

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office
Park,
6-10 Riviera Road,
Riviera



REQUEST FOR QUOTATIONS
FOR
APPOINTMENT OF A SERVICE PROVIDER FOR THE
CONSTRUCTION OF A RESIDENTIAL UNIT IN KWAMAPHUMULO
UNDER UMVOTI LOCAL MUNICIPALITY FOR THE OSS
PROGRAMME IN KWAZULU NATAL
RFQ/KZN/2021/013

QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
30 SEPTEMBER 2021 12h00 NOON

1. INTRODUCTION & BACKGROUND

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located and appropriately planned land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level.

Section 7(2) (d) of the Housing Development Agency Act (HDA), Act 23 of 2008 requires the HDA to introduce and manage a land inventory and information system in support of the identification and acquisition of state, privately and communally owned land which is suitable for residential and community development.

2. AREA / LOCATION

The site is situated in Maphumulo LM, between KwaDukuza and Kranskop.

3. OBJECTIVE OF THE PROJECT

The objective of the service is to construct and erect the 40m² residential unit in Kwa Maphumulo.

4. SCOPE OF WORK

The HDA requires from appropriately qualified, competent, experienced and professionally registered contractors and Service providers to:

- Submit quotations for the construction of a Low-Cost housing unit in line with the relevant National building standards.
- Service Provider to be NHBRC registered and compliant.
- Service Provider to be able to allocate beneficiaries to the HSS system when need arises.
- Construction and installation of 40m²-unit and Pre-cast VIP Ablution unit as per drawings and Specifications attached.
- Installation of a 2.5 KL Jojo tank with associated building works
- The contractor will be expected to provide a delivery program for the client's approval.
- Service Provider to allow for Earthworks and Site clearing activities.

5. GENERAL

5.1 Below are requirements for this service

5.1.1. It is important to note that the successful contractor will work under the supervision of the HDA representatives, abide by HDA's Code of Conduct, and other organizational guidelines.

5.1.2. Kindly complete and submit the following:

- CSD registration report (Registration with the National Treasury Central Supplier Database, if not yet registered use the following link to register: <https://secure.csd.gov.za>.)
- SBD Forms (SBD4, SBD6.1 SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- Registration with **CIDB**: Minimum requirement of **2 GB or Higher** will be required
- Registration with **NHBRC**: (Proof of Valid registration with NHBRC must be provided)

5.2 SUBCONTRACTORS - SUBMISSION OF OWNERSHIP

- The Contractor shall submit the names and addresses of subcontractors he employs to the duly authorized official, at the commencement of the contract and at such times during the contract as may be required.
- The Contractor shall be entirely responsible for the conduct and behavior of all staff members engaged by him/her.

5.3 DURATION

- The expected project duration is **5 Weeks** from the date of receipt of an appointment letter unless unforeseen issues arise.

6 REQUIRED SKILLS AND EXPERIENCE

The contractors should among others be in possession of the following:

- (i) Valid registration with NHBRC;
- (ii) Registration with **CIDB: Minimum requirement of 2 GB or Higher will be required**
- (iii) Technical experience with construction of housing units;
- (iv) Experience in Project Management and technical projects;
- (v) Report writing skills;
- (vi) Effectiveness and efficiency of proposed method and process plan as shown in the work plan and as to confirm responsiveness to delivery within tight time schedules of the assignment and must comply with the applicable Health and Safety Regulations.

7. BID EVALUATION CRITERIA

a) The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and capabilities for the projects, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

The general methodology of selection will be that proposals will be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified.

b) Those that qualify will be assessed using the 80/20 formula for price and B-BBBE as per the PPPFA.

Table 1 – Evaluation Criteria on Functionality or Technical Abilities

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company	10
Related work	Units completed <ul style="list-style-type: none"> • 0 Units completed = 0 points • 1 Unit completed = 10 points • 3 Units completed = 20 points • 5 Units completed = 30 points • 8 or more Units completed = 50 points 	50
Attach Appointment letter/s or Reference letter/s or Completion certificates.	Attach Appointment letter/s or Reference letter/s or Completion certificates. <ul style="list-style-type: none"> • Attach 1 appointment letter or Reference letter or Completion Certificate = 10 Points • Attach 2 or more Appointment letters or 2 or more Reference letters or 2 or more Completion Certificates. = 20 Points 	20
Contractor Registered with NHBRC	Contractor Registered with NHBRC. <ul style="list-style-type: none"> • 1 Unit Enrolled with NHBRC = 5 Points • 2 Units Enrolled with NHBRC = 10 Points • 3 or more Units Enrolled with NHBRC=20 Points 	20
TOTAL		100

The following criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20-point system: -

Table 2 – Price and BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown (Please Note that Rates are already VAT Inclusive)	80
B-BBEE Status Level Verification Certificate	B-BBEE Level Contributor	20
TOTAL		100

NB: Service providers may be requested to clarify information in their proposal. This information must be supplied free of charge

8. SUBMISSION OF QUOTATIONS

Quotations should be submitted on or before the **30 September 2021** by no later than **12h00** to the following address:

**The Procurement Specialist
The Housing Development Agency,
Block A, 6-10 Riviera Office Park, Riviera Road, Killarney, 2193,
Tel: 011 544 1000**

9. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.

Further information regarding supply chain matters and queries can be sent via email to: Pfarello.Netshisaulu@thehda.co.za or at tel: 011 5441000.



**THE CONSTRUCTION OF A RESIDENTIAL UNIT IN MAPHUMULO LM
FOR THE OSS PROGRAMME IN KZN**

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QNTY	RATE	AMOUNT
	<u>Bill No.1</u> EARTHWORKS				
	<u>SITE CLEARANCE, ETC.</u>				
1	Digging up and removing top soil including boulders, rubbish, debris, vegetation, hedges, scrubs and trees	m2	250		
	<u>EXCAVATION, FILLING AND ACHIEVING LEVEL PLATFORM</u>				
	<u>Excavation in earth not exceeding 2m deep</u>				
2	To reduce levels under surface beds	m3	3		
3	Trenches average 800mm deep, including risk of collapse and keeping excavations free of water	m3	14		
	<u>Extra over trench and hole excavations in earth for excavation in</u>				
4	Soft rock	m3	1		
5	Hard rock	m3	1		
	<u>Extra over all excavations for carting away</u>				
6	Surplus material from excavations and / or stock piles on site to a dumping site to be located by contractor	m3	1		
	Carried forward				

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Brought forward				R 0,00
	<u>Earth filling obtained from the excavations and/or prescribed stock piles on site compacted to 93% Mod AASHTO density to the satisfaction of the engineer</u>				
9	Backfilling to trenches, holes, etc.	m3	11		
10	Under solid floors	m3	12		
	<u>SOIL POISONING</u>				
	<u>Soil insecticide with approved insecticide certificate</u>				
13	Under solid floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming.	m2	40		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Bill No.2				
	CONCRETE				
	REINFORCED CONCRETE				
	13MPa/19mm Concrete				
1	Surface beds cast on waterproofing	m3	4		
2	Surface beds cast on waterproofing	m3	3		
	UNREINFORCED CONCRETE				
	13MPa/19mm concrete in				
3	Apron slabs cast in panels including for formwork to edges not exceeding 700mm wide, cast on 100uM dampproofing membrane (Black).	m3	2		
	Finishing top surface of concrete smooth with a power float				
4	Surface beds, slabs, etc	m2	40		
	TEST BLOCKS				
5	Making and testing of 150 x 150 x 150mm blocks to 13mpa strength though an approved testing facility	no	3		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QNTY	RATE	AMOUNT
	Bill No.3 REINFORCEMENT (PROVISIONAL) Mild steel reinforcement to structural concrete work				
1	Reinforcing Steel 4Y12 - 6.8m	kg	68		
2	Reinforcing Steel R08	Kg	60		
3	Reinforcing Steel 2Y12	kg	76		
4	Ref. 193 mesh in slabs	m2	40		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<u>Bill No.4</u>				
	<u>MASONRY</u>				
	<u>BLOCKWORK IN SUPERSTRUCTURE(PROVISIONAL)</u>				
	<u>Blockwork in "Big Max" cement blocks in Class II mortar, size 390 x 190 x 140mm: (M140)</u>				
1	External blocks	m2	70		
	<u>Blockwork in "Big Max" cement blocks in Class II mortar, size 390 x190 x 140mm: (M140)</u>				
2	Internal Blocks	m2	25		
	<u>Brickwork reinforcement</u>				
3	75mm Wide reinforcement built in horizontally.	m	80		
4	110mm Wide reinforcement built in horizontally.	m	160		
	<u>BLOCKWORK SUNDRIES</u>				
	<u>Prestressed fabricated lintels including necessary temporary supports:</u>				
5	Precast concrete lintel 0.7m	No	1		
6	Precast concrete lintel 1.2m	No	6		
7	Precast concrete lintel 1.0m	No	5		
	<u>Galvanised hoop iron cramps, ties, etc:</u>				
11	Air Vents plastic 230 x 150mm (Brown)	No	6		
	<u>FIBRE CEMENT WINDOW CILLS</u>				
12	15mm thick cills set sloping & slightly projecting.	m	6		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<u>Bill No.5</u> <u>WATERPROOFING</u>				
	<u>DAMPPROOFING OF WALLS AND FLOORS</u>				
	<u>One layer of 375 micron "Consol Plastics</u> <u>Brickgrip DPC" embossed damp proof course</u>				
1	Below walls	m2	8		
2	Below window sills	m2	2		
3	Under surface beds	m2	40		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<p>Bill No.6 <u>ROOF COVERINGS</u></p> <p><u>CORRUGATED METAL SHEETING AND ACCESSORIES</u></p> <p>Roof trusses to be manufactured in accordance with SABS 0163: Code of Practice for the Design of Timber Structures and Engineers Certificate to be provided to the client.</p> <p><u>0.50mm thick ibr z275 or 0.47mm thick widedek zna1 az150 profile roof sheet or similar fixed to galvanized Lip channel purlins beams or rails with WITH 28mm X 6mm TOP SPEED / TEX SCREWS to galvanized purlins placed on 30x40x30x1,6 Pre galvanized u-channel wall plate and with 1.6mm thick x30mm wide GMS hoop iron straps lapped back set into 3 courses blockwork filled with 15 Mpa concrete in strict accordance with manufacturer's specifications.</u></p>				
1	Roof covering with pitch not exceeding 11 degrees. (Roof measured Complete).	m2	46		
2	Forming cranked at centre for ridge capping to suit roof profile as per DETAIL No.3 on drawing.	m	9		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<u>Bill No.7</u> <u>CARPENTRY & JOINERY</u>				
	DOORS, ETC.				
	<u>40mm Frame ledged, braced and batten door, hung to galvanized steel frames (elsewhere measured):</u> <u>(External)</u>				
1	Single door, size 813 x 2032mm high.	No	2		
	<u>40mm "Hardboard" hollow core flush panel door hung to galvanized steel frames (elsewhere measured):</u> <u>(Internal)</u>				
1	Single door, size 813 x 2032mm high.	No	3		
	<u>FIBRE-CEMENT BOARD SURFACES</u>				
3	Fascias and barge boards not exceeding 300mm girth	m	26		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Bill No.8 <u>CEILING, PARTITIONS, ACCESS FLOORING</u> <u>CEILING CONSTRUCTION, CORNICES, ETC</u> <u>PVC WHITE MATT OVERLAP</u>				
1	7.0mm white Matt PVC interlocking ceiling sheets with 50mm x 50mm panels 250mm wide screwed to every batten with broad wafer head screws, including 38 x 38mm batten handers at 1M centres secured to 75x50x20x2 Purlin Beams with 2x65mm s/t 6mm screws.	m2	40		
2	80mm thick insulation laid in cavity by specialist to comply with SANS 10400 XA	m2	40		
	<u>Polystyrene</u>				
3	polystyrene cornice against all walls with an apex joiner strip.	m	50		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<p><u>Bill No.9</u> <u>IRONMONGERY</u> <u>IRONMONGERY FIXED TO DOORS, ETC.</u> <u>LOCKS</u></p>				
1	Three lever "CZ 69424955" mortice lockset complete with lockset and door furniture.	No	2		
2	Two lever "CZ 69424955" mortice lockset complete with lockset and door furniture.	No	3		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Bill No.10 METALWORK SUNDRY STEELWORK <u>1.2mm Thick "Durowin" rebated frames suitable for 140mm wide block walls, with and including ironmongery and red oxide paint finish:</u>				
1	Frame for door 813 x 2032mm high.	No	3		
	<u>1mm Thick "Durowin" rebated frames suitable for 140mm wide block walls, with and including ironmongery and red oxide paint finish:</u>				
2	Frame for door 813 x 2032mm high.	No	2		
	STEEL WINDOWS, DOORS, ETC. <u>1.2mm Thick "Durowin Type F7" residential windows complete with ironmongery, paint, etc. and fixing to brickwork or concrete:</u>				
3	Window, type W1, size 1022 x 949mm high.	No	5		
4	Window, type W2, size 533 x 654mm high.	No	1		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	SECTION 11				
	PLASTERING				
	EXTERNAL PLASTER				
	<u>One coat "Cemcrete-Stipplecoat" waterproof cement based textured finish to approved colour, prepared and applied in strict accordance with the manufacturer's instruction</u>				
1	On walls	m2	70		
2	On walls in narrow widths	m2	2		
	INTERNAL PLASTER				
3	On walls	m2	90		
4	On walls in narrow widths	m2	5		
	SCREEDS				
	<u>Scree on concrete with smooth finish to receive polish</u>				
5	10mm Thick on floors	m2	40		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<u>Bill No.12</u> <u>PLUMBING AND DRAINAGE (PROVISIONAL)</u>				
	<u>uPVC gutters and rainwater pipes:</u>				
2	Half-round roof 100mm PVC gutters	m	17		
3	Adjustable gutter bracket-fixed into top block.	No	14		
4	Rainwater downpipes	m	10		
5	Extra over gutter for stopped end	No	2		
6	Extra over gutter for angle	No	4		
7	Extra over gutter for outlet for pipe	No	1		
8	Extra over rainwater pipe for bend	No	2		
9	Extra over rainwater pipe for shoe	No	1		
	<u>WATER TANKS, ETC</u>				
10	2500L polycon aproved Jojo tank embedded in raft foundation stand sitting on reinforced concrete foundation as per bending schedule attached on drawing tank stand with Compacted fill to 95% MOD ,750mm precast concrete splay, including access inlet hole, Brass water tap and suitable two wires encased in hose pipe fixed to hooks cast into concrete	No	1		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Bill No.13				
	<u>PAINTWORK</u>				
	<u>ON FLOATED PLASTER</u>				
	<u>Prepare and apply one primer and two coats interior quality emulsion paint</u>				
1	On internal walls	m2	90		
2	On External walls	m2	70		
	<u>ON FIBRE-CEMENT</u>				
3	On fascias and bargeboards	m	15		
	<u>ON WOOD</u>				
	<u>One coat wood primer, one undercoat and two coats high gloss enamel paint</u>				
4	On doors	m2	16		
	<u>Three coats polyurethane semi-gloss varnish</u>				
5	On doors	m2	16		
	Carried To Section Summary				

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<p><u>Bill No.14</u> <u>GLAZING</u></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification of Materials and</p> <p><u>GLAZING TO STEEL WITH PUTTY</u></p> <p><u>3mm Clear float glass:</u></p> <p>1 Panes exceeding 0.1m2 and not exceeding 0,5</p> <p><u>3mm Obscure float glass:</u></p> <p>2 Panes exceeding 0.1m2 and not exceeding 0,5m2</p> <p style="text-align: right;">Carried To Section Summary</p>		<p>9</p> <p>0,34</p>		

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	<p><u>Bill No.15</u> <u>PROVISIONAL SUMS</u></p> <p>All provisional sums cover supply of material and equipment and installation where applicable by firms of specialists. Provisional sums are nett and do not include under "profit" items any profit he considers necessary.</p> <p>The tenderer is referred to Clause B7.3 in the adjustment of "attendance".</p> <p><u>SELECTED CONTRACTORS</u></p> <p>THE FOLLOWING PROVISIONAL SUMS ARE FOR WORK TO BE EXECUTED BY SELECTED SUBCONTRACTORS</p> <p>The following Provisional Sums are for specialists work to be executed by a Selected Sub-contractor who upon appointment in terms of the Conditions of Contract shall be deemed to be a Domestic Sub-contractor to the Contractor.</p> <p><u>Ablution facilities</u></p> <p><u>Supply and installation of VIP Toilet work:</u></p> <p>Supply and install Conloo precast ventilation improved (VIP toilet) mark 4 type toilet with concrete roof, precast concrete pit, excavation to a depth of not less than 2m from ground level.</p>	Psum			
Carried To Section Summary					

BILL OF QUANTITIES

BILL	DESCRIPTION	PAGE			AMOUNT
	<u>SECTION 1 - SUMMARY</u>				
1	Earthworks	1			
2	Concrete	2			
3	Reinforcement	3			
4	Masonry	4			
5	Waterproofing	5			
6	Roofcoverings	6			
7	Carpentry & Joinery	7			
8	Ceilings	8			
9	Ironmongery	9			
10	Metalwork	10			
11	Plastering	11			
12	Plumbing	12			
13	Paintworks	13			
14	Glazing	14			
15	Provisional Sum	15			
	TOTAL TO FINAL SUMMARY				

BILL OF QUANTITIES

ITEM	DESCRIPTION	PAGE			AMOUNT
	<p><u>FINAL SUMMARY</u></p> <p>THE CONSTRUCTION OF A RESIDENTIAL UNIT IN KWA-MAPHUMULO UNDER UMVOTI LM</p> <p>Subtotal</p> <p>VAT NIL. (Quantum Rates are VAT Inclusive)</p> <p>TOTAL AMOUNT</p>				<p>NIL</p>

PRECAST MARK 4 TYPE TOILET WITH CONCRETE ROOF


[DOWNLOAD OUR BROCHURE](#)

[mark 3](#) | [mark 4 - steel roof](#) | [mark 4 - concrete roof](#) | [mark 4 - disabled](#) | [mark 8](#) | [bottom structure](#)

Our precast Ventilation Improved Pit (VIP) toilets are specifically designed to create better sanitation for all, guidelines laid out by government initiatives. This system offers improved air circulation which limits the opportunity for disease. Internal dimensions of 890mm wide by 1100mm long by 1950mm high.

Concrete Base Slab Consists of main slab to accommodate top structure and filler slab along side.

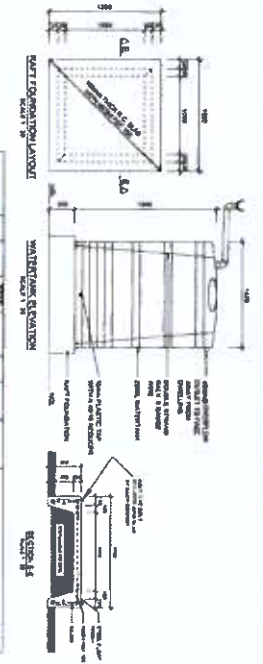
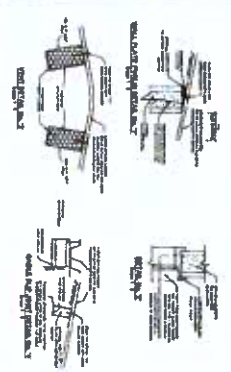
Main Slab	: 1.5m x 1.0m x 0.050mm
Filler Panel Slab	: 1.5m x 0.5m x 0.050mm
Mass of main slab	: 176kg
Mass of filler slab	: 86kg
Reinforcing	: 311 mesh

4 x galvanized studs cast and recessed into base on main slab.



- Side Panel**
- 1.1m long x 605mm high x 35mm thick.
 - Mass 57kg
 - 4mm wire with fibres
- Back Panel**
- 850mm long x 605mm high x 35mm thick
 - Mass 40kg
 - 4mm wire with fibres
- Top Frame**
- 1.6m galvanized channel posts with 2.5mm thick base plate
 - 2 x front posts 2 x rear posts (corner)
 - IFR roof 0.58mm galvanized steel welded to 25 x 25mm angle iron frame
 - Roof and posts fixed with 4 x 8mm cup square bolts/nuts
 - Independent steel swivel door 1.6m high x 870mm wide
 - Mass 24kg

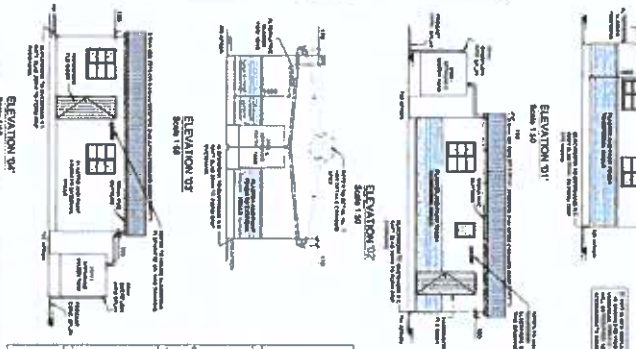
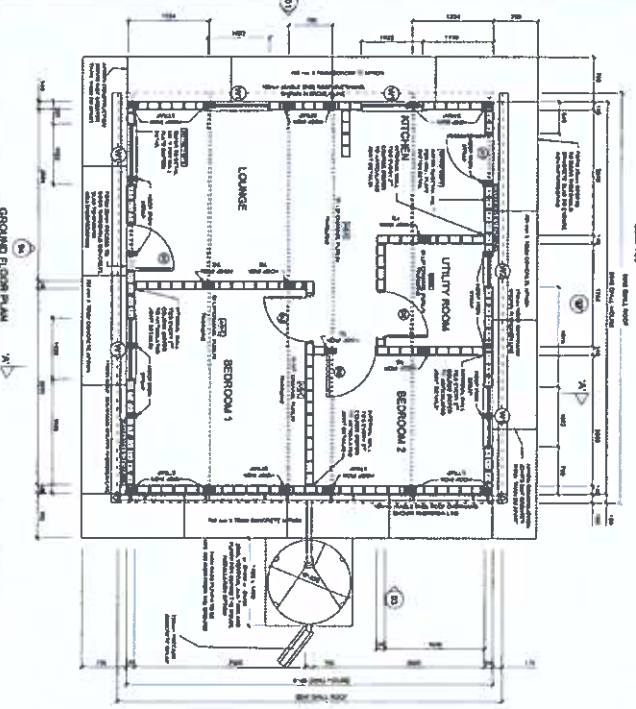
All concrete is manufactured to 35 MPA



MEMBER	NO. OF BAYS	UNIT	MATERIAL / S.C.	Ø	LENGTH	A	B	C	D	BR
TABLE STAND	4	2	8	01	28	78	160	140	200	40

WINDOW SCHEDULE	ID	QTY	w (mm)	h (mm)	l (mm)	GLASS (mm)	NOTES
W1	5	403	400	4	0.90		
W2	1	432	604	4	0.90		

DOOR SCHEDULE	ID	QTY	w (mm)	h (mm)	l (mm)	NOTES
D1	3	413	2032	40		
D2	3	413	2032	40		



<p>PROJECT INFORMATION</p> <p>Client: [Name]</p> <p>Address: [Address]</p> <p>Site: [Site Location]</p>		<p>DESIGN INFORMATION</p> <p>Architect: [Name]</p> <p>Structural Engineer: [Name]</p> <p>MEP Engineer: [Name]</p>	
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GENERAL NOTES

- Refer to all drawings for complete information.
- Construction shall be in accordance with the specifications and standards of the relevant authorities.
- Materials shall be of good quality and approved by the engineer.
- Workmanship shall be neat and true.
- Dimensions are given in millimeters unless otherwise stated.
- Structural steel shall be as per the specifications of the relevant standards.
- Reinforcement shall be as per the specifications of the relevant standards.
- Foundation shall be as per the specifications of the relevant standards.
- Roofing shall be as per the specifications of the relevant standards.
- Cladding shall be as per the specifications of the relevant standards.
- Finishes shall be as per the specifications of the relevant standards.
- MEP services shall be as per the specifications of the relevant standards.
- Drainage shall be as per the specifications of the relevant standards.
- Electrical services shall be as per the specifications of the relevant standards.
- Water supply shall be as per the specifications of the relevant standards.
- Sanitary services shall be as per the specifications of the relevant standards.
- Gas services shall be as per the specifications of the relevant standards.
- Telecommunications shall be as per the specifications of the relevant standards.
- Security services shall be as per the specifications of the relevant standards.
- Fire services shall be as per the specifications of the relevant standards.
- Accessibility shall be as per the specifications of the relevant standards.
- Environmental services shall be as per the specifications of the relevant standards.
- Other services shall be as per the specifications of the relevant standards.



DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
 - a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	50
B-BBEE STATUS LEVEL OF CONTRIBUTOR	50
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in

terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

J8365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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.

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

.....
.....
Signature

Date

.....
.....
Position

Name of Bidder

Js914w 2