tender offer validity period is <b>60 days</b> .
4.13	Access shall be provided for the following inspections, tests and analysis: <b>N/A</b>
4.14	Return all retained tender documents within 28 days after the expiry of the closing period: <b>N/A</b>





5	Employer's undertakings																				
5.1	The Employer will respond to requests for clarification received up to <b>Five (5)</b> working days before the tender closing date and time.																				
5.2	Tenders will be opened immediately after the closing time for tenders at <b>11:00am hours</b> .																				
5.3	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule.																				
5.3.1	<div>Table F.1: Formulae for calculating the value of A</div> <table><tr><td>Formula</td><td>Comparison aimed at achieving</td><td>Option 1<sup>a</sup></td><td>Option 2<sup>a</sup></td></tr><tr><td>1</td><td>Highest price or discount</td><td><math>A = \left( 1 + \frac{(P - P_m)}{P_m} \right)</math></td><td><math>A = \left( \frac{(P)}{P_m} \right)</math></td></tr><tr><td>2</td><td>Lowest price or percentage commission/ fee</td><td><math>A = \left( 1 - \frac{(P - P_m)}{P_m} \right)</math></td><td><math>A = \left( \frac{(P_m)}{P} \right)</math></td></tr><tr><td>a</td><td colspan="3">P<sub>m</sub> is the comparative offer of the most favourable comparative offer</td></tr><tr><td>P</td><td colspan="3">is the comparative offer of the tender offer under consideration</td></tr></table>	Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>	1	Highest price or discount	$A = \left( 1 + \frac{(P - P_m)}{P_m} \right)$	$A = \left( \frac{(P)}{P_m} \right)$	2	Lowest price or percentage commission/ fee	$A = \left( 1 - \frac{(P - P_m)}{P_m} \right)$	$A = \left( \frac{(P_m)}{P} \right)$	a	P <sub>m</sub> is the comparative offer of the most favourable comparative offer			P	is the comparative offer of the tender offer under consideration		
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5.3.2	The procedure for the evaluation of responsive tenders is Method 2: Compliance, Price and Preference.																				
5.3.3	<div>Phase One (1): Compliance, responsiveness to the bid rules and conditions.</div> <div>Phase Two (2): Bidders passing phase one will thereafter be evaluated on PPPFA and its regulations of 2022.</div> <div>PHASE ONE (1): COMPLIANCE, RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES</div> <div>Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:</div> <div><div><div>1.</div><div>Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.</div></div><div><div>2.</div><div>Bid proposals must be submitted in an original format (<b>re-typed bid documents will not be accepted</b>)</div></div><div><div>3.</div><div>Form of offer and Acceptance must be duly completed and signed. <b>The amount reflected on the form of offer and acceptance takes precedence over any other total amount indicated elsewhere in tenderer's tender submission. If the form of offer and acceptance has no value in words, the tenderer will be regarded as having made no offer.</b></div></div><div><div>4.</div><div>Returnable schedule: <b>SBD 1-</b> Invitation to bid: Part A should be complete, Part B must be duly completed and signed. NB: (It is compulsory to complete the following: signature of bid, capacity under which this bid is signed and date).</div></div><div><div>5.</div><div>Bidder must be registered with <b>CIDB grading of 2GB OR HIGHER</b> in the following class of works (GB) as per the tender notice and requirements. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (<b>advert till award stage</b>).</div></div><div><div>6.</div><div>Bidders must be a legal entity or sole proprietor or partnership or joint venture or consortia.</div></div><div><div>7.</div><div>The <b>SBD 4</b> declaration form must be duly completed and signed:<div><div>-</div><div>All questions from <b>2.1 to 2.3.</b> must be adequately answered.</div></div></div></div></div>																				



- All questions from **3 to 3.6** must also be adequately completed and signed.
- In the event a director or one of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract, such interest must be disclosed on question 2.3.1 and failure to disclose will result in the elimination of the bidder (this information will be verified by evaluation committee through CSD).

8. Resolution to Sign must be fully completed and signed (applicable if the company has **more than one** shareholder or director).
9. Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered.
10. If a bidder is a VAT Vendor/registered, the bidder is required to explicitly state the VAT amount. VAT Vendors must include VAT at 15% in their bid offer(s). If the offer is "Vat Inclusive", the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter.
11. This tender will be awarded as a whole (Inclusive provisional sums and allowances). All trades listed in the Bills of Materials or Pricing schedule must be priced for, failure to do so will result in increase commercial risk of the bid and may lead to elimination or passing over of the bidder.

#### **Other Conditions of bid (Non Eliminating)**

1. The bidder must be registered on the Central Supplier Database (CSD) prior to the award.
2. All bidders' tax matters must be in order prior to award. Bidders' tax matters will be verified through CSD.
3. Prospective tenderers must register on CSD prior to submitting bids. Any prospective tenderer found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process.
4. The Department will contract with the successful bidder by signing a formal contract, GCC 2015.
5. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of materials or anywhere), the department requires an item similar/equivalent or better.
6. Compulsory Enterprise Questionnaire should be fully completed and signed.
7. Compulsory Declaration should be fully completed.
8. Declaration: Validity of Information provided should be fully completed and signed.

#### **PHASE TWO (2): Evaluation on new PPPFA and its regulations of 2022**

**THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE**

<b>POINTS FOR PRICE</b>	<b>80 POINTS</b>
<b>SPECIFIC GOALS</b>	<b>20 POINTS</b>





	TOTAL POINTS	100 POINTS
	<p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals</li> <li>2. The Department intends to award this to the highest point scorer as whole, unless circumstances justifies otherwise</li> <li>3. All information will be verified through CSD</li> <li>4. SBD 6.1 is attached</li> </ol>	
5.3.4	The procedure for the evaluation of responsive tenders is <b>Method 4</b> (Financial offer, quality and preference) – <b>N/A</b>	
5.3.5	The quality criteria and maximum score in respect of each of the criteria are as follows: <b>N/A</b>	
5.3.6	Each evaluation criteria will be assessed in terms of five indicators – <b>N/A</b>	
5.3.7	The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows: <b>N/A</b>	
5.4	<p><b>Tender offers will only be accepted if:</b></p> <ul style="list-style-type: none"> <li>• As per the Bid conditions</li> </ul> <p><b>NOTE:</b> The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in tenderer's tender submission. If the Form of Offer and Acceptance has no value or figure, the tenderer will be regarded as having made no offer. If the bid sum( amount in words) differs from the bid sum (amount in figures), the bid sum (amount in words) will govern.</p>	
5.5	The number of paper copies of the signed contract to be provided by the employer is one(1).	
5.6	<p>The additional conditions of tender are:</p> <ul style="list-style-type: none"> <li>• Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.</li> </ul>	
T.2.1	<b>B. List of returnable documents</b>	
1	<p><b>Documentation to demonstrate eligibility to have tenders evaluated i.e. List all documentation to demonstrate eligibility to have a submission evaluated.</b></p> <p>Appropriate CIDB grading suitable for the works (as in the tender notice and requirements).</p>	
2	<p><b>Returnable Schedules required for tender evaluation purposes;</b></p> <ul style="list-style-type: none"> <li>• As per the Bid conditions.</li> </ul>	
3	<p><b>Other documents required for tender evaluation purposes</b></p> <ol style="list-style-type: none"> <li>1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals</li> <li>2. The Department intends to award this to the highest point scorer as whole, unless circumstances justifies otherwise</li> <li>3. All information will be verified through CSD</li> </ol>	



	<p>4. SBD 6.1 is attached</p> <p>5. A CSD Report for a contractor with valid and correct information.</p>
4	<p><b>Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract</b></p> <p>The tenderer must complete the following returnable documents:</p> <ul style="list-style-type: none"> <li>As per the Bid conditions.</li> </ul>
5	<p>Only authorized signatories may sign the original and all copies of the tender offer where required.</p> <p>In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated.</p> <p>In the case of a <b>COMPANY</b> submitting a tender, include a copy of a <b><u>resolution by its board of directors</u></b> authorizing a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a <b>CLOSE CORPORATION</b> submitting a tender, include a copy of a <b><u>resolution by its members</u></b> authorizing a member or other official of the corporation to sign the documents on each member's behalf.</p> <p>In the case of a <b>PARTNERSHIP</b> submitting a tender, <b><u>all the partners</u></b> shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case <b><u>proof of such authorization</u></b> shall be included in the Tender.</p> <p><b><u>Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</u></b></p>
6	<p><b>Information and data to be completed in all respects</b></p> <p>Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as nonresponsive.</p>
7	<p><b>Canvassing and obtaining of additional information by tenderers</b></p> <p>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</p> <p>The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</p>
8	<p><b>Prohibitions on awards to persons in service of the state</b></p> <p>The Employer is prohibited to award a tender to a person -</p> <ol style="list-style-type: none"> <li>Who is in the service of the state; or</li> <li>If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</li> <li>A person who is an advisor or consultant contracted with the Department or municipal entity.</li> </ol> <p><b>In the service of the state</b> means to be -</p> <ol style="list-style-type: none"> <li>A member of: - <ol style="list-style-type: none"> <li>Any municipal council;</li> <li>Any provincial legislature; or</li> <li>The National Assembly or the National Council of Provinces;</li> </ol> </li> <li>A member of the board of directors of any municipal entity;</li> <li>An official of any Department or municipal entity;</li> <li>An employee of any national or provincial department;</li> </ol>



	<p>e) Provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</p> <p>f) A member of the accounting authority of any national or provincial public entity; or</p> <p>g) An employee of Parliament or a provincial legislature.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
9	<p><b>Awards to close family members of persons in the service of the state</b></p> <p>Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including the following:</p> <p>a) The name of that person;</p> <p>b) The capacity in which that person is in the service of the state; and</p> <p>c) The amount of the award.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
10	<p><b>Respond to requests from the tenderer</b></p> <p>The employer will respond to requests for clarification up to <b>5 (five) working days</b> before the tender closing date and time.</p>
11	<p><b>Opening of tender submissions</b></p> <p>Tenders will be opened immediately after the closing time and date for tenders</p>
12	<p><b>Scoring quality / functionality:</b> N/A</p>
13	<p><b>Cancellation and re-invitation of tenders</b></p> <p>An organ of state may, prior to the award of the tender, cancel the tender if-</p> <p>(a) Due to changed circumstances, there is no longer a need for the services, works or goods requested; or</p> <p>(b) Funds are no longer available to cover the total envisaged expenditure; or</p> <p>(c) No acceptable tenders are received.</p> <p>(d) Tender validity period has expired.</p> <p>Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.</p>
14	<p>Dispute resolution mechanism will be done through the <b>Litigation</b> route.</p>



## T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

### 1 Returnable Schedules required for quotation evaluation purposes

- As per the Bid Conditions

### 2 Other documents required for quotation evaluation purposes

- As per the Bid Conditions

### 3 Returnable Schedules that will be incorporated into the contract;

- As per the Bid Conditions



**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>ALF5-23/24- 0028</b>	CLOSING DATE:	<b>14 November 2023</b>	CLOSING TIME:	<b>11h00 am</b>
DESCRIPTION:	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Block A, Department of Public Works & Infrastructure, Cnr Nkosi Senyukele & Ngqubusini street, off Ntsizwa street, Mt Ayliff, 4735					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr S. Mgcikeni</b>		CONTACT PERSON	<b>Ms R.A Mashabela</b>	
TELEPHONE NUMBER	<b>039 254 6844</b>		TELEPHONE NUMBER	<b>039 254 6750</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>sithembile.mgcikeni@ecdpw.go.za</b>		E-MAIL ADDRESS	<b>angelina.mashabela@ecdpw.gov.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX]		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
a) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
[IF YES ENCLOSE PROOF]				[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS WILL 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: .....



## Compulsory Enterprise Questionnaire

### A

#### Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number, if any:** .....

**Section 3: cidb registration number, if any:** .....

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number ..... Tax  
reference number .....

**Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.**

**Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004; iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position



## Compulsory Declaration

### B

#### 1. COMPULSORY DECLARATION

The following particulars must be furnished. **In the case of a joint venture**, a separate declaration in respect of each partner must be completed and submitted.

##### Section 1: Enterprise Details

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Cell no</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

##### Section 2: Particulars of companies and close corporations

<b>Company / Close Corporation registration number</b>	
--	--

##### Section 3: SARS Information

<b>Tax reference number</b>	
<b>VAT registration number:</b>	(State Not Registered if not registered for VAT)

##### Section 4: Central Supplier Database Registration Number

<b>Central Supplier Database Registration number</b> (Compulsory)	
<b>CIDB Registration number</b> (if applicable)	

##### Section 5: Particulars of principals

**Principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number

Attach separate page if necessary



### Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                |  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity   |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            | <input type="checkbox"/> an employee of Parliament or a provincial legislature   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |  |

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service (✓(tick) appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary



## Section 7: Record of family member in the service of the state

**Family member:** a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

If any of the above boxes are marked, disclose the following:

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (✓ (tick) appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

## Section 8: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

☐ Yes      ☐ No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

## Section 9: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

i) neither the name of the tendering entity or any of its principals appears on:

- the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
- National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))

ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);

iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);





- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any Sub-Consultants who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

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

Signed

Date

Name

Position

*Enterprise name*

NOTE 1 The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct, which may result in the termination of employment by the employer.

NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and municipal entities not award a contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE: 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

NOTE: 5 Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE: 6 Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.



**SBD4**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

1. 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.



## SBD 4

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:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

---

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.



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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

#### 1. GENERAL CONDITIONS

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The lowest 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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





## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

80/20                      or                      90/10

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

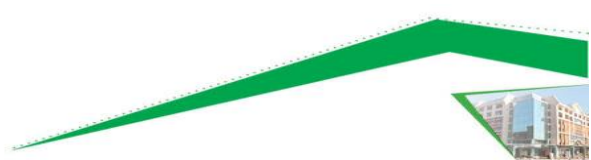
A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

80/20                      or                      90/10

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender



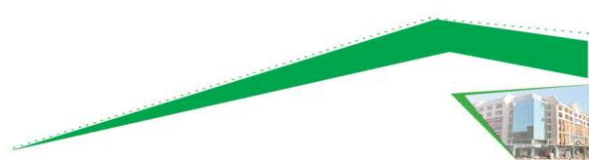
## POINTS AWARDED FOR SPECIFIC GOALS

- 3.3. 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:
- 3.4. 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.)**

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Historically Disadvantaged Individual:-</b>			
	(a) 100% black ownership	6	
	(b) 51% to 99% black ownership	4	
	(c) Less than 51% black ownership	0	
<b>Black women ownership:-</b>			
	(a) 100% black women ownership	4	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	
<b>Black youth ownership:-</b>			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
<b>People with disability:-</b>			
	(a) 20% or more disabled people ownership	4	
	(b) Less than 20% disabled people ownership	0	
<b>Locality:-</b>			
	(a) Within the Eastern Cape	2	
	(b) Outside the Eastern Cape	0	



## DECLARATION WITH REGARD TO COMPANY/FIRM

3.5. Name of company/firm.....

3.6. Company registration number: .....

3.7. 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]

3.8. 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:** .....

.....



## ***PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD REPORT)***

(ATTACH HERE)



## ***VALID CIDB CERTIFICATE OF A TENDERER*** **(ATTACH HERE)**





## Form of Offer and Acceptance

### Annex C (normative)

#### FORM OF OFFER AND ACCEPTANCE

<b>Project title</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
<b>SCMU number</b>	ALF5-23/24- 0028

#### OFFER

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

**QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)**

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 contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....Rand (in words);

R .....(in figures) (or other suitable wording)

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 contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Tender's

Name(s) .....

Authorized Person  
(Names) .....

Address of the  
Tenderer: .....

Witnesses (Signatures):

1. .... Date: .....

3. .... Date: .....



## ACCEPTANCE

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

The terms of the contract, are contained in:

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

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

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

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to 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 on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.<sup>1</sup>

Signature .....  
Name .....  
Capacity .....  
**for the**  
**Employer** .....  
(Name and address of organization)  
Name and signature  
of witness ..... Date .....

### Schedule of Deviations

1 Subject .....  
Details .....

2 Subject .....  
Details .....

3 Subject .....  
Details .....

<sup>1</sup> As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery / door-to-door delivery / courier service (delete that which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) 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.



## C

### RECORD OF ADDENDA TO BID DOCUMENTS

<b>PROJECT TITLE</b>	<b>QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES &amp; STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)</b>		
<b>SCMU NUMBER</b>	<b>ALF5-23/24- 0028</b>		
I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
<b>Item</b>	<b>Date</b>	<b>Title or Details</b>	<b>No. of Pages</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....



## D

### PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

<b>PROJECT TITLE</b>	<b>QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES &amp; STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)</b>
<b>SCMU NUMBER</b>	<b>ALF5-23/24- 0028</b>

Page	Clause /Item	Proposal
<p>The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct</p>		

Signed

Date

-----

-----

Name

Position

-----

-----

Enterprise name

-----



## E

### **RESOLUTION FOR SIGNATORY**

#### **A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Mrs/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. \_\_\_\_\_

and any Contract which may arise there from on behalf of (Block Capitals) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

IN HIS/HER CAPACITY AS: \_\_\_\_\_

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

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

#### **WITNESSES:**

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):



## G

### CAPACITY OF THE TENDERER

<b>PROJECT TITLE</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)		
<b>SCMU NUMBER</b>	ALF5-23/24- 0028		
<p>WORK CAPACITY: (The Tenderer is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Bid being disregarded.)</p> <p><i>Artisans and Employees: (Artisans and Employees to be ,or are ,employed for this project )</i></p>			
Quantity / No. of Resources	Categories of Employee - Key Personnel (part of Business Enterprise)	Professional Registration No.	Date of Employment
	Site Agent		
	Foreman		
	Quality Control & Safety Officer-Construction Supervisor		
	Artisans		
	Unskilled employees		
	Others		
<p>The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.</p>			
<b>Signed:</b>	.....	<b>Date</b>	.....
<b>Name:</b>	.....	<b>Position</b>	.....
<b>Enterprise Name:</b> .....			



## H

### RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS

Tenderers must submit a max one-page description of at least three projects successfully completed.  
**Attach an Completion Certificate for each of the project provided.**

The description of each project must include the following information:

1. Essential introductory information:
  - 1.1. Name of project.
  - 1.2. Name of client.
  - 1.3. Contact details of client.
  - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
  - 1.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
  - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS CLIENT.	OF	PROJECT VALUE	DATE COMPLETED
1						
2						
3						

***Attach a separate page to address this issue (the above table is just for reference purposes).***

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

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



# I

## RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS

Tenderers must submit a max one-page description of at least three projects under construction/ on hold/ just handed over/ towards completion (if they exist). **Attach an Appointment letter for each of the project provided.**

The description of each project must include the following information:

2. Essential introductory information:

- 2.1. Name of project.
- 2.2. Name of client.
- 2.3. Contact details of client.
- 2.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
- 2.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
- 2.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.		NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	STAGE OF PROJECT
1						
2						
3						

***Attach a separate page to address this issue (the above table is just for reference purposes).***

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

Signed

Date

-----

-----

Name

Position

-----

-----

Enterprise name

-----

## J

### Evaluation Schedule - 1

<b>Project title:</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
<b>Project Number:</b>	ALF5-23/24- 0028

**NOTE:** This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, \_\_\_\_\_ (name and surname) of  
\_\_\_\_\_ (company name) declare  
that I was the Project Manager on the following building construction project successfully  
executed by \_\_\_\_\_ (name of tenderer):  
Project name: \_\_\_\_\_  
Project location: \_\_\_\_\_  
Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_  
Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
<b>TOTAL</b>						

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:



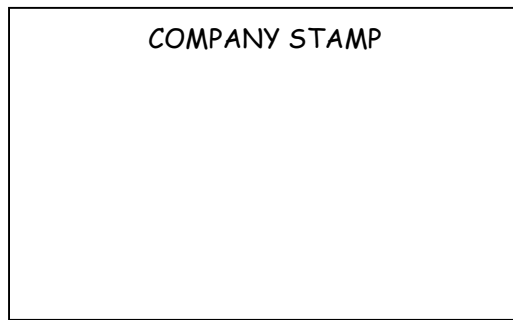
D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signature of principal agent



\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Date



## K

### Evaluation Schedule - 2

<b>Project title:</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
<b>Project Number:</b>	ALF5-23/24- 0028

**NOTE:** This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, \_\_\_\_\_ (name and surname) of  
\_\_\_\_\_ (company name) declare  
that I was the Project Manager on the following building construction project successfully  
executed by \_\_\_\_\_ (name of tenderer):  
Project name: \_\_\_\_\_  
Project location: \_\_\_\_\_  
Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_  
Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
<b>TOTAL</b>						

B. Would you consider / recommend this tenderer again:

YES	NO
-----	----



--	--

C. Any other comments:

---

---

D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Signature of principal agent

COMPANY STAMP

--

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Date



L

## Evaluation Schedule - 2

<b>Project title:</b>	<b>QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES &amp; STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)</b>
<b>Project Number:</b>	<b>ALF5-23/24- 0028</b>

**NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.**

I, \_\_\_\_\_ (name and surname) of  
\_\_\_\_\_ (company name) declare

that I was the Project Manager on the following building construction project successfully  
executed by \_\_\_\_\_ (name of tenderer):

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

<b>Key Performance Indicators</b>	<b>Very Poor 1</b>	<b>Poor 2</b>	<b>Fair 3</b>	<b>Good 4</b>	<b>Excellent 5</b>	<b>Total</b>
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
<b>TOTAL</b>						

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

\_\_\_\_\_



D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Signature of principal agent

COMPANY STAMP

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Date



## M

### BASELINE RISK ASSESSMENT

<b>PROJECT TITLE</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
<b>SCMU NUMBER</b>	ALF5-23/24- 0028
PLEASE NOTE THAT THIS IS A BASELINE RISK ASSESSMENT AND NOT A DETAILED RISK ASSESSMENT OF ALL ANTICIPATED ACTIVITIES ON SITE	

Activity	Risk to Safety	Risk to Health	Risk to Environmental	Risk to Public Safety	Control Measures

*You can list all activities on a separate page to address this issue (the above table is just for reference purposes).*

Signed

Date

-----

-----

Name

Position

-----

-----

Enterprise name

-----



## ***C1.2 CONTRACT DATA: GCC 3rd Edition 2015***



## C1.3 CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the ..... day of ..... between: .....  
..... (name of company / organisation) of .....  
..... (address) and .....  
..... (name of company / organisation) of .....  
..... (address) (the Parties) and ..... (name) of .....  
..... (address) (the Adjudicator).

Disputes or differences may arise/have arisen\* between the Parties under a Contract dated ..... and known as. ....  
.....

and these disputes or differences shall be/have been\* referred to adjudication in accordance with the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has been requested to act.

\* Delete as necessary

**IT IS NOW AGREED** as follows:

- 1 The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- 2 The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- 3 The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- 4 The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- 5 The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED by: \_\_\_\_\_

Name: \_\_\_\_\_

who warrants that he / she is duly  
authorised to sign for and on  
behalf of the first Party in the  
presence of

Witness \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

SIGNED by: \_\_\_\_\_

Name: \_\_\_\_\_

who warrants that he / she is duly  
authorised to sign for and behalf  
of the second Party in the  
presence of

Witness: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

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

SIGNED by: \_\_\_\_\_

Name: \_\_\_\_\_

the Adjudicator in the presence of

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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



## Contract Data

1	The Adjudicator shall be paid at the hourly rate of R . . . . . in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. (c) Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. (e) Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R . . . . . This fee shall become payable in equal amounts by each Party within . . . . . days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

\* Delete as necessary





## PART C2.3 BILL OF QUANTITIES / SCHEDULE OF RATES



## PRICING INSTRUCTIONS

<b>Project title:</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
<b>Tender No:</b>	ALF5-23/24- 0028

### 1. BILL OF QUANTITIES

The **bill of quantities** forms part of and must be read with all the other documents forming part of the **contract documents**, the Standard Conditions of Tender, Conditions of Contract, Specifications and all other relevant documentation.

### 2. VALUE ADDED TAX

The tender price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the **bill of quantities** must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.



## PART C3

### SCOPE OF WORKS

<b>Project title:</b>	QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES & STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
<b>SCMU NUMBER:</b>	ALF5-23/24- 0028

### C3. Scope of Works

#### 3.1. INTRODUCTION

The Department of Public Works and Infrastructure, Alfred Nzo Regional office requires a Twelve (12) months cleaning service for its offices in Mount Frere. It is essential that the department acquires cleaning service from bidders specializing in cleaning services in order to ensure that high quality services are rendered.

#### 3.2 PROJECT DURATION:

The successful bidder will be expected to commence with works immediately after signing the contract and complete the project within Twelve (12) Months.

#### 3.3 SCOPE OF WORK

The successful bidder shall render cleaning services for the Department of Public Works and Infrastructure as follows:

##### 3.3.1 SPECIFICATION:

This aims to request quotations for the appointment of a service provider(s) to render grass-cutting, weed-control, cleaning of gutters, downpipes & storm-water drains, and general landscaping services at the Alfred Nzo District offices Maluti, Ntabankulu & Mount Frere, over a period of 12 months (As and when required).

The successful service provider will have to do the following activities on a separate work instruction to be issued once per category of service required during the contract period:

##### 1. Category A: Grass Cutting

- 1.1. Use brush-cutters to cut grass to below 2cm height
- 1.2. Remove all alien plants & trees
- 1.3. Collect & dispose waste to approved municipal disposal site



## **2 .Category B: Weed Control**

- 2.1. Remove weed from building edges, parking area, walkways, driveways**
- 2.2. Use 25L Water Sprayer to spray weed-killer poison to perimeter fence, storm-water drains, building edges, parking area, walkways & driveways.**

## **3.Category C: Cleaning of Gutters, Downpipes & Storm-water drains**

- 3.1. Remove grass & weed**
- 3.2. Remove mud formations on gutters, drains & culverts**
- 3.3. Unblock any blocked storm-water drain & culvert**
- 3.4. Collect & dispose waste at the municipal disposal site**

## **4. Category D: General Landscaping**

- 4.1. Trim grass edges**
- 4.2. Remove grass where it is not needed**
- 4.3. Do general landscaping:**
  - 4.3.1. Remove weed**

### **Notes:**

- 1. Landscape Area is approximately: 82 891,97 sqm.**
- 2. Grass-cutting work instructions to be issued over the 12 months contract period**
- 3. Weed-control work instructions to be issued over the 12 months contract period**
- 4. Cleaning of Gutters, Downpipes & Storm-water drains work instructions to be issued over the 12 months contract period.**
- 5. Upon receiving a works instruction,**
  - 5.1. The contractor should validate measurement & scope of work to be done,**
  - 5.2. Contractor carries-out the required work according to agreed scope,**
  - 5.3. Allow for verification of work done to the satisfaction of client,**
  - 5.4. Submit an invoice for payment to be effected within 30 days.**



## ANNEXURE A

### PRICING SCHEDULE – FIRM PRICES

#### (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED.

Name of bidder .....	Bid number: ALF5-23/24-0028
Closing Time 11H00	Closing date: 14 November 2023

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

NOTE: THIS CONTRACT IS VALID FOR 12 MONTHS ON AN AS AND WHEN REQUIRED BASES

Item Description	UNIT (A)	QTY (B)	Unit Price (C)	Total cost/ Bid Price (D) D= (B X C)
Ex-Maluti College Cluster Office	M <sup>2</sup>	39 853.40	R	R
Cedarville DOT Roads Camp	M <sup>2</sup>	4 748.68	R	R
Maluti Social Development	M <sup>2</sup>	5 768.29	R	R
Mount Frere DOE	M <sup>2</sup>	11 814.84	R	R
Ntabankulu DSD Offices	M <sup>2</sup>	718.90	R	R
Ntabankulu DRDAR Offices	M <sup>2</sup>	4 024.50	R	R
Ntabankulu DOE Offices	M <sup>2</sup>	10 424.84	R	R
Thobile Bam Offices	M <sup>2</sup>	5 558.52	R	R
Landscape Area is approximately: 82 891,97 sqm. Grass-cutting work instructions to be issued over the 12 months contract period Weed-control work instructions to be issued over the 12 months contract period Cleaning of Gutters, Downpipes & Storm-water drains work instructions to be issued over the 12 months contract period.	SUM	1	R	R
			<b>SUB-TOTAL</b>	R
VAT@15% if applicable			R .....	R .....
<b>GRAND TOTAL ( Carried to form of offer)</b>			<b>R .....</b>	<b>R .....</b>

**NOTE:**

- ✓ **THE TOTAL BID PRICE MUST INCLUDE ALL COSTS ASSOCIATED WITH THE EXECUTING OF SERVICES.**
- ✓ **Total Bid price must include the delivery of goods.**
- ✓ **Failure to complete Bid Price will automatically invalidate the offer submitted.**
- ✓ **RSA Currency \*\*(All applicable taxes included)**

**C4 .1 SITE INFORMATION**

<b>Project title:</b>	<b>QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GRASS-CUTTING, WEED-CONTROL, CLEANING OF GUTTERS, DOWNPIPES &amp; STORM-WATER DRAINS; GENERAL LANDSCAPING SERVICES AT THE ALFRED NZO DISTRICT OFFICES – MALUTI, NTABANKULU, MOUNT FRERE OVER PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)</b>
<b>Project Number:</b>	<b>ALF5-23/24- 0028</b>

**GENERAL**

**LIST OF BUILDINGS WITHIN ALFRED NZO REGION**

All sites currently occupied by the said user Departments.

Geotechnical Investigation Report (if applicable)? N/A