



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

## REQUEST FOR QUOTATION RFQ: SCM 11658 (JULY) 2015

**FM20 013**

**Quotations are hereby invited for the following:**

**RFQ:** GPAA Minor renovation and creation of office space for Communications, SCM, Contributions and Painting of Bateleur Board room: Head office

**Closing date: 12 August 2015.**

**Time: 11:00 am**

**Late submissions will not be considered**

ITEM NO.	DESCRIPTION	QUANTITY
	<p>Please refer to the attachment for all the specifications.</p> <p>Please note these services are to be rendered at GPAA head office.</p> <p><b>NOTE: Compulsory site viewing will be held.</b> <b>Venue: Pensions Building</b> <b>34 Hamilton Street</b> <b>Arcadia</b></p> <p><b>Date: 28 July 2015</b></p> <p><b>Time: 10:00 am to 11:00 am</b></p>	
	<p><b>Technical Enquiries: Maphile Mokadi (012 339 2607)</b> <b>Maphile.mokadi@gpaa.gov.za</b></p>	

### NOTICE TO ALL SUPPLIERS

*All quotations received with value R30 000 ≤ 1 million will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE Status.*

*Submit VALID Certified copies of their BEE certificate and TAX Clearance certificate.*

**IF YOU ARE A VAT REGISTERED-QUOTE MUST INCLUDE VAT**



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Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

**SBD1**

**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

BID NUMBER: SCM 11658 (JULY) 15      CLOSING DATE: **12 AUGUST 2015**  
CLOSING TIME: **11:00 am**

DESCRIPTION **GPAA Minor renovation and creation of office space for Communications, SCM, Contributions and Painting of Bateleur Board room: Head office.**

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT GEPF ADDRESSED TO:

**The CEO**  
**Government Pensions Administration Agency**  
34 Hamilton Street  
Arcadia  
Pretoria

Bidders should ensure that bids are delivered timorously to the correct address. If the bid is late, it will not be accepted for consideration. The bid box is generally open 8 hours a day between 08:00 to 16:30, Monday to Fridays.

ALL BIDS MUST BE SUBMITTED WITH THE STANDARD FORMS – (NOT TO BE RE-TYPED)  
THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN THE BID BEING DISQUALIFIED) ALL STANADARD BIDDING DOCUMENT AS ATTACHED

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER.....

VAT REGISTRATION NUMBER .....

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD2)?

YES/NO

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....



**PRICING SCHEDULE – FIRM PRICES**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SCM 11658 (JULY) 15
Closing Time <b>11:00 am on 12 AUGUST 2015.</b>	

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS,SCM,CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE</b>					
<b>Item no</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>BILL 1</b>	<b>BILL 1</b>				
	<p><b>PRELIMINARIES</b> The agreement is to be the JBCC Series 2000 Principal Building Agreement prepared by the Joint Building Contract Committee July 2007 edition 5.0 code 2101</p>				
	<p><b>PREAMBLES FOR TRADES</b> The Model Preambles for Trades (2008 Edition) as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these Bills of Quantities</p>				
	<p><b>GENERAL PRELIMINARIES</b> To be excluded from the pricing.</p>				
	<p>The following is supplied by the Employer : Temporary services (water, electricity &amp; sanitation), Contractors All Risk Insurance.</p> <p>To be included in the pricing : In this section the contractor is to price all project overheads including any responsibility directly or implied by the contract document, and including but not limited to the following:  Site supervision, setting out, cleaning, jobbing, rubble removal, telephone and fax costs, transport costs, security, temporary stores, health &amp; safety measures (including PPE, safety signage, safety files etc as per the construction regulations)</p>				



<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS,SCM,CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE</b>					
Item no	Description	Unit	Qty	Rate	Amount
	<b>BILL NO. 1</b>				
	<b>ALTERATIONS PREAMBLES</b> For preambles see "Model Preambles to Trades"				
	<b>SUPPLEMENTARY PREAMBLES</b> View site before submitting his tender the contractor shall visit the site and satisfy himself as to the nature and extent of the work to be done and the value of the materials contained in the buildings or portions of the buildings to be demolished.  No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained				
	<b>General</b>				
	<p>The contractor shall carry out the whole of the works with as little mess and noise as possible and with a minimum of disturbance to adjoining premises and their tenants.</p> <p>He shall provide proper protection and provide, erect and remove when directed, any temporary tarpaulins that may be necessary during the progress of the works, all to the satisfaction of the principal agent.</p> <p>Water supply pipes and other piping that may be encountered and found necessary to disconnect or cut, shall be effectually stopped off or grubbed up and removed, and any new connections that may be necessary shall be made with proper fittings, to the satisfaction of the principal agent</p> <p>Doors, fanlights, fittings, frames, linings, etc which are to be re-used shall be thoroughly overhauled before re-fixing including taking off, easing and re-hanging, cramping up, re-wedging as required and making good cramps, dowels, etc, and easing, oiling, adjusting and repairing ironmongery as necessary, replacing any glass damaged in removal or subsequently and stopping up all nail and screw holes with tinted plastic wood to match timber, unless otherwise described.</p> <p>Re-painting or re-varnishing is given separately Prices for taking out of doors, windows, etc shall include for removal of all beads, architraves, ironmongery, etc</p> <p>Pricing for items described as to be removed is to include for carting off-site and dumping at a dumpsite located by the contractor, dumping fees etc</p> <p>Prices for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc and making good floor and wall finishes to match existing</p> <p>With regard to building up of openings in existing walls, cement screeds and paving, granolithic, tops of walls, etc, shall be levelled and prepared for raising of brickwork</p> <p>Making good of finishes shall include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary</p>				



<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS,SCM,CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE</b>					
<b>Item no</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
	The contractor will be required to take all dimensions affecting the existing buildings on the site and he will be held solely responsible for the accuracy of all such dimensions where used in the manufacture of new items (doors, windows, fittings, etc)				
	Credit for materials being removed to be factored into the pricing				
<b>Item no</b>	<b>Demolitions and Alterations:</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
	<b>Take out and remove</b>				
1	Capert On floors and prepare for the new carpet(C112)	m <sup>2</sup>	170	R	R
	<b>Carried forward to summary</b>				R

<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS,SCM,CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE REGIONAL OFFICE</b>					
<b>Item no</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>BILL 2</b>	<b>BILL NO. 2</b>				
	<b>CARPENTRY AND JOINERY PREAMBLES</b> For preambles see "Model Preambles to Trades"				
	<b>SKIRTINGS - Wrought Meranti</b>				
1	19 x 76mm Skirting plugged to wall	m	90	R	R
	<b>DOORS ETC.</b> <b>Semi-solid core flush doors with 3,2mm hardboard covering on both sides hung to alluminium frames</b>				
2	40mm Door 813 x 2032mm high	No	2	R	R
	<b>Carried forward to summary</b>				R



<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS, SCM, CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE REGIONAL OFFICE</b>					
Item no	Description	Unit	Qty	Rate	Amount
<b>BILL 3</b>	<b>BILL NO. 3</b>				
	<b>CEILINGS, PARTITIONS AND ACCESS FLOORING</b>				
	<b>PREAMBLES</b> For preambles see "Model Preambles to Trades"				
	<p><b>SUPPLEMENTARY PREAMBLES</b></p> <p><b>Bulkheads</b> Bulkheads are defined as those portions of ceilings which are stepped down from the general ceiling level in a particular room or area and which generally occur along the perimeter. Their purpose is either to conceal services or to create architectural features.</p> <p>Bulkheads have only been described as such where they conform to the above definition and where the horizontal or vertical dimensions do not exceed 1200mm. Where these dimensions are more than 1200mm, such portions of ceilings have been included in the appropriate general items of ceilings.</p> <p>Rates are to include for sub grids if it deemed to be necessary, and no claims in this regard will be entertained.</p>				
	<b>PARTITIONS ETC.</b>				
	<p>"Rhino-Drywall" Partitioning shall comprise steel studding formed of 63mm top and bottom tracks with vertical studs at maximum 600mm centres, friction fitted or pop riveted to the top and bottom tracks with similar additional vertical studs as necessary at abutments, ends, etc. and covered as described with wallboard screwed to studding with 25mm drywall screws at maximum 220mm centres. Boards are to be butt jointed and finished with "Rhino" tape and "Ready mix D" jointing compound all in accordance with the manufacturer's instructions.</p> <p>Intersections and abutments are measured separately and descriptions shall be deemed to include any additional studs, corner beads, jointing compound, tape, etc.</p> <p>Note: Paint finishes are measured elsewhere</p>				
	<b>"Rhino Drywall" Steel stud partitioning with 12,5mm taper edge "Rhino board" on both sides and with joints butt jointed and finished with "Rhino tape" and suitable jointing compound</b>				





	<b>CARPETS</b> 500 x 500mm "Nexus Nexbac Berber Point 920" carpet tiles				
1	On floors	m <sup>2</sup>	200	R	R
	<b>Carried forward to summary</b>				R

<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS, SCM, CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE REGIONAL OFFICE</b>					
Item no	Description	Unit	Qty	Rate	Amount
Bill 5	<b>BILL NO. 5</b>				
	<b>IRONMONGERY - PREAMBLES</b> For preambles see "Model Preambles to Trades"				
	<b>IRONMONGERY FIXED TO WOOD LOCKS</b> "Union"				
1	Lockset for single door comprising mortice lock, handles, escutcheons, cylinder or thumb turn cylinder at Prime Cost of R400.00 delivered.	No	2	R	R
	<b>IRONMONGERY FIXED TO BRICKWORK OR CONCRETE</b> "Union"				
4	"CZ8731SC" Door stop plugged	No	2	R	R
	<b>BLINDS</b> 50 x 2.5mm venetian blinds with facia and rope controls				
8	Size 18400 x 1900mm high(H009A,H003,H007,H008,G204,B204)	No	22	R	R
9	Size 1809 x 597mm high(H008,H006 Kitchen)	No	2	R	R
10	Size 2500x 2100mm high(C105)	No	3	R	R
11	<b>50 x 2.5mm wooden venetian blinds with facia and rope controls</b>				
12	Size 1187x 1675mm high(Bataluer boardroom)	No	13	R	R
	<b>Carried forward to summary</b>				R

<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS, SCM, CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE REGIONAL OFFICE</b>					
Item no	Description	Unit	Qty	Rate	Amount
Bill 11	<b>BILL NO. 6</b>				





	<b>PAINT WORK PREAMBLES</b> For preambles see "Model Preambles to Trades"				
	<b>PAINT WORK ETC. TO NEW WORK ON FLOATED PLASTER</b> Prepare and prime per manufacturer's specification and apply two coats "Plascon Cashmere" in colours with a value of 7 or less on the Munsell system				
2	On previously painted internal walls	m <sup>2</sup>	700	R	R
	<b>ON PLASTER BOARD</b> Prepare and prime per manufacturer's specification and apply two coats "Plascon Cashmere" in colours with a value of 7 or less on the Munsell system				
3	On drywall partitions	m <sup>2</sup>	380	R	R
	On ceilings and bulkheads	m <sup>2</sup>	109	R	R
	<b>ON WOOD / HARDBOARD</b> Prepare and prime per manufacturer's specification and apply two coats non-drip enamel paint in colours with a value of 7 or less on the Munsell system				
5	On doors	m <sup>2</sup>	4	R	R
	<b>One coat wood stain and two coats varnish</b>				
7	On skirtings or rails not exceeding 150mm girth	m	205	R	R
	<b>Two coats varnish</b>				
8	On surfaces of doors, frames and architraves	item		R	R
	<b>Carried forward to summary</b>				R

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Item no	Description	Unit	Qty	Rate	Amount
BILL 12	<b>BILL NO. 7</b>				
	<b>ELECTRICAL - PREAMBLES</b> For preambles see "Model Preambles to Trades"  <b>SUPPLEMENTARY PREAMBLES</b> Bill of quantities for the electrical work to be done according to SANS 10142 and Amendments and Revisions standards by an				



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Item no	Description	Unit	Qty	Rate	Amount
	<p>electrical contractor with a current registration with the Electrical Contractors Board (ECB).</p> <p>Scope of work: Refer to the electrical drawings for details The workstations will be inter-connected by "corporate connections", provided by others.</p> <p>It is the contractors responsibility to ensure that all circuits are designed to carry the load. The contractor must ensure that the phases are properly balanced</p> <p>In order to make provision for future expansion, an average of eight (8) outlet sockets should be installed per circuit</p> <p>Air conditioner units to be connected to weatherproof lockable isolators</p> <p>Circuit breakers, isolators and wiring to be correctly sized for each unit as per SANS 10142 wiring regulations</p> <p>Existing light fittings remain. Only cleaning and service to be done and bulk tube replacement.</p> <p>Some light fittings to be repositioned in order to make space for new air conditioning units. See drawings</p> <p>All individual offices will have a light switch</p> <p>The contractor must ensure that the occupancy sensors can switch the load of the light fittings connect to it</p> <p>The contractor is responsible to provide data cable routes</p> <p>PVC Conduit should be terminated in wall or extension boxes by means of adaptors</p> <p>Earth continuity shall be maintained throughout the complete installation</p> <p>Galvanised steel draw wires shall be installed in all unwired conduits, e.g. spare conduits for data and telephones</p> <p>No PVC Conduit shall be surface fixed to ceiling voids or walls.</p> <p>PVC trunking (Type YT) shall be used and fixed square with structural beams or parallel</p>				
	<p><b>SOCKET OUTLETS</b> <b>Switched and unswitched socket outlets, including cover plates and all accessories installed in surface of flush boxes type Crabtree. All outlets to be properly labelled</b></p>				
7	16 A switched socket outlet 100x100 single	No	2	R	R



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<b>GPAA MINOR RENOVATIONS AND CREATION OF OFFICE SPACE FOR COMMUNICATIONS, SCM, CONTRIBUTIONS AND PAINTING OF BATERLEUR BOARDROOM – HEAD OFFICE REGIONAL OFFICE</b>					
Item no	Description	Unit	Qty	Rate	Amount
	<b>Carried forward to summary</b>				R

<b>GPAA KINGSLEY CENTRE GRD FLOOR – GAUTENG REGIONAL OFFICE</b>					
Item no	Description	Unit	Qty	Rate	Amount
BILL 14	<b>BILL NO. 8</b>				
	<b>PROVISIONAL SUMS</b> The Client reserves the right to omit any or all of the Provisional Sums allowed for in this tender without any claim for loss of profit by the contractor				
2	Allow an amount of 10% for contingencies	item		R	R
	<b>Carried forward to summary</b>				

Bill no	SECTION SUMMARY - BUILDING WORKS	AMOUNT
1	Alterations	R
2	Carpentry and Joinery	R
3	Ceilings, Partitions	R
4	Floor Coverings, Wall Linings, etc	R
5	Ironmongery	R
11	Paint Work	R
12	Electrical	R
	<b>Carried to final summary:</b>	R



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FINAL SUMMARY		
No	Section	Amount
2	BUILDING WORKS	R
3	PROVISIONAL SUMS (BILL 14)	R
	<b>TOTAL COSTS</b>	<b>R</b>

Required by: GPAA / CEO  
At: 34 Hamilton str  
Brand and model .....  
Country of origin .....  
Does offer comply with specification? \*YES/NO  
If not to specification, indicate deviation(s) .....  
Period required for delivery .....  
\*Delivery: \*FIRM/NOT FIRM  
Delivery basis .....

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**  
\* Delete if not applicable



SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....



2.6 VAT Registration Number: .....

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

<sup>1</sup>"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

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

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



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

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

.....  
.....  
.....

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

2.8.1 If so, furnish particulars:

.....  
.....  
.....

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

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 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 bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 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**



2.11.1 If so, furnish particulars:

.....  
.....  
.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

**4 DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder





**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2011**

***COMPLETE IF QUOTATION IS R30 000 OR MORE***

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.



1.3.1 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	.....
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	.....
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;



- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “sub-contract” ***means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;***
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and



2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid



## 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.



- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

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

## 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).



**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  
.....%

(ii) the name of the sub-contractor? .....

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

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**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

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

Manufacturer

Supplier



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

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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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:**





the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

1. ....
2. ....

..... SIGNATURE(S) OF BIDDER(S)
------------------------------------

DATE:.....

ADDRESS:.....

.....