



QUOTATION NUMBER

DOT-JG-24/25-0006

**PROVISION OF PROPERTY LEASE FOR THE
DEPARTMENT OF TRANSPORT:
MACLEAR TRAFFIC STATION**

Issued by:

Supply Chain Management Unit

Department of Transport

Private Bag X1001

ALIWAL NORTH

9750

NAME OF BIDDER:

CSD NUMBER :



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

INVITATION TO BID

BID NUMBER: DOT-JG-24/25-0006

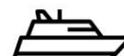
DESCRIPTION: PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

CLOSING DATE: 25 JULY 2024 | Time: 11H00

The completed RFQ (Request for Quotation) must be placed in a sealed envelope, clearly marked with the quotation number and the Nature of the Service, and be deposited in the Bid Box situated at Department of Transport, Public Works Building, Cnr Coles and Queens Terrace Streets, Aliwal North not later than **11H00 on 25 JULY 2024**.

Bidders must take particular note of the following:

- Service providers are kindly requested to submit price quotations on the attached pricing schedule for the specified items / service.
- The successful bidder will be subjected to a security screening or vetting.
- The total **USEABLE AREA** required by the department is **299.17 m²**. Useable space in excess of the requirement will not be paid by the Department.
- The Department requires secured **ONSITE parking bays –4 covered parking bays and 2 open bays for people living with disabilities**.
- By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website.
- Disputes between the Department and a bidder (if any) will be dealt with in the form of litigation.
- Should the successful Bidder fail to deliver; provisions of the General Conditions of Contract will apply.
- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport.
- In the case of a JV tender, each party must supply a valid tax certificate and a letter of good standing.
- The tenderers must ensure that they complete and sign the ECBD 1, ECBD 4, ECBD 6.1
- The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Form of Offer and Acceptance



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has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.

- Bidders must have provided supporting documentation as per the bid specification schedule requirement;
- Bidders who are not registered for VAT are not eligible to claim VAT in their pricing;
- Bidders should take note that price is not a determining factor to award the bid.

Furthermore, quotation offers will only be accepted if:

- Bidders are registered with Central Supplier Database (CSD) with Treasury prior to submitting this RFQ (see <https://secure.csd.gov.za/>).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.
- All quotations shall be held valid for 60 days after the closing date. The Department reserves the right not to accept the lowest or any tender.

Enquiries should be directed to:

SCM

Ms. Zanele Taleni

Tel No: 076 561 2122

zanele.taleni@ectransport.gov.za

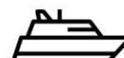
TECHNICAL

Mr. N. Neethling

| Tel: 051 633 2871

Cell: 0834067075

Norman.Neethling@ectransport.gov.za



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

QUOTATION EVALUATION CRITERIA

1. EVALUATION CRITERIA:

The following criteria shall apply:-

- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport.

1.1 Price:

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

1.2 Calculation of points for specific goals

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
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)
Historically Disadvantaged Individuals Ownership		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	
Locality:-		
(a) Local Municipality –	4	
(b) Outside – Local Municipality	2	

1.3 Bidders are required to submit, together with their bids, the following: -

- 1.3.1 Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- 1.3.2 The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:
 - Disability Ownership: valid medical documentary proof.
 - Military Veterans Ownership: valid proof of veteran status.

* The Central Supplier Database will be used to verify the specific goals other than the specific goals stated under paragraph 1.3

- 1.3.3 A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the SPECIFIC GOALS. Such bidders will score 0 out of maximum of 20 points for SPECIFIC GOALS



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

ECBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DOT-JG-24/25-0006	CLOSING DATE:	25 JULY 2024	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

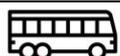
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

DEPARTMENT OF TRANSPORT OFFICES
PUBLIC WORKS BUILDING
Cnr Coles and Queens Terrace Streets
Aliwal North, 9750
or mailed to
patricia.mgoqi@ectransport.gov.za

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:			
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? [IF YES ENCLOSE PROOF]	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:				
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON			
CONTACT PERSON		TELEPHONE			



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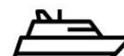
		NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	

PART B

TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. THIS CONTRACT IS FOR THE LEASING OF OFFICE ACCOMODATION FOR DEPARTMENTS OF TRANSPORT (TRAFFIC STATION) IN MACLEAR.
- 1.2. THE DEPARTMENT WISHES TO DEAL ON A PRIME CONTRACTUAL BASIS WITH THE SUCCESSFUL BIDDER BEING RESPONSIBLE AND ACCOUNTABLE FOR ALL ASPECTS OF THE ENTIRE SOLUTION OR SERVICE OFFERED.
- 1.3. SHOULD THE SPECIFICATIONS AND / OR DESCRIPTIONS NOT ADDRESS ANY ASPECTS OF QUALITY AS SPECIFIED, THIS SHOULD BE CLARIFIED WITH THE DEPARTMENT PRIOR TO THE SUBMISSION OF A BID
- 1.4. THE DEPARTMENT SHALL NOT BE LIABLE IN ANY MANNER IN RESPECT OF ANY CLAIMS, DAMAGES, ACCIDENTS AND INJURIES TO PERSONS, PROPERTY OR RIGHTS OR ANY OTHER COURSES OF CIVIL OR CRIMINAL ACTION THAT MAY ARISE FROM THE CARRYING OUT OF THIS CONTRACT.
- 1.5. THE CONTRACTOR SHALL INSURE HIS / HER / THEIR PERSONNEL AND ANY PLANT, MACHINERY OR OTHER MECHANICAL OR ELECTRONIC EQUIPMENT INVOLVED IN THE FULFILMENT OF THIS CONTRACT AND SHALL INDEMNIFY THE DEPARTMENT AGAINST ALL RISKS OR CLAIMS WHICH MAY ARISE.
- 1.6. THE MAXIMUM ESCALATION RATE (PERCENTAGE) MUST NOT EXCEED 6% PER ANNUM.**
- 1.7. NO ESCALATION SHOULD BE CHARGED FOR PARKING BAYS.**
- 1.8. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.9. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.10. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE



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SUBMITTED TO BIDDING INSTITUTION.

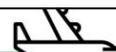
- 1.11. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.12. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CS
- 2.6 D NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. PENALTY PROVISION AND WITHDRAWAL

- 3.1 SHOULD THE SUCCESSFUL BIDDER:
- 3.1.1 WITHDRAW THE BID DURING THE AFORE-MENTIONED PERIOD OF VALIDITY; OR
- 3.1.2 ADVISE THE DEPARTMENT OF HIS / HER / THEIR INABILITY TO FULFIL THE CONTRACT; OR
- 3.1.3 FAIL OR REFUSE TO FULFIL THE CONTRACT; OR
- 3.1.4 FAIL OR REFUSE TO SIGN THE AGREEMENT OR PROVIDE ANY SURETY IF REQUIRED TO DO SO;
- 3.2 THEN, THE BIDDER WILL BE HELD RESPONSIBLE FOR AND IS OBLIGATED TO PAY TO THE DEPARTMENT:
- 3.2.1 ALL EXPENSES INCURRED BY THE DEPARTMENT TO ADVERTISE FOR OR INVITE AND DELIBERATE UPON NEW BIDS, SHOULD THIS BE NECESSARY.



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3.2.1 THE DIFFERENCE BETWEEN THE ORIGINAL ACCEPTED BID PRICE (INCLUSIVE OF ESCALATION) AND:

4. CONTRACT PERIOD

4.1 THE CONTRACT PERIOD WILL BE DETERMINED IN TERMS OF TWO (2) YEARS SUBJECT TO THE DISCRETION OF THE DEPARTMENT.

4.2 THE DEPARTMENT RESERVES THE RIGHT TO CONSIDER THE EXTENSION OF THE CONTRACT OR PORTIONS THEREOF, IN CONSULTATION WITH THE SUCCESSFUL BIDDER FOR A FURTHER PERIOD, WITHOUT GOING TO AN OPEN BIDDING PROCESS. EXTENSION MUST NOT EXCEED TWO YEARS.

4.3 THE DEPARTMENT OF TRANSPORT MAY ACCEPT OR REJECT ANY BID OFFER AND MAY CANCEL THE BID PROCESS OR REJECT ALL BID OFFERS AT ANY TIME BEFORE THE FORMATION OF A CONTRACT.

4.4 THE DEPARTMENT OF TRANSPORT ALSO RESERVES THE RIGHT TO ACCEPT THE BID AS A WHOLE OR A PART OF THE BID, OR ANY ITEM OR PART OF ANY ITEM.

4.5 THE DEPARTMENT SHALL NOT ACCEPT OR INCUR ANY LIABILITY TO A SUPPLIER FOR SUCH CANCELLATION OR REJECTION OR ACCEPTANCE, BUT WILL GIVE WRITTEN REASONS FOR SUCH ACTION UPON RECEIVING A WRITTEN REQUEST TO DO SO.

5. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

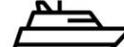
5.1 THE DEPARTMENT WILL BE RESPONSIBLE FOR THE OPERATING COSTS THAT RELATE DIRECTLY TO ITS OWN TENANCY ACTIVITIES AND THAT, WHERE APPLICABLE, ARE SEPARATELY METERED. THE DEPARTMENT IS PREPARED TO INCUR THE FOLLOWING OPERATING COSTS:

- 5.1.1 WATER CONSUMPTION;
- 5.1.2 ELECTRICITY CONSUMPTION;
- 5.1.3 REFUSE REMOVAL; INTERNAL
- 5.1.4 SECURITY; AND
- 5.1.5 CONSUMABLE SUPPLIES
- 5.1.6 INTERNAL CLEANING

5.2 THE DEPARTMENT WILL NOT BE RESPONSIBLE FOR ANY OTHER OPERATING COSTS.

5.3 THE DEPARTMENT WILL NOT BE RESPONSIBLE FOR THE PAYMENT OF RATES AND TAXES AS WELL AS PERIODIC INCREASES.

5.4 OTHER RESPONSIBILITIES BETWEEN THE LANDLORD AND THE TENANT WILL BE STIPULATED IN THE LEASE AGREEMENT.



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

6 BUILDING MAINTENANCE COSTS

6.1 ALL MAINTENANCE WILL BE THE RESPONSIBILITY OF THE LANDLORD.

6.2 OTHER RESPONSIBILITIES BETWEEN THE LANDLORD AND THE TENANT WILL BE STIPULATED IN THE LEASE AGREEMENT.

7 TENANT INSTALLATIONS

7.1 THE SUCCESSFUL BIDDER/LANDLORD WILL BE RESPONSIBLE FOR THE COST OF ALTERATIONS NECESSARY TO ADAPT THE OFFERED ACCOMMODATION TO THE SPECIFIC NEEDS OF THE USER DEPARTMENT IN ACCORDANCE WITH THE STANDARD NORMS, STANDARDS AND/ OR SPECIFIED MINIMUM REQUIREMENTS AND PER THE APPROVED TENANT LAYOUT PLANS.

7.2 THE BIDDER SHOULD MAKE ADEQUATE PROVISION FOR TENANT INSTALLATION IN THE OFFER.

8 OTHER CONDITIONS OF BID

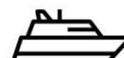
8.1 **A BIDDER MUST OFFER AN EXISTING BUILDING WHICH SHOULD BE READY FOR OCCUPATION WITHIN 6 MONTHS AFTER RECEIVING AND ACCEPTING THE AWARD.**

8.2 THE ACCOMMODATION MUST COMPLY WITH THE NATIONAL BUILDING REGULATIONS, SANS 101070 AND THE REQUIREMENTS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993), AS AMENDED.

8.3 ACCESS AND ABLUTION FACILITIES (**THREE – MALE, FEMALE AND PERSONS LIVING WITH DISABILITIES**) TO BE PROVIDED. ALL FACILITIES FOR PERSONS LIVING WITH DISABILITIES ARE TO COMPLY WITH SANS10400-S.

8.4 THE LEASE AGREEMENT AND PAYMENT OF RENTAL WILL COMMENCE FROM THE DATE OF OCCUPANCY. **RENTAL WILL BE ADJUSTED ANNUALLY AT 6% ESCALATION RATE STARTING AT THE BEGINNING OF THE SECOND YEAR.**

8.5 WAREHOUSE/INDUSTRIAL BUILDINGS MAY BE CONSIDERED IF IT WILL BE ADEQUATELY CONVERTED AND RECONFIGURED INTO OFFICE ACCOMMODATION. ASPECTS TO BE CONSIDERED IN ASSESSMENT OF ADEQUACY OF THESE CONVERSIONS WILL BE COMPLIANCE IN TERMS OF FIRE REGULATIONS, PROVISION OF NATURAL LIGHT, PROVISION OF NATURAL VENTILATION, THERMAL COMFORT AND ACOUSTIC INSULATION. PARTICULAR CONSIDERATION WILL BE GIVEN TO THE CEILING CONSTRUCTION IN TERMS OF RIGIDITY AND POTENTIAL MOVEMENT OF PANELS, IF OF THE DROP-IN VARIETY. FLOOR COVERINGS SHOULD ALSO SUITABLE FOR AN OFFICE



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

ENVIRONMENT.

- (I) THE BUILDING COMPLY WITH THE NATIONAL BUILDING REGULATIONS,
- (II) SUFFICIENT NATURAL VENTILATION
- (III) SUFFICIENT AIRFLOW
- (IV) SUFFICIENT NATURAL LIGHT
- (V) AIR QUALITY TEST CERTIFICATION IS COMPULSORY
- (VI) CHEMICAL TEST CERTIFICATION OF BRICKS/ ROOFING IS REQUIRED.
- (VII) CERTIFICATION ON NON-HAZARDOUS BUILDING MATERIAL.

8.6 THE LEASE AGREEMENT AND PAYMENT OF RENTAL WILL COMMENCE FROM THE DATE OF OCCUPANCY. RENTAL WILL BE ADJUSTED ANNUALLY IN ACCORDANCE WITH AN AGREED UPON ESCALATION RATE STARTING AT THE BEGINNING OF THE SECOND YEAR.

8.7 NO TENDERS SENT BY FACSIMILE OR E-MAIL WILL BE ACCEPTED.

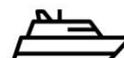
8.8 THE TENDER FORMS MUST NOT BE RETYPED OR REDRAFTED.

9 QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 9.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 9.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 9.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 9.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

SCOPE OF WORK

PROJECT TITLE AND DESCRIPTION OF WORK:

LEASING OF OFFICE ACCOMODATION FOR DEPARTMENTS OF TRANSPORT (TRAFFIC STATION) IN MACLEAR

SPECIFICATIONS

INTRODUCTION

The department (Joe Gqabi District Office) is responsible for procuring leased office accommodation on behalf off all its satellite offices in the district. In securing leased office accommodation, the primary objective of the Department, inter-alia, is to provide functional and best fit for use, type and location of office accommodation at optimal value to the Department of Transport. In addition to which, the Department subscribes to the principles and objectives of Broad Based Black Economic Empowerment (“BBBEE”).

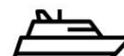
The Department intends accommodating a Traffic Station that will conduct administrative business operations within the building.

PROXIMITY

- 500m or less walking distance to public transport
- Property be accessible and visible to the public

All bidders MUST respond to and comply with the following technical specifications and requirements that will be utilised by the Department to evaluate whether or not the building being offered by the bidder meets the minimum technical requirements of the Department.

It is required that the bidders MUST have a comment whether the building does meet the requirements on the table below. If it does not meet the requirements, the bidder MUST indicate how long it will take to meet the requirements in case of award.

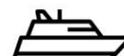


PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

1. MINIMUM TECHNICAL & FUNCTIONAL REQUIREMENTS

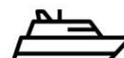
1.1 Location

LEASING OF OFFICE ACCOMMODATION FOR DEPARTMENT OF TRANSPORT (TRAFFIC STATIONS) IN MACLEAR		
	REQUIRED	BIDDER'S COMMENTS
1.	<p>The total size of office accommodation required by the Department and to be offered by the m² of USEABLE area.</p> <p>(See Note 1 below)</p>	
2.	<p>The building must have a total of 6 parking bays comprising of 2 open (Clients and Persons living with disabilities) , 4 covered. Parking area to be paved or tarred, demarcated and numbered. (See Note 2 below)</p>	
3.	<p>The accommodation must allow for the corporate image of the Provincial Government department to be enhanced and clearly visible from the street front.</p>	
4.	<p>The electrical supply to the office accommodation must cater for both normal and clean (dedicated) power. Provision must be made for one (1) normal and one (1) clean plug point for every 6m² of useable office accommodation, an additional two (2) plug points per 150 m² of Useable office accommodation to be allowed for to cater for fax, copiers etc. In addition, normal plugs to be provided in passages in order to accommodate cleaning machinery. (provision of interconnection power extension boxes with leads see "Page 22")</p> <p>In the kitchenette sufficient provision for plug points to be made for all electrical equipment. (minimum of 3 plugs).</p>	
5.	<p>The accommodation must provide for adequate access for persons with living with disabilities etc. including ablution facilities both for the office environment as well as public interface area. Public toilets will remain part of useable area.</p>	



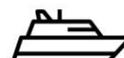
PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

	<p>Provision of a safe and secure wheelchair ramp and railings.</p> <p>Assisted ablution facility/facilities and with the requisite door handles (bar). Safe and secure handrails inside to be aligned to SANS 10 400.</p>	
6.	<p>Within the office accommodation, all areas and support areas must be provided as required and as indicated on the Spatial Templates attached.</p>	
7.	<p>The landlord will be required to provide 50mm “plaswood” blinds and frosted vinyl (minimum, to door height.) on internal glass panels. See note 3 below for examples.</p> <p>All partitioning must be aluminium and glass for all offices. (See Note 3).</p>	
8.	<p>The accommodation must comply with: The National Building Regulations and Standards Act, 1977 (Act 103 of 1977) and The Occupational Transport and Safety Act, 1993 (Act 85 of 1993), as amended. All certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws and certificate of compliance with the Occupational Transport and Safety Act must be provided prior to site handover.</p>	
9.	<p>Fire protection equipment to be installed to comply with SANS 10400-T.</p> <p>Full Fire maintenance plan to be provided.</p>	
10.	<p>Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any. Provision must be made for 8000mm wide side lights from 300mm F.F.L. to door height to all offices.</p>	Aluminium with glass fronts
11.	<p>All offices shall be provided with a glass and aluminium door of at least 813mmx2032 and each fitted with a good quality three pin cylinder lock with three keys fitting</p>	



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

	<p>one lock only and which shall be handed over to the Departmental Representative at time of handing over of the building. The handles to be secured by means of male and female screws to ensure that the handles remain secured on the door leaf.</p>	
<p>12.</p>	<p>Provision is to be made for at least (1) small kitchenette per 12 staff members, in which a sink as well as “hot and cold” water is available. Sink to be housed in an appropriate floor mounted cabinet complete with matching wall mounted cabinet’s above. Cabinet – tops to be fitted with no less than a granite post formed top.</p> <p>Provision is to be made to house a microwave, floor standing fridge and a kettle.</p>	
<p>13.</p>	<p>Floor covering must be of an acceptable standard and quality to last for at least ten years.</p> <p>6000m must be rubberised.</p> <p>Foyers, passages, kitchens bathrooms to be tiled either in a ceramic or porcelain tiles. Office to be carpeted with carpet tiles. No unfinished cement screed shall be permitted.</p>	
<p>15.</p>	<p>In case of offices, boardrooms and processing rooms, floor to ceiling heights-a clear floor to ceiling height of as close possible to 2.7m throughout shall be maintained. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.</p>	



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

1.2 General Accommodation

The total useable area required by the department is **299.17 m²**.

The Department will therefore pay only for a maximum space requirement of **299.17**.

Useable space in excess of the requirement will not be paid for by the Department.

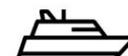
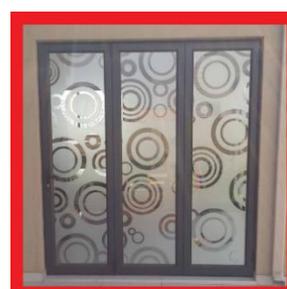
In order to simplify the calculation of spatial requirements the “**Useable Area**” of the building is to be used (as calculated by using the **SAPOA** method of measuring). This has no influence on the income generating value of the rentable space. The value of the common area is to be **added** to the rate per m² of the useable area.

The reasoning is that all buildings have different R/U Ratio (Rentable area divided by Useable area) due to design criteria which could differ by up to 30%.

For the purpose of ensuring that the actual **USEABLE** area is provided, it is essential that when calculating the **COMMON** area, both **Primary and Secondary Common** areas are to be factored in. Therefore, the Secondary common area shall remain part of the Common area and **NOT** be included in the USEABLE area as is defined in the SAPOA method of measuring.

Note 2: Bidders may offer more covered parking bays than required, BUT, same must be priced at rate of an uncovered bay. Parking bays in excess of the required bays as indicated on page 1 will not be paid for by the Department.

Note 3: Examples of Frosted Vinyl



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

1.3 Air-conditioning-Must comply with SANS 1125 (SABS1125)

1.	The offices, boardrooms and processing centres must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently. Fresh air to be supplied in office areas that have no direct access to opening windows	
2.	The bidder must indicate the type of air-conditioning system to be fitted/ fitted in the building. Department of Transport will approve the type of air-conditioning that complies <i>Air-conditioning</i> <i>type</i>	
3.	The landlord shall be responsible for the maintenance and repairs in respect of the air-conditioning system during the period of lease.	
4.	The landlord will conclude a contract with an independent air-conditioning contractor in terms of which: <ul style="list-style-type: none"> • Complaints in respect of the reported air-conditioning problems need to be logged and responded to within a period of (2-4) hours of being reported. • Complaints reported in respect of air-conditioning problems need to be resolved with (24) hours after the initial report 	
5.	Proof of an air-conditioning maintenance contract must be provided at the time of site handover. The maintenance contract must be in place for the duration of the contract.	

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

1.4 Emergency Power Supply SANS10142:-2003

1.	The building must have an emergency power supply unit subject to the size of the building to ensure essential areas, emergency lighting, computer server room, computer workstations etc., are functioning in the event of a power failure, load shedding, at occupation.	
2.	Bidders must indicate the make and electrical capacity of the emergency power supply unit installed in the building and also provide a list of the standard equipment that it is currently connected to. Make..... Capacity.....	
3.	An indication of how long (duration) the emergency power supply unit can provide emergency power to the standard equipment currently connected. Duration	

The installation of all electrical components will comply in all respects with the requirements and regulations of the following: SANS 10142-2003, The Occupational Health and Safety Act and Regulations and the local Electrical Supply Authority.

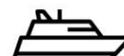
1.5 Emergency Water Supply-All water supply must comply with SANS 10252-1

1.	The landlord must provide at least a minimum of 2 water tanks (2 x 5000 litres good quality plastic tanks with a pressure pump) as a water backup supply during office hours. In case of a double storey building, the tank must be elevated to assist the pressure of water supply to all floors.	
2.	Should water shedding be implemented by local authorities, the water supply mentioned above should be sufficient to cover a period of two days and more. A regular maintenance of all water related equipment is compulsory.	

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

1.6 Server Room

1.	<p>The landlord will be required to provide a 15m² server room to be constructed out of brick and mortar (230mm thick). The sever room is to be fitted with two compartment (UPVC) power skirting and CAT6 data cabling in terms of the SITA minimum requirements for server rooms for Government/ Parastatal institutions. The server room is to be secured by means of a biometric/ keypad access control system.</p> <p>Fire Suppression systems panel alerting system with a 3 year maintenance plan performed half yearly. Raised flooring to prevent damage to equipment in the event of flooding. 1.2m wide Fireproof door with a one and half hour fire rating.</p>	
2.	<p>The server room must be equipped with 2 by 9000 BTU independent air-conditioning unit to cater for the computer equipment. The sever room be equipped with an earth bar in accordance with Telkom Standards. (One unit to serve as a backup unit).</p>	
3.	<p>The landlord will be required to provide power skirting and ICT (CAT6) cabling in accordance to the latest technical specifications (KRONE Standards) to all workstations, pause rooms – data points each work station, Boardrooms-ten (10) data points in each, and five (5) for open plan printing stations, Fly leads to be provided as per approved layouts, 8x Aruba 54 AIP access points with relevant licenses (Aruba airwave) configured and linked to existing Airwave server to be provided to ensure coverage for the entire premises. The Landlord will be required to connect and patch cables, including fibre connectivity, into the cabinets (supplied and installed by the Landlord with 32 AMP connectors feeding to the UPS). UPS to be resistant to surges during load shedding.</p> <p>8 x Cisco Catalyst 9115AX Series with relevant license DNA On-Prem Essential compatible with Cisco Catalyst 9800-L Wireless controller.</p> <p>Cisco controller to ensure coverage for entire premises.</p> <p>The cabinet at the server room catered by landlord should be 42U</p>	



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

1.7 Security Requirements

1.	<p>Access Control: The landlord will be required that the premises has proper and controlled access. This will include provision of:</p> <ul style="list-style-type: none"> • Secured perimeter fence and access gates. • Provision of a guardroom for securities at required access points (e.g. Parking, Entrance gates etc.) • Provision of a safe for firearms (visitor firearms). • Provision of CCTV control room. 	
2.	<p>CCTV: The landlord will be required, to install CCTV cameras all entrances, parking areas and other identified strategic points which will be linked to the CCTV control room.</p>	
3.	<p>BURGLARS: The landlord will be required to provide burglar bars for all windows at least at ground floor level.</p>	
4.	<p>Certain security installations required will be required during the negotiation of the subject leased and will be priced separately.</p>	

NB: PRIOR TO OCCUPATION, THE DEPARTMENT WILL INSPECT THE PROPERTY OFFERED TO ENSURE COMPLIANCE WITH THE ABOVE SPECIFICATION AND REQUIREMENTS

Acknowledgement of Departmental Specification

Signed

_____ Date _____

Name

_____ Position _____



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

POWER EXTENSION BOXES

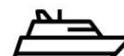
- Item 01** **Alpha horizontal power dock unit**
- 2 x End caps
 - 1 x On Off Switch
 - 1 x SA Standard 3 pin socket
 - 1 x SA dedicated 3 pin socket.
 - 1 x 2 Pin German socket
 - 2 x Voice & data – bezels only
 - **Operating voltage:** 110V to 60 VAC @ 50/60Hz
 - **Input cable type:** 16A or 20A.
 - (Bezel connections to be installed by others)
- Item 02** **Input power cables**
- 3m / 5m
 - 1 x Clean & 1 x Dedicated.
- Item 03** **Interconnecting power cables**
- 2m
 - 1 x Clean & 1 x Dedicated.

Note: All workstation to receive a power dock unit. (Supply and Install)



GENERAL REQUIREMENTS UPON SIGNING A CONTRACT

1. Building Plan
2. Occupational Certificate from Local Municipality
3. Certificate of compliance with regulation of the Electrical Installation regulations
4. Proof that the building is Insured.



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

BID PRICING FORM

Project title	LEASING OF OFFICE ACCOMMODATION FOR DEPARTMENT OF TRANSPORT (TRAFFIC STATION) IN MACLEAR
SCMU number
Erf Number <i>(Of property offered)</i>	
Physical Address <i>(Of property offered)</i>	
Extent of Space offered	

OFFER

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

.....
 The tenderer, identified in the offer signature block, has examined the documents listed in the tender conditions and addenda there to as listed in their 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 conditions.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX FOR A TWO (2) YEAR PERIOD IS:

.....(in words);
 R.....(in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender conditions, where upon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature:

Name:

Capacity:

For the Tenderer

Address of organization).....

Name and signature of witness Date



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS



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PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

ECBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

Name of bidder.....	Quote number :
Closing Time : 11H00	Closing date :

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

LEASING OF OFFICE ACCOMODATION FOR DEPARTMENT OF TRANSPORT IN MACLEAR CALCULATION OF TWO (2) YEAR LEASE COST

ITEM	RATE PER SQUARE METER/ PARKING BAYS	NO. OF SQUARE METERS/ PARKINGS BAYS	% Annual Escalation	Total Monthly Rental	Annual Rental (Excluding VAT)	Total Annual Rental (Including VAT)
Usable Space	R.....	299.17	N/A	R.....	R.....	R
SUBTOTAL (ANNUAL RENTAL INCLUDING VAT)						R.....
Year 1 (Carries over from table above)			N/A	R.....	R	R.....
Year 2 (including annual escalation only for the rental and but excluding for parkings over the lease period)			6%	R.....	R	R

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

<p>SUB-TOTAL (TWO YEAR RENTAL INCLUDING ESCALATION AND VAT)</p>	<p>R</p>
<p>ADD: CONTINGENCY (5% OF TOTAL TWO YEAR RENTAL INCLUDING VAT)</p>	<p>R</p>
<p>ADD: PROVISIONAL SUM (10% OF TOTAL TWO YEAR RENTAL INCLUDING VAT)</p>	<p>R.....</p>
<p>TOTAL LEASE COST FOR FIVE (2)TWO YEAR PERIOD (INCLUDING RENTAL, PARKING, VAT, ESCALATION, CONTINGENCY AND PROVISIONAL SUM)</p>	<p>R</p>

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

SBD 4

ECBD 4: 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 interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2. 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.

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

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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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

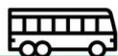
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms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

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

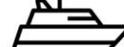
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS



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PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

This form must be included additional to the ECBD.4

1. In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the shareholders/ directors of your company employed by the State?	Yes/No
---	--------

3. “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) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate “yes” above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				
5				

5. **Please note: The “state” is clearly defined in paragraph 3 above. In the event that “no” is selected and subsequently any false declaration are detected, the non-disclosure of such “state employment” will be deemed as “fraud”. Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.**

6. DECLARATION

I, (NAME & SURNAME).....ID NUMBER..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

..... Signature
 Date
 Position Name of bidder

PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

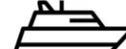
- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

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

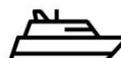
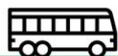
A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

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

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



PROVISION OF PROPERTY LEASE FOR THE DEPARTMENT OF TRANSPORT – MACLEAR TRAFFIC STATION FOR A PERIOD OF 24 MONTHS

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

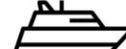
- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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,



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corresponding points must also be indicated as such.

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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE			
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)
Historically Disadvantaged Individuals Ownership		Please complete	
Black ownership	4		% ownership
Women ownership	4		% ownership
Youth ownership	4		% ownership
Disabled people ownership	4		
Locality:-			
(a) Local Municipality –	4		
(b) Outside – Local Municipality	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

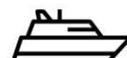
- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the

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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:



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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	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). The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <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:		

CERTIFICATION



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

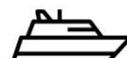
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



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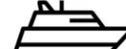
CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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



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I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

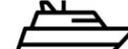
(Name of Institution)

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



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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

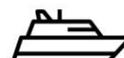
Date

Position

Name of Bidder

GENERAL CONDITIONS OF CONTRACT

- **The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at www.treasury.gov.za**
- **Bidders must familiarize themselves with these GCCs**





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