



Quotation Advert

Opening Date: 2019-07-08 

Closing Date: 2019-07-15 

Closing Time: 11:00

INSTITUTION DETAILS


Institution Name: Head Office Quotations 

Province: KwaZulu-Natal

Department or Entity: Department of Health


Division or section: Central Supply Chain Management

Place where goods / services is required Infrastructure Development

Date Submitted 2019-07-05 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 230/19/20-H


Item Category: Services 

Item Description: Renovations and upgrading at Natalia Building (Mechanical Engineer)

Quantity (if supplies) 01

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit 

Date : 2019-07-10 

Time: 10H30

Venue: Natalia Building, Ground Floor

QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: hayden.cupido@kznhealth.gov.za or Nomonde.Ngidi@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nolwazi Mthembu

Email: nolwazi.mthembu1@kznhealth.gov.za

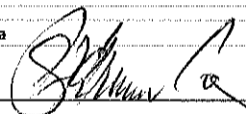
Contact Number:

033-8158407

Finance Manager Name:

Mr A. Memela

Finance Manager Signature:



No late quotes will be considered

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

SIGNATURE OF BIDDER DATE.....
 [By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	1	Renovations upgrading of 16th Floor South Tower & renovations at West wing Ground Floor (Mechanical Engineer)				
		Compulsory Briefing Session Venue: Natalia Building, Ground Floor Foyer Date: 10/07/2019 @ 10H30				
		NB: Specification attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box OR email to Nomonde.Ngidi@kznhealth.gov.za or Hayden.Cupido@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: <u>Nolwazi Mthembu</u> Tel: <u>033-8158407</u>	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: <u>Hesketh Angela</u> Tel <u>033-3942614</u>
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DETAILED PROJECT SCOPE OF WORKS AND PSP SCOPE OF SERVICES

1. Project Description

Natalia Building | Renovation & Upgrading of 16th Floor South & Renovation of the West Wing Ground Floor

2. Project Background and Specification

The Department of Health Head Office staff currently occupy a few buildings in the Pietermaritzburg CBD. The intention of the department is to relocate all head office staff to owned buildings. Natalia building is one of them and is currently the only building owned by the state with a second coming to completion. Some components will be vacating a leased property in Pietermaritzburg that has large auditoriums and boardrooms. When this is vacated, these venues will no longer be available, reducing the number of meeting rooms available to the department. The 16th floor south tower is identified to assist with this loss, by renovating the space into meeting rooms.

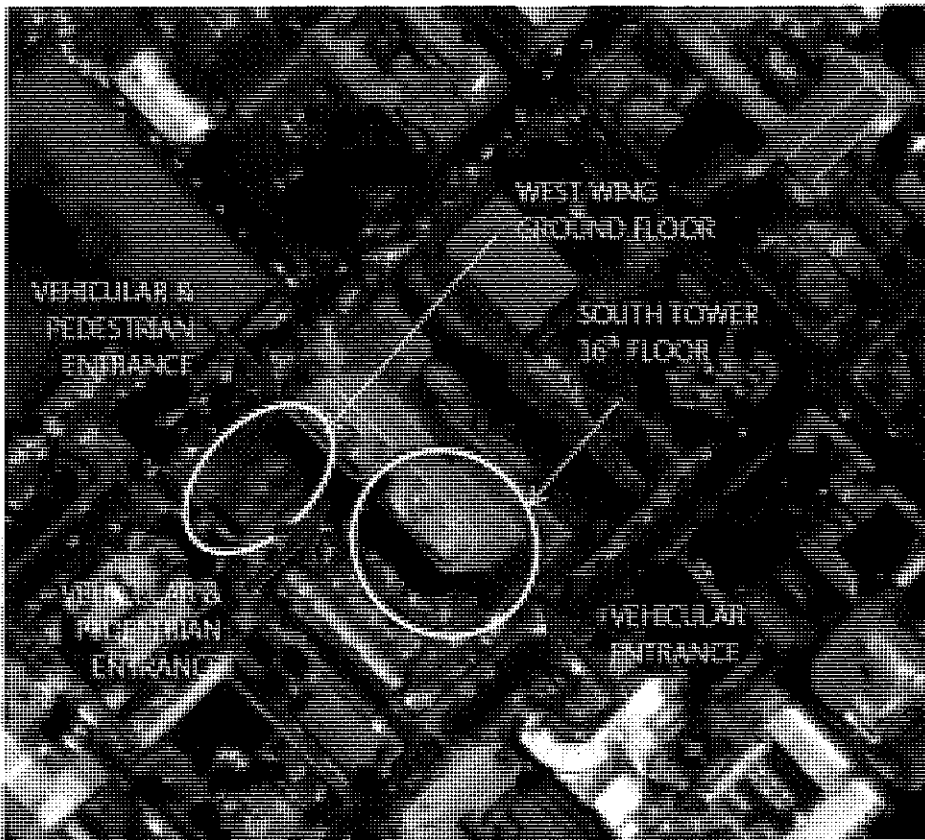
Renovations & Upgrades to the existing ground floor will accommodate offices and support services for Provincial Health Operations Centre, which will need to be moved from the 16th floor.

3. Detailed Project Scope of Work

3.1 Project Definition: The Site:

Land Owner:	Provincial Government of Kwa-Zulu Natal			
Street Address (or directions):	330 Langalibalele Street, Pietermaritzburg			
Postal Address:	Private Bag X9051, Pietermaritzburg, 3200			
Telephone Number:	(033) 295 2111			
Corporate Services Director:	Mrs P. Lallupersad			
Cadastral Description:	Latitude:	-29.600589	Longitude:	30.383651
Zoning:	Government			
Planning restrictions:	Msunduzi Municipality			
Existing Infrastructure	Multi-storey building			
Existing Services	Municipal supply of water, electricity, sewerage and storm water. Building services include HVAC, fire detection and prevention systems			

Locality Map:



3.2 Project Outcomes:

- To increase the useable life of Natalia Building
- To improve the efficiency of space utilisation

3.3 Scope of Works:

The Scope of Work for this project consists of:

- Re-waterproof all flat roofs & replace stormwater drainage system.
- Renovate the 16th floor south tower into meeting rooms
- Relocate the EMS PHOC to the ground floor west wing

Mechanical Scope of Works:

- Full services for HVAC design

3.4 Statutory Requirements:

Legislation:	OHS Act and Regulations; and Government Gazette No 27985 September 2005: Space Planning Norms and Standards for Office Accommodation used by Organs of State National Building Regulations SANS 10400 All applicable Acts and Regulations for the various Professional Services Providers (Disciplines).
Norms:	Policy Document for the Design of Structural Installations (to be used strictly as a Design Guide Only) Policy Document for the Design of Mechanical Installations

Standards:	All applicable standards, regulations and/or specifications of KZN Department of Health
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4. Scope of Services required from team of Professional Service Providers (PSP)

IDMS Stages	PSP Deliverables as per Standard Service Work Stages prescribed by their respective Councils
Gate 0: Project Initiation	Not applicable
Gate 1: U-AMP	Not applicable
Gate 2: IPMP / IPIP / AIP	Not applicable
Gate 3: Project Brief	Not applicable
Gate 4: Concept & Feasibility Report	Stage 1: Inception Stage 2: Concept & Viability Report
Gate 5: Design Development	Stage 3: Design Development Report
Gate 6: Construction Documentation	Stage 4: Documentation & Procurement
Gate 7: Construction	Stage 5: Construction
Gate 8: Handover	Stage 5: Construction
Gate 9: Close Out	Stage 6: Project Close Out
NB: Consultants will be required to make presentations at the Health Infrastructure Approval Committee (HIAC) for approval of their deliverables at the end of each IDMS stage.	

Infrastructure Delivery Management System (IDMS)

The appointed service provider will be responsible for providing the deliverables from Stage 4 to Stage 9 as stated in the latest version of the IDMS document which is available on the National Treasury website.

In addition to the IDMS deliverables, the standard services required from the consultants are as set out in the following government gazettes (consultant to refer to the gazette applicable to their profession):

- Architect - South African Council for the Architectural Profession, Board Notice 122 of 2015, Government Gazette No. 38863, 12 June 2015
- Quantity Surveyor - The South African Council for the Quantity Surveying Professions, Board Notice 170 of 2015, Government Gazette No. 39134 of 28 August 2015
- Structural, Civil, Mechanical & Electrical Engineers - Engineering Council of South Africa, Board Notice 206 of 2011, Government Gazette No. 34875, 20 December 2011
- Land Surveyor - National Department of Public Works, Rates for Reimbursable Expenses (Architect & Engineers to confirm detailed scope of work that will be required from Land Surveyor)
- Construction Health & Safety Agent - The South African Council for the Project and Construction Management Professions, Registration Rules for Construction Health and Safety Agents in Terms of Section 18 (1) (c) of the Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000), Stage 1 - 6, pg. 8 of 15, Identification of Work for Construction Health and Safety Agents

5. Planning and Programming

The Employer is desirous that the project follow the timelines shown below. However, should the tenderer feel that these timelines are not achievable then the Tenderer must submit a motivation as to why it considers them not achievable and must propose alternative timelines for the Employer's consideration and approval.

IDMS Deliverables	PSP Deliverables	Duration to produce deliverables from each stage
Gate 4: Concept & Feasibility Report	Stage 1: Inception Stage 2: Concept & Viability Report	4 months
Gate 5: Design Development	Stage 3: Design Development Report	4 months
Gate 6: Construction Documentation	Stage 4: Documentation & Procurement	4 months
Gate 7: Construction	Stage 5: Construction	6 months
Gate 8: Handover		
Gate 9: Close Out	Stage 6: Project Close Out	1 months

The Principal Agent is required to submit for approval a formal programme listing activities, level of detail, critical path activities and their dependencies, frequency of updating key dates, particulars of phased completion, programme constraints, milestone dates for completion, etc. including the activities to be carried out by the Employer or by others.

6. Software Application for Programming

Programming software shall be the latest version of MS Projects.

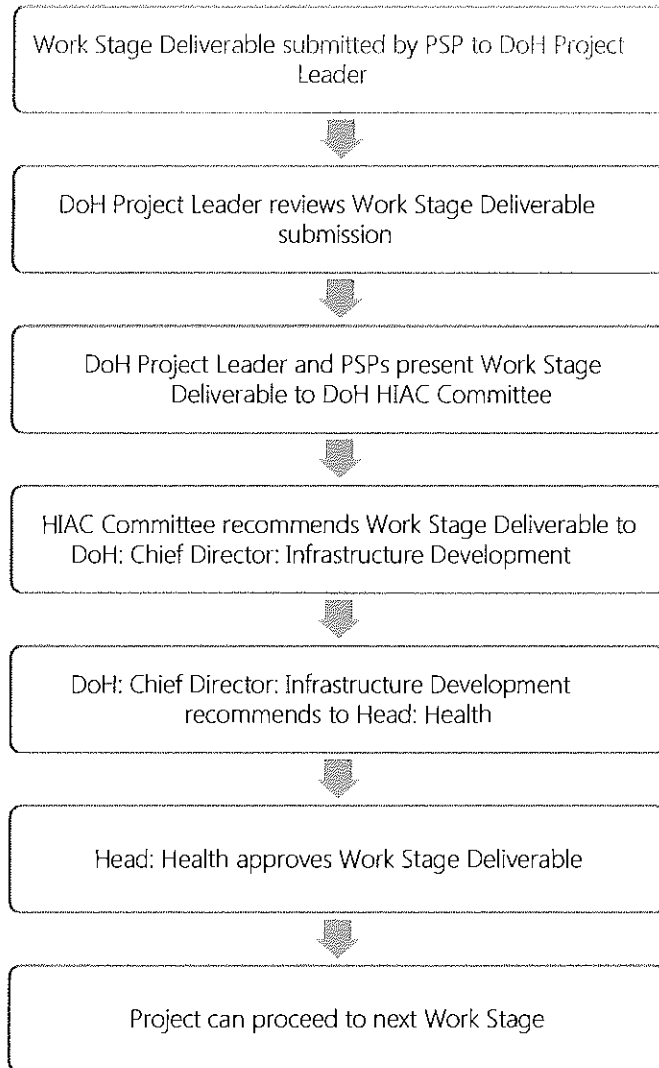
7. Use of Reasonable Skill and Care

The Entity is to consist of one or more Registered Professionals as per the relevant Councils. They are required to perform the required service with reasonable skill and care.

8. Co-operation with Other Service Providers and Affected Parties

The Principal Agent is required to identify other service providers and affected parties on the project and establish how interactions are to take place. The Mechanical Engineer is to cooperate with the Principal Agent in these terms.

9. General Approval Process per Work Stage



10. Access to Land / Buildings / Sites

Arrangements for access to land / buildings / sites and any restrictions thereto shall be the responsibility of the Employer. However, the Principal Agent shall be aware of such arrangements and advise the Employer's Project Manager timeously to prevent any delays that may arise due to restricted access.

11. Quality Management

The Tenderer shall submit their proposed quality assurance plan and control procedures to fulfil their duties as stipulated in the relevant clauses of the appropriate discipline's Guideline Scope of Services.

12. Format of Communications

These will be made available to the Principal Agent on award of tender.

13. Key Personnel

Changes to key personnel shall only be effected once authorisation has been obtained from the Employer.

14. Management Meetings

Project Management meetings to monitor project progress will take place every 14 calendar days

15. Forms for Contract Administration

Standard forms of contract administration purposes will be made available to the successful tenderer upon award.

16. Daily Records

Daily time sheets of all personnel on the project shall be kept by the Mechanical Entity and will be made available as required by the Employer.

17. Fee Claims

Payment of Fees to be apportioned in accordance with the relevant disciplines Board Notice as issued in the Government Gazettes. Receipt and subsequent approval of all deliverables as stipulated under the relevant Work Stage (Work Stage No. 1, 2, 3, 4 and 6) is a prerequisite for payment of said stage. Only Work Stage 5 will receive interim payments on a quarterly basis based on the proportion of the value of construction work completed at the time of invoice.

Payment of disbursements are based on a proven cost basis in accordance with the National Department of Public Works, Rates for Reimbursable Expenses.

18. Use of Documents by the Employer

Critical information, which will track the progress of the project, will be recorded and updated by the Principal Agent on a monthly basis. These will be presented to the Employer as required by the Project Manager and may include but not be limited to the following documents:

- Financial control methodology - cost reports and cash flows
- Project programmes

PSP's will be required to cooperate with the Principal Agent in this regard.

19. Project Details

19.1 You are requested to quote for the delivery of Mechanical Services.

19.2 Your quote is to be based upon the relevant Guideline for Tariff of Fees as published annually for the respective Discipline Council, less percentage discount (discount percentage on the estimated fee value as above of the Works per discipline) you are proposing.

19.3 The relevant Guidelines are as per the following:

Architect	South African Council for the Architectural Profession, Board Notice 122 of 2015, Government Gazette No. 38863, 12 June 2015
Quantity Surveyor	The South African Council for the Quantity Surveying Professions, Board Notice 170 of 2015, Government Gazette No. 39134 of 28 August 2015
Structural, Civil, Mechanical & Electrical Engineers	Engineering Council of South Africa, Board Notice 206 of 2011, Government Gazette No. 34875, 20 December 2011
Land Surveyor	National Department of Public Works, Rates for Reimbursable Expenses (Architect & Engineers to confirm detailed scope of work that will be required from Land Surveyor) category ii
Construction Health & Safety Agent	National Department of Public Works, Rates for Reimbursable Expenses (Architect & Engineers to confirm detailed scope of work that will be required from Land Surveyor)

- 19.4 You will be expected to attend a minimum of two (2) site meetings per month.
- 19.5 Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as guideline. Discount can also be offered in this regards, but a maximum rate applicable shall be for vehicles up to 2150 cc.
- 19.6 Please note that total final fees payable will be calculated on final value of contract for "fee purposes" only or final contract cost estimates for "fee purposes" only (both for the applicable discipline) - whichever may be applicable at the time.
- 19.7 You are requested to submit your bid using the FEE BASED QUOTE PROFORMA (Appendix A, Table 1) & TIME BASED QUOTE PROFORMA (Appendix A, Table 2) stamped utilizing your official company stamp and duly signed by the Registered Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded.
- 19.8 Consultants must submit all returnable documents as listed. Failure to submit all the requested documents could result in the quote not being considered.
- 19.9 Your letter is to provide details of the Registered Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded. Approval must be received in writing from the Department for any replacement of the designated professional.

20. Conditions Of Appointment

- 20.1 The Entity must have within their employment or display their ability to have access to the professional consultants as listed in paragraph 21.1 above and support staff required.
- 20.2 This can be submitted by way of an organogram with detailed curriculum vitae of the proposed professionals and other resources.
- 20.3 Consultants must submit all returnable documents as listed. Failure to submit all the requested documents could result in the quote not being considered.

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 quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, 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 quote(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 quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- | | |
|--|---|
| 2.1. Full Name of bidder/representative..... | 2.4. Company Registration Number: |
| 2.2. Identity Number: | 2.5. Tax Reference Number: |
| 2.3. Position occupied in the Company (director, trustee, shareholder ²):..... | 2.6. VAT Registration Number: |

2.7. 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. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES NO

2.8.1. 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:.....

2.8.2. 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

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

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

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

2.9. 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

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

2.10. 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 quote? YES NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

2.12.1. If so, furnish particulars:.....

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

NB: The Department Of Health will validate **details of directors / trustees / members / shareholders** on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the **information** on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder Signature Position Date
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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); | c) provincial legislature; |
| b) any municipality or municipal entity; | 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.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

2. CHANGE OF ADDRESS

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
 - (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

4. SAMPLES

- 4.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
 - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
 - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 4.2. **Samples must be made available when requested in writing or if stipulated on the document.**
 - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

- 5.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.
 - (i) The institution has determined that a compulsory site meeting will take place
 - (ii) Date 10 / 07 / 2019 Time 10 : 30 Place Natalia Building, Ground Floor Foyer

Institution Stamp:	Institution Site Inspection / briefing session Official
	Full Name:
	Signature:
	Date:

6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, ***it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.***
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, ***the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.***

9. TAX INVOICE

- 9.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

10. PATENT RIGHTS

- 10.1. The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

11. PENALTIES

- 11.1. if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
 - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
 - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
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 quote, 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 quote 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:

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

- 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

(Tick applicable box)

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

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.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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

9.8 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.....