

## REQUEST FOR QUOTATION (RFQ)

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**QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO  
CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN  
STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL,  
AMATHOLE DISTRICT**

**SCMU3-25/26-0524-BTW**

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**NAME OF COMPANY:**

---

**CSD Nr:**

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**CRS Nr (CIDB):**

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**CLOSING DATE: 20 MARCH 2026**

**TIME: 11:00 am**

**Deliver to:**

**Eastern Cape Department of Health (ECDoH)**

Ground floor, No 19 St James Road,  
Old Medical Centre  
Southernwood  
East London  
5201

**Enquiries: Ms Z Plaatjie**

## TABLE OF CONTENTS

THE TENDER	1
PART T1 – TENDERING PROCEDURES	2
T1.1 TENDER NOTICE AND INVITATION TO TENDER	2
T1.2 TENDER DATA	4
PART T2 RETURNABLE DOCUMENTS	15
T2.1 LIST OF RETURNABLE DOCUMENTS	16
SBD 1 – PART A INVITATION TO BID	18
SBD 1 – PART B TERMS AND CONDITIONS FOR BIDDING	19
COMPULSORY ENTERPRISE QUESTIONNAIRE (A)	20
SBD 4 – DECLARATION OF INTEREST	21
RECORD OF ADDENDA TO BID DOCUMENTS	23
PROPOSED AMENDMENTS AND QUALIFICATIONS	24
RESOLUTION FOR SIGNATORY	25
CERTIFICATE OF AUTHORITY FOR JOINT VENTURES	26
SBD 6.1 – PREFERENCE POINT CLAIM	27
PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	31
VALID CIDB CERTIFICATE OF A TENDERER	32
VALID DEPARTMENT OF LABOUR COIDA LETTER OF GOOD STANDING	33
PROOF OF SPECIFIC GOALS POINTS CLAIMED	34
PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)	35
THE CONTRACT	37
PART C1 – AGREEMENTS AND CONTRACT DATA	38
PART C1.1 – FORM OF OFFER AND ACCEPTANCE	40
PART C1.2 CONTRACT DATA	43
PART C1.3 DISPUTE RESOLUTION MECHANISM	67
C1.3 CIDB ADJUDICATOR’S AGREEMENT	68
PART C2 – PRICING DATA	71
PART C2.1 – PRICING INSTRUCTIONS	72
PART C2.2 – BILLS OF QUANTITIES	77
PART C3 – SCOPE OF WORKS	78
C3 – SCOPE OF WORKS	79
PART C4 – SITE INFORMATION	111
C4.1 – SITE INFORMATION	111

# T1.1 TENDER NOTICE AND INVITATION TO TENDER

## **PART T1**

### **TENDERING PROCEDURES**

#### **PART T1.1: TENDER NOTICE AND INVITATION TO TENDER**

##### **AMATHOLE HEALTH DISTRICT OLD MEDICAL BUILDING**

No 19 St James Road, Old Medical Building • Southernwood • East London • 5200, Eastern Cape  
Tel No.: +27 (0)43 707 6800

• Website: [www.ecdoh.gov.za](http://www.ecdoh.gov.za) • email address: [Zanele.plaatjie@echealth.gov.za](mailto:Zanele.plaatjie@echealth.gov.za)

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

**AMATHOLE HEALTH DISTRICT** hereby invites contractors with a CIDB Grading of **2GB** or higher in the following Class of works (**CIDB 2GB or higher**) to tender for this “**REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT**

” for ONCE OFF PROCUREMENT OVER a PERIOD OF **3 month’s** contract. The contract will be based on the **JBCC minor works edition 5.2 May 2018** and **The Eastern Cape Department of Health** will enter a contract with the successful tenderer.

**The RFQ document will be available** on the departmental website ([www.echealth.gov.za/tenders](http://www.echealth.gov.za/tenders)) **as of 9<sup>TH</sup> of March 2026 and CIDB website**

There will be **NO** compulsory briefing meeting however bidders are encouraged to submit written queries regarding the bid and send them through the email address provided on SBD1

For Supply Chain enquiries related to this document may be addressed in writing to Ms. Z. Plaatjie via email: [Zanele.plaatjie@echealth.gov.za](mailto:Zanele.plaatjie@echealth.gov.za).

For Technical Enquiries related to this document may be addressed in writing to Mrs. C. Collocott via email: [catherine.collocott@echealth.gov.za](mailto:catherine.collocott@echealth.gov.za)

The closing time for receipt of tenders by **AMATHOLE DISTRICT** is **11:00am on 20 March 2026**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will **not be accepted**.

Bids must be submitted in sealed envelopes clearly marked with the “**RFQ no SCMU3-25/26- 0524-BTW for The: REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT**” must be deposited in the bid/tender box of:

**For the attention:**

**Ms Z Plaatjie**

**Department of Health, Amathole, Health District**

**No 19 St James Road,**

**Old Medical Centre Building,**

**Southernwood East London.**

It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery.

Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery and may Not be delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

#### **B. BID EVALUATION:**

**This bid will be evaluated in Two (2) Phases as follows:**

##### **Phase One:**

Compliance, responsiveness to the bid rules and conditions, thereafter they will be evaluated in terms of Price & Specific Goals

##### **Phase Two:**

Price & Specific targeted goals in terms of the Preferential procurement regulations of 2022.

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) Price & Specific targeted goals POINTS WILL BE AWARDED AS FOLLOWS:**

Maximum points on price	-	<b>80 points</b>
Maximum points for Specific targeted goals	-	<b>20 points</b>
<b>Maximum points</b>	-	<b>100 points</b>

#### **C. BID SPECIFICATIONS, CONDITIONS AND RULES**

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

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

Tender validity period is **60 days**.

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

**Call: 0800 701 701**

# T1.2 TENDER DATA

## T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in **Annexure C of Standard for Uniformity in Construction Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019)**. Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is AMATHOLE HEALTH DISTRICT IN THE Department of Health (ECDoH)
3.2	The tender documents issued by the employer comprise the following documents: <b>THE TENDER</b> <b>Part T1: Tendering procedures</b> T1.1 - Tender notice and invitation to tender. T1.2 - Tender data <b>Part T2: Returnable documents (Non-Negotiable)</b> T2.1 - List of returnable documents T2.2 - Returnable schedules <b>THE CONTRACT</b> <b>Part C1: Agreements and Contract data</b> C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Dispute Resolution Mechanism <b>Part C2: Pricing data</b> C2.1 - Pricing Instructions C2.2 - Bills of Quantities <b>Part C3: Scope of work</b> C3 - Scope of work <b>Part C4: Site information</b> C4 - Site information
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	Name of the technical advisor: <b>Mrs Catherine Collocott</b> <b>DEPARTMENT OF HEALTH,</b> <b>GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGEN GARAGE), BHISHO</b> <b>5605</b> E-mail: <a href="mailto:catherine.collocott@ehealth.gov.za">catherine.collocott@ehealth.gov.za</a>
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	Procurement Method: <b>Two (2) stage procurement procedure shall be applied.</b>
<b>4</b>	<b>Tender's obligations</b>

4.1	Contractors who have a contractor grading designation equal to or higher than CIBD 2GB grading designation determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a <b>CIBD 2GB or Higher</b> class of construction work; will be considered.
4.2	The employer will compensate the tenderer as follows <b>as per the conditions of the JBCC Minor Works Agreement Edition 5.2 May 2018</b> . The employer <b>will not</b> compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	<b>Confidentiality and copyright of documents</b> Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, to take the addenda into account.
4.7	<b>There will be <u>NO</u> briefing however bidders are encouraged to submit written queries regarding the bid and send them through the email address provided on SBD1</b>
4.8	<b>Seek clarification</b> <i>Request clarification of the tender documents, if necessary, by notifying the employer at least <b>5 (Five) working days</b> before the closing time stated in the tender data.</i>  <b>Mrs Catherine Collocott</b> <b>DEPARTMENT OF HEALTH,</b> <b>GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGEN GARAGE), BHISHO</b> <b>5605</b> <b>E-mail: <a href="mailto:catherine.collocott@ehealth.gov.za">catherine.collocott@ehealth.gov.za</a></b>
4.9	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.
4.10	<b>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations.</b> Do not make erasures using correction fluid.
4.11	Main tender offers are not required to be submitted together with alternative tenders.
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit

	<p>a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.5, and</p> <p>b) the parts communicated electronically by the employer or its agents on paper format with the tender.</p>
4.13.2	<p>Sign the original and all copies of the tender offer where required in terms of the tender data. NOTE The employer holds all authorized signatories liable on behalf of the tenderer.</p>
4.13.3	<p>A tender security in the amount <b>N/A</b> The form of the tender security shall not differ substantially from the sample provided in Annex D of SANS 10845-3.</p>
4.13.4	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are clearly stipulated in the invitation with the <b>closing time and date: As per Tender advertisement</b></p>
4.13.5	<p><b>The tenderer is required to submit with his tender the following compulsory certificates:</b></p> <p><b>1) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services ALL non-negotiable returnable documents</b></p> <p><b>2) CIDB Grading certificate or CRS number.</b></p> <p><b>3) COIDA Letter of Good standing from the Department of Labour and/or Federated Employers Mutual Assurance Certificate (FEM)</b></p>
4.13.6	<p>The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.</p>
4.13.7	<p>The tender offer validity period is <b>60 days</b>.</p>
4.14	<p><b>Placing of contractors under restrictions / withdrawal of tenders</b> If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and on <b>CIDB</b> Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.</p>
4.15.1	<p>Access shall be provided for inspections and commencement of the work if awarded.</p>
4.15.2	<p>The preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard.</p>
<b>5</b>	<p><b>Employer's undertakings</b></p>
5.1	<p>The Employer will respond to requests for clarification received up to <b>Five (5)</b> working days before the tender closing time.</p>

	If it is necessary to extend the closing time stated in the tender data due to the issuing of addenda, such extension may be granted, and all respondents will be notified accordingly.
5.2	The employer shall issue addenda until <b>Five (5)</b> working days before tender closing time.
5.3	Tenders will be opened immediately after the closing time for tenders at <b>11:00am hours</b> .
5.4	Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. g) Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
5.6	<b>Arithmetical errors, omission and discrepancies</b> Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.
5.7.1	The financial offer will be reduced to a comparative basis using the PPPFA point calculation system of the 80/20 Principal. 80 Points will be allocated for price and 20 Points will be allocated to Specific Goals.
5.7.2	The procedure for the evaluation of responsive tenders is <b>(Administrative compliance, Price and Preference)</b> <b>Phase One:</b> Administrative requirements and Mandatory requirements <b>Phase Two:</b> Price and preference (80/20 system)
	<b>1. PHASE ONE:</b>  <b>A. Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:</b>  1. Bid Document (This Document must be fully completed and submitted in its original format) 2. Bids which are late, incomplete or submitted by facsimile or electronically, will not be accepted. 3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements. The status on CIDB must be active during award stage. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage). 4. Form of offer and Acceptance (fully completed and signed) 5. SBD 4 must be duly completed and signed. 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, such interest must be disclosed on question 2.3.1.

6. Compulsory Enterprise Questionnaire (Completed and signed).
7. If the offer is "Vat Inclusive", the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but includes VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).
8. Resolution to Sign (if applicable)
9. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances), failure to do so will result increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
10. The tenderer is required to submit with his/her tender **all the compulsory returnable documents.**
11. The tenderer must complete and sign Schedule: SBD 1-Invitation to bid.
12. In the event where the Bidder has failed to rectify the inconsistencies and or misrepresentations within the 7 (seven) day period, the Health Department shall consider the Bidder who scored the 2nd highest points to be considered for award.
13. The Department will contract with the successful bidder by signing a formal contract.
14. Protection of personal information: Consent (POPIA).
15. The successful tenderer (after being informed) will be required to bring along an unsigned copy of the form of contract to be signed by parties (**JBCC Minor Works Edition 5.2 of May 2018**)
16. **A fixed construction guarantee of 10% must be provided as security, in the event that the considered bidder fails to provide this security, the client will consider the next highest scoring bidder for consideration.**
17. Contractor must demonstrate that he has experience of having worked in a similar project. **(SUBMIT 3 REFERENCE FORMS WITH 3 COMPLETION CERTIFICATE OF SIMILAR WORK) -NON NEGOTIABLE**

**1. PHASE TWO: EVALUATION POINTS ON PRICE AND SPECIFIC GOALS / PPPFA OF 2022**

The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)* and PPPFA Regulations of 2022

Criteria	Points
POINTS ON PRICE	80
SPECIFIC GOALS	20
TOTAL	100

**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  $P_s = 80 (1 - Pt - P_{min} P_{min})$  or  $P_s = 90 (1 - Pt - P_{min} P_{min})$**  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

A maximum of 80 or 90 points is allocated for price on the following basis: **80/20 or 90/10  $P_s = 80 (1 + Pt - P_{max} P_{max})$  or  $P_s = 90 (1 + Pt - P_{max} P_{max})$**

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

# PART T2

## RETURNABLE DOCUMENTS

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# **PART T2**

# **RETURNABLE DOCUMENTS**

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**ASSESSMENT OF STAGE 1 ADMINISTRATIVE REQUIRMENTS AND MANDATORY REQUIREMENTS:**

The bidder shall not proceed to the next stage of evaluation if the bidder fails to submit all the mandatory information as listed here below:

**BIDDER TO INDICATE BELOW IF MANDATORY DOCUMENTS WERE SUBMITTED WITH TENDER:**

<b>MANDATORY DOCUMENT TO BE SUBMITTED WITH BID:</b>	<b>YES</b>	<b>NO</b>
SBD 1 Part of invitation to bid and terms and conditions for bidding		
SBD 4 Declaration of interest		
SBD 6.1 Preference points claim form in terms of the Preferential procurement regulations 2022		
Project Reference Form - <b>Non Negotiable</b> Contractor must demonstrate that he has experience of having worked in a similar projects. (SUBMIT 3 REFERENCE FORMS WITH 3 COMPLETION CERTIFICATE OF SIMILAR WORK)		
Protection of personal content: Consent		
Valid CIDB Certificate of Tenderer – <b>Non Negotiable</b>		
Valid Department of Labour COIDA or FEM Letter of Good Standing Certificate - <b>Non Negotiable</b>		
Part C1.1 Form of Offer and Acceptance (Fully signed and completed)		
Part C1.2 Contract Data		
Part C2.2 Bills of Quantities (Fully priced) ( <b>Handwritten Priced. Not typed</b> )		
Compulsory enterprise questionnaire.		
Record of addenda issued (Only if addenda is issued)		
Resolution for Signatory		
Proof of Registration on the National Treasury Central Supplier Data Base (CSD) Full CSD report)		

**NB: FAILURE TO COMPLY WITH NON NEGOTIABLE/MANDATORY REQUIREMENTS WILL RENDER THE BID INVALID AND WILL NOT BE EVALUATED FURTHER.**

**PART T2**  
**RETURNABLE DOCUMENTS**

**T2.1 insert here:**

The tenderer must complete the following returnable documents:

**1 Returnable Schedules required for bid/quotation evaluation purposes.**

- SBD 1, SBD 4
- SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022
- Proposed amendments and qualifications.
- Protection of personal content: Consent
- Valid CIDB Certificate of Tenderer
- Valid Department of Labour COIDA or FEM Letter of Good Standing Certificate
- Proof of Specific Goals Claimed
- Part C1.1 Form of Offer and Acceptance
- Part C1.2 Contract Data
- Part C2.2 Bills of Quantities
- Compulsory enterprise questionnaire
- Record of addenda issued (Only if addenda is issued)
- Resolution for Signatory
- Proof of Registration on the National Treasury Central Supplier Data Base (CSD)

**2 Other documents required for bid/quotation evaluation purposes.**

**•Contractor must demonstrate that he has experience of having worked in a similar project. (SUBMIT 3 REFERENCE FORMS WITH 3 COMPLETION CERTIFICATE OF SIMILAR WORK) (NON NEGOTIABLE)**

**PART A**

**SBD 1**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (AMATHOLE HEALTH DISTRICT)</b>					
BID NUMBER:	SCMU3-25/26-0524-BTW	CLOSING DATE:	20 MARCH 2026	CLOSING TIME:	11:00
DESCRIPTION	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT ONCE OFF.</b>				
<b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>AMATHOLE HEALTH DISTRICT</b>					
<b>NO. 19 ST JAMES ROAD, OLD MEDICAL CENTRE BUILDING,</b>					
<b>SOUTHERNWOOD</b>					
<b>EAST LONDON, 5200</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>MS Z PLAATJIE</b>		CONTACT PERSON	<b>MRS. C COLLOCOTT</b>	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Zanele.plaatjie@ehealth.gov.za		E-MAIL ADDRESS	catherine.collocott@ehealth.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA
A) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		B) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					

DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**NAME OF BIDDER (Entity as registered on CSD)**

**Ownership Details (as registered on CSD)**

<b>Name &amp; Surname</b>	<b>Describe Category of Ownership (HDI, Women, Youth, Disabled, Military Veteran)</b>	<b>ID No.</b>	<b>% Percentage of Ownership</b>
<b>TOTAL OWNERSHIP AS REGISTERED ON CSD</b>			

## Compulsory Enterprise Questionnaire

### Compulsory Enterprise questionnaire

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

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

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

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

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

Name*	Identity number*	Personal income tax number*

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

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

Company registration number .....

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

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

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

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

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

Signed .....

Date .....

Name .....

Position .....

**BIDDER'S DISCLOSURE**

**SBD 4**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

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:  
.....  
.....

<sup>1</sup> *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.*

### 3 DECLARATION

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

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

<sup>2</sup> **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.**

**RECORD OF ADDENDA TO BID DOCUMENTS**

<b>BID DESCRIPTION</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>		
<b>SCMU NUMBER</b>	<b>SCMU3-25/26-0524</b>		
I / We confirm that the following communications received from the Department of Health before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
<b>Item</b>	<b>Date</b>	<b>Title or Details</b>	<b>No. of Pages</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Tenderer \_\_\_\_\_

**PROPOSED AMENDMENTS AND QUALIFICATIONS**

<p>The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.</p> <p>The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.</p>	
<b>BID DESCRIPTION</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
<b>SCMU NUMBER</b>	<b>SCMU3-23/24-0524</b>

Page	Clause /Item	Proposal

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

*Enterprise name* \_\_\_\_\_

**RESOLUTION FOR SIGNATORY**

<b>BID DESCRIPTION</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
<b>SCMU NUMBER</b>	<b>SCMU3-23/24-0524-BTW</b>

**A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

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

An example is given below:

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

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

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

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

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

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

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

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

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

**WITNESSES:**

<b>DIRECTOR (NAMES)</b>		<b>SIGNATURE</b>	
<b>DIRECTOR (NAMES)</b>		<b>SIGNATURE</b>	
<b>DIRECTOR (NAMES)</b>		<b>SIGNATURE</b>	
<b>DIRECTOR (NAMES)</b>		<b>SIGNATURE</b>	
<b>DIRECTOR (NAMES)</b>		<b>SIGNATURE</b>	
<b>DIRECTOR (NAMES)</b>		<b>SIGNATURE</b>	

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

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by joint ventures.		
We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms . . . . . ....., authorized signatory of the company . . . . . ....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.		
<b>BID DESCRIPTION</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>	
<b>SCMU NUMBER</b>	<b>SCMU3-25/26-0524-BTW</b>	
<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
Lead partner: ..... .		Signature. . . . . Name ..... Designation.....
..... .		Signature. . . . . Name ..... Designation.....
..... .		Signature. . . . . Name ..... Designation.....
..... .		Signature. . . . . Name ..... Designation.....

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

<b>BID DESCRIPTION</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
<b>SCMU NUMBER</b>	<b>SCMU3-25/26-0524-BTW</b>

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).*

The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.

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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated

or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

#### 80/20

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of —
- an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - any other invitation for tender, that either the 80/20 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 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 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality (Eastern Cape)	10% (2)	
<b>TOTAL</b>	<b>100% (20)</b>	

- Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:
  - Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.
  - Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.
  - Locality Ownership: Proof of business address (municipal account or valid lease agreement or traditional letter from ward councillor.) To score 2 points for locality, bidders must be based in the Eastern Cape.
  - Updated CSD report

**Table 2: Detailed description and definition of various categories of the specific goal points that can be claimed.**

No.	Detailed description and definition of various categories of	Portfolio of Evidence as part of the returnables
1	<p><b>Historically Disadvantaged Individuals Ownership:</b> [Historically Disadvantaged Individual (HDI). Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /orWho is a female; and/orWho has a disability]. A South African ID number is a 13-digit number which is defined by the following format: YYMMDDSSSSCAZ.</p> <ul style="list-style-type: none"> <li>• The first 6 digits (YYMMDD) are based on your date of birth. 20 February 1992 is displayed as 920220.</li> <li>• The next 4 digits (SSSS) are used to define your gender. Females are assigned numbers in the range 0000-4999 and males from 5000-9999.</li> <li>• The next digit (C) shows if you're an SA citizen status with 0 denoting that you were born a SA citizen and 1 denoting that you're a permanent resident.</li> </ul>	<p>1)Proof of ownership (CIPRO certificate) with id no.</p> <p>2)Proof of ownership (CSD report) with id no.</p> <p>3)Certified copy of ID of all owners.</p>
2	<p><b>Women Ownership:</b> A South African ID number is a 13-digit number which is defined by the following format: YYMMDDSSSSCAZ.</p> <ul style="list-style-type: none"> <li>• The first 6 digits (YYMMDD) are based on your date of birth. 20 February 1992 is displayed as 920220.</li> <li>• The next 4 digits (SSSS) are used to define your gender. Females are assigned numbers in the range 0000-4999 and males from 5000-9999.</li> </ul>	<p>1)Proof of ownership (CIPRO certificate) with id no.</p> <p>2)Proof of ownership (CSD report) with id no.</p> <p>3)Certified copy of ID of all owners.</p>
3	<p><b>Military Veterans Ownership:</b> According to the 2011 Military Veterans act, a military veteran is any South African who rendered military service to any of the military organisations, former statutory and liberation armies, which were involved on all sides of South Africa's liberation war from 1960 to 1993; served in the then Union Defence Force.</p>	<p>1)Proof of ownership (CIPRO certificate) with id no. with valid proof of veteran status.</p> <p>2)Proof of ownership (CSD report) with id no. with valid proof of veteran status.</p> <p>3)Certified copy of ID of all owners.</p>

4	<p><b>Disability Ownership:</b> The CRPD ( Convention on the Rights of Persons with Disabilities) defines persons with disabilities to include those who have long term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis.</p>	<p>1)Proof of ownership (CIPRO certificate) with id no. with valid medical documentary proof.</p> <p>2)Proof of ownership (CSD report) with id no. with valid medical documentary proof.</p> <p>3)Certified copy of ID of all owners.</p>
5	<p><b>Youth Ownership:</b> Who are Youth in South Africa? The national Youth Policy defines youth as any persons between the ages of 14 and 35 years.</p>	<p>1)Proof of ownership (CIPRO certificate) with id no.</p> <p>2)Proof of ownership (CSD report) with id no.</p> <p>3)Certified copy of ID of all owners.</p>
6	<p><b>Locality Ownership:</b> Proof of business address (municipal account or valid lease agreement) (Eastern Cape Contractors can claim 2 points)</p>	<p>1) Copy of Muncial billing account with an address in the Eastern Cape Province.</p> <p>2)Copy of a Lease Agreement with an addrss in the Eastern Cape Province.</p>

**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 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 BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

---

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

---

(ATTACH HERE)



---

**VALID CIDB CERTIFICATE OF A  
TENDERER**

---

(ATTACH HERE)

---

**VALID DEPARTMENT OF LABOUR  
COIDA LETTER OF GOOD STANDING  
CERTIFICATE**

---

(ATTACH HERE)

## **SERVICE PROVIDERS MUST SUBMIT PROOF OF ITS SPECIFIC GOALS POINTS CLAIMED / STATUS OF CONTRIBUTOR.**

---

*The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:*

- *Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.*
- *Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.*
- *Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.*
- *Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.*
- *Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.*
- *Locality Ownership: Proof of business address (municipal account or valid lease agreement or letter from traditional ward councillor). To claim 2 points, bidders must be based in the Eastern Cape.*
- *Updated CSD report*

**(ATTACH HERE)**

## ***POPIA***

### **PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)**

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Department of Health obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the Department of Health from time to time. The Department of Health confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The Department of Health hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the Department of Health does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and be seized with information of a personal nature pertaining to the Department of Health. Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the Department of Health requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

### **AGREEMENT**

1. The Department of Health and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - a) They process the information only for the express purpose for which it was obtained.
  - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
  - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
  - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
  - f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.

3. Bidder's Obligations

- a) The Bidder is required to notify the Information Officer of Department of Health, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the Department of Health's personal information.
- b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- c) The Bidder shall be required to provide the Department of Health with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of Department of Health.

**On behalf of the Bidder:**

..... Signature	..... Date
..... Position	..... Name of the Bidder

**On behalf of the Client:**

..... Signature	..... Date
..... Position	..... Name of Client Representative

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# THE CONTRACT

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# **PART C1**

## **AGREEMENTS AND CONTRACT DATA**

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## **PART C1.1: FORM OF OFFER AND ACCEPTANCE**

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**FORM OF OFFER AND ACCEPTANCE**

<b>Bid Description</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
<b>SCMU number</b>	<b>SCMU3-25/26-0524-BTW</b>

**OFFER**

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

**CIDB Grading of CIDB 2GB Contractor or higher for the “REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE.”**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

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

.....  
.....

.....Rand (in words);

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

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

Signature

.....

Name

.....

Capacity

.....

**for the tenderer**

.....

(Name and address of organization)

Name and signature

of witness ..... Date .....

**ACCEPTANCE**

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

- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

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

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.<sup>1</sup>

**Signature**

.....  
**Name:**

**Capacity:**

**Amathole Health District of the Eastern Cape Department of Health**

**for the Employer**

**Eastern Cape Department of Health  
Amathole Health District  
No. 19<sup>th</sup> St Peters Road, Old Building,  
Southernwood  
East London  
5200**

(Amathole Health District)

Name and signature  
of witness ..... Date .....

**Schedule of Deviations**

1 Subject \_\_\_\_\_  
Details \_\_\_\_\_

2 Subject \_\_\_\_\_  
Details \_\_\_\_\_

3 Subject \_\_\_\_\_  
Details \_\_\_\_\_

4 Subject \_\_\_\_\_  
Details \_\_\_\_\_

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

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

*Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.*

## PART C1.2: CONTRACT DATA

**The Joint Building Contracts Committee® - NPC**  
**CONTRACT DATA**  
For use by ORGANS OF STATE and other PUBLIC SECTOR BODIES  
**Minor Works Agreement**  
**Edition 5.2 - May 2018**

### A PROJECT INFORMATION

#### A1.0 Works [1.1]

Project name	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
Reference number	<b>SCMU3-25/26-0524-BTW</b>
Works description	Refer to document C3 – Scope of Work

#### A2.0 Site [1.1]

Erf / stand number	Refer to document C4 – Site Information
Township / Suburb	Butterworth, Eastern Cape
Site address	Refer to document C4 – Site Information
Local authority	<b>Amathole Health District – Butterworth</b>

#### A3.0 Employer [1.1]

Official Name of Organ of State / Public Sector Body	<b>Amathole Health District</b>
Business registration number	N/A
VAT/ number	N/A
Country	South Africa
Employer's representative: Name	District Manager

Email	<b>Supply Chain Enquiries:</b>  <a href="mailto:Zanele.plaatjie@ehealth.gov.za">Zanele.plaatjie@ehealth.gov.za</a>	<b>Technical Enquiries:</b>  <a href="mailto:catherine.collocott@ehealth.gov.za">catherine.collocott@ehealth.gov.za</a>
Physical address	<b>EASTERN CAPE DEPARTMENT OF HEALTH:  SUPPLY CHAIN MANAGEMENT OFFICE,  NO 19<sup>th</sup> ST JAMES ROAD, OLD MEDICAL BUILDING • SOUTHERNWOOD •  EAST LONDON • 5200, EASTERN CAPE.</b>	

#### A4.0 Principal Agent [1.1]

Discipline	<b>Project Manager</b>		
Name	<b>Triviron Project Management</b>		
Legal entity of above		Contact person	<b>Letshego Thangane</b>
Practice number		Telephone number	
		Mobile number	
Country	South Africa	E-mail	<a href="mailto:letshego@triviron.co.za">letshego@triviron.co.za</a>
Postal address	<b>58 St Peters Road, Southernwood, East London</b>	Postal Code	<b>5200</b>
Physical address	<b>58 St Peters Road, Southernwood, East London</b>	Postal Code	<b>5200</b>

#### A5.0 Agent [1.1]

Discipline	<b>Architects</b>		
Name	<b>Triviron Project Management</b>		
Legal entity of above		Contact person	William Martinson
Practice number		Telephone number	
		Mobile number	
Country	South Africa	E-mail	<a href="mailto:williamm@o-l.co.za">williamm@o-l.co.za</a>
Postal address	<b>1<sup>st</sup> Floor, Pilot Mill House, The Quarry, Selborne, East London</b>	Postal Code	<b>5200</b>
Physical address	<b>1<sup>st</sup> Floor, Pilot Mill House, The Quarry, Selborne, East London</b>	Postal Code	<b>5200</b>

#### A6.0 Agent [1.1]

Discipline	<b>Quantity Surveyors</b>		
Name	<b>Triviron Project Management</b>		
Legal entity of above		Contact person	Siyabulela Liwani
Practice number		Telephone number	
		Mobile number	
Country	South Africa	E-mail	<a href="mailto:siyabulela@liwaniconsulting.co.za">siyabulela@liwaniconsulting.co.za</a>
Postal address	<b>Donald Square, 2<sup>nd</sup> Floor, 6 Donald Road, Vincent, East London</b>	Postal Code	<b>5247</b>
Physical address	<b>Donald Square, 2<sup>nd</sup> Floor, 6 Donald Road, Vincent, East London</b>	Postal Code	<b>5247</b>

#### A7.0 Agent [1.1]

Discipline	<b>Civil Engineer</b>		
Name	<b>Triviron Project Management</b>		
Legal entity of above		Contact person	Sylvester Makanza
Practice number		Telephone number	
		Mobile number	
Country	South Africa	E-mail	<a href="mailto:sylvester@tsmak-pm.com">sylvester@tsmak-pm.com</a>
Postal address	<b>58 St Peters Road, Southernwood, East London</b>	Postal Code	<b>5200</b>
Physical address	<b>58 St Peters Road, Southernwood, East London</b>	Postal Code	<b>5200</b>

#### A8.0 Agent [1.1]

Discipline	<b>Structural Engineer</b>		
Name	<b>Triviron Project Management</b>		
Legal entity of above		Contact person	Michael Were
Practice number		Telephone number	
		Mobile number	

Country	South Africa	E-mail	<a href="mailto:wereow@blkprojects.com">wereow@blkprojects.com</a>	
Postal address	<b>58 St Peters Road, Southernwood, East London</b>		Postal Code	<b>5200</b>
Physical address	<b>58 St Peters Road, Southernwood, East London</b>		Postal Code	<b>5200</b>

#### A9.0 Agent [1.1]

Discipline	<b>Electrical Engineer</b>			
Name	<b>Triviron Project Management</b>			
Legal entity of above		Contact person	Richard Moloto	
Practice number		Telephone number		
		Mobile number		
Country	South Africa	E-mail	<a href="mailto:Richard@risimati.co.za">Richard@risimati.co.za</a>	
Postal address	<b>58 St Peters Road, Southernwood, East London</b>		Postal Code	<b>5200</b>
Physical address	<b>58 St Peters Road, Southernwood, East London</b>		Postal Code	<b>5200</b>

#### A10.0 Agent [1.1]

Discipline	<b>Mechanical Engineer</b>			
Name	<b>Triviron Project Management</b>			
Legal entity of above		Contact person	Bheki Maseko	
Practice number		Telephone number		
		Mobile number		
Country	South Africa	E-mail	<a href="mailto:bheki@risimati.co.za">bheki@risimati.co.za</a>	
Postal address	<b>58 St Peters Road, Southernwood, East London</b>		Postal Code	<b>5200</b>
Physical address	<b>58 St Peters Road, Southernwood, East London</b>		Postal Code	<b>5200</b>

#### A11.0 Agent [1.1]

Discipline				
Name				
Legal entity of above				
Practice number				

Country			
Postal address			
Physical address			

## B CONTRACT INFORMATION

### B 1.0 Definitions [1.1]

<b>Bills of quantities:</b> System/Method of measurement	<b>Standard System of Measuring Building Work (Sixth Edition) as amended</b>
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### B 2.0 Law, regulations, and notices [2.0]

<b>Law</b> applicable to the <b>works</b> , state country [2.1]	<b>Republic of South Africa</b>
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### B 3.0 Offer and acceptance [3.0]

Currency applicable to this <b>agreement</b> [3.2]	<b>South African Rand</b>
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### B 4.0 Documents [5.0]

The original signed <b>agreement</b> is to be held by the <b>principal agent</b> [5.2], if not, indicate by whom	<b>Employer</b>
Number of copies of <b>construction information</b> issued to the <b>contractor</b> at no cost [5.6]	<b>Three (3)</b>

Documents comprising the <b>agreement</b>	Page numbers
The <b>JBCC®</b> Principal Building Agreement, Edition 6.2 May 2018	1 to 30
The <b>JBCC®</b> Principal Building Agreement - Contract Data for Organs of State and other Public Sector Bodies, Edition 6.2 May 2018	1 to 14
The <b>JBCC®</b> General Preliminaries for use with the <b>JBCC®</b> Principal Building Agreement, Edition 6.2 May 2018	1 to 7

<b>Contract drawings</b> – description	Number	Revision	Date


**B 5.0 Employer's Agents [6.0]**

Authority is delegated to the following <b>agents</b> to issue <b>contract instructions</b> and perform duties for specific aspects of the <b>works</b> [6.2]
<b>Principal Agent</b>

<b>Principal agent's</b> and <b>agents'</b> interest or involvement in the <b>works</b> other than a professional interest [6.3]
<b>None</b>

**B 6.0 Insurances [10.0]**

Insurances by <b>employer</b>		Amount including tax	Deductible amount including tax
Yes / No:	No		
Contract works insurance:			
	New <b>works</b> [10.1.1] ( <b>Contract sum</b> or amount)		
or	<b>Works</b> with <b>practical completion</b> in <b>sections</b> [10.2] ( <b>contract sum</b> or amount		
or	<b>Works</b> with alterations and additions [10.3] (reinstatement value of existing structures with or including new <b>works</b> )		
	<b>Direct contractors</b> [10.1.1; 10.2] where applicable, to be included in the contract works insurance		<del>                    </del>
	<b>Free issue</b> [10.1.1; 10.2] where applicable, to be included in the contract works insurance		<del>                    </del>
	Escalation, professional fees and reinstatement costs if not included above		<del>                    </del>
Total of the above contract works insurance amount			
Supplementary insurance [10.1.2; 10.2]			
Public liability insurance [10.1.3; 10.2]			

Removal of lateral support insurance [10.1.4; 10.2]				
Other insurances [10.1.5]				
Yes/ No?	No	If yes, description 1		
Yes/ No?	No	If yes, description 2		

and/or

Insurances by <b>Contractor</b>			Amount including tax	Deductible amount including tax
Yes / No:		Yes		
	New <b>works</b> [10.1.1] ( <b>Contract sum</b> or amount)		N/A	N/A
or	<b>Works with practical completion</b> in sections [10.2] ( <b>contract sum</b> or amount)		N/A	N/A
or	<b>Works</b> with alterations and additions [10.3] (reinstatement value of existing structures with or including new <b>works</b> )		<b>To the minimum value of the contract sum + 10%</b>	<b>With a deductible not exceeding 5% of each and every claim</b>
	<b>Direct contractors</b> [10.1.1; 10.2] where applicable, to be included in the contract works insurance		N/A	<del></del>
	<b>Free issue</b> [10.1.1; 10.2] where applicable, to be included in the contract works insurance		N/A	<del></del>
	Escalation, professional fees and reinstatement costs if not included above		N/A	<del></del>
Total of the above contract works insurance amount			To the minimum value of the contract sum + 10%	
Supplementary insurance [10.1.2; 10.2]			R1 million	With a deductible not exceeding 5% of each and every claim
Public liability insurance [10.1.3; 10.2]			R5 million	
Removal of lateral support insurance [10.1.4; 10.2]			No	
Other insurances [10.1.5]				
Yes/ No?	No	If yes, description 1		
Hi Risk Insurance [10.1.5.1]				
Yes/ No?	No	If yes, description 2		

**B 7.0 Obligations of the employer [12.1]**

<b>Existing premises will be in use and occupied [12.1.2]</b>		<b>Yes / No?</b>	<b>Yes</b>
If yes, description	<p>The Contractor will, throughout the entire period of the works, be responsible for the proper and adequate protection of property and the public and ECDOHs personnel from damage or injury resultant from the works and for the proper security of the site at all times during the course of the works. Further, the Contractor must allow for all temporary hoardings, fans and walkways, etc. required by the Local Authorities, National Building Regulations, OHS Act and or demanded by his own requirements. Allowance must further be made for periodic adjustment of any hoardings/ temporary fencing and for their eventual removal and for making good. The following specific fencing is required. All other temporary fencing hoardings etc. Required must be priced for in the Preliminaries of these Bills of Quantities.</p>		
<b>Restriction of working hours [12.1.2]</b>		<b>Yes / No?</b>	<b>Yes</b>
If yes, description	07h30 to 17h00 Weekdays only		
<b>Natural features and known services to be preserved by the contractor [12.1.3]</b>		<b>Yes / No?</b>	<b>No</b>
If yes, description			
<b>Restrictions to the site or areas that the contractor may not occupy [12.1.4]</b>		<b>Yes / No?</b>	<b>Yes</b>
If yes, description	Work areas and restricted areas shall be defined at Site Handover		
<b>Supply of free issue [12.1.10]</b>		<b>Yes / No?</b>	<b>No</b>
If yes, description			

**B 8.0 Nominated subcontractors [14.0]**

<b>Yes / No?</b>	<b>No</b>	<b>If yes, description of specialisation</b>
		Specialisation 1
		Specialisation 2
		Specialisation 3
		Specialisation 4
		Specialisation 5

Specialisation 6	
Specialisation 7	
Specialisation 8	
Specialisation 9	

**B 9.0 Selected subcontractors [15.0]**

Yes / No?	No	If yes, description of specialisation
		Specialisation 1
		Specialisation 2
		Specialisation 3
		Specialization 4
		Specialization 5
		Specialisation 6
		Specialisation 7
		Specialisation 8
		Specialisation 9
		Specialisation 10

**B 10.0 Direct contractors [16.0]**

Yes / No?	No	If yes, description of extent of work
		Extent of work [12.1.11]
		Extent of work [12.1.11]
		Extent of work [12.1.11]
		Extent of work [12.1.11]
		Extent of work [12.1.11]

**B 11.0 Description of sections [20.1]**

<b>Section 1</b>	N/A
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**B 12.0 Possession of site [12.1.5], practical completion [19.0; 20.0] and penalty [24.0]**

Practical completion for the works as a whole	Intended date of possession of the site Refer B17.0 [12.1.5; 12.2.22]	Period for inspection by the principal agent [19.3]	The date for practical completion shall be the period as indicated below from the date of possession of the site by the contractor [12.2.7; 24.1]	Penalty for late completion [24.1]
	X	working days	Period in months	Penalty amount per calendar day (excl. tax)

	X	<b>5 Working days</b>	<b>4 Calendar Months (Shutdown period excluded)</b>	<b>6.5/R100 of Contract amount</b>
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or where **sections** are applicable N/A

Practical completion of a section of the works	Intended date of possession of the site Refer B17.0 [12.1.5; 12.2.22]	Period for inspection by the principal agent [19.3]	The date for practical completion shall be the period as indicated below from the date of possession of the site by the contractor [12.2.7; 24.1]	Penalty for late completion [24.1]
	X	Working days	Period in months	Penalty amount per calendar day (excl. tax)
Section 1	X			
Section 2	X			
Section 3	X			
Section 4	X			
Section 5	X			
Section 6	X			
Section 7	X			
Section 8	X			
Remainder of the	X			

Criteria to achieve <b>practical completion</b> not covered in the definition of <b>practical completion</b>
No further Criteria

**B 13.0 Defects liability period [21.0]**

Extended defects liability period: Refer B17.0 [21.13]	<b>Yes / No?</b>	<b>Yes</b>
If yes, description of applicable elements	<b>All works</b>	

**B 14.0 Payments [25.0]**

Date of month for issue of regular <b>payment certificates</b> [25.2]	<b>30th</b>		
Contract price adjustment / Cost fluctuations [25.3.4; 26.9.5]	<b>Yes / No?</b>	<b>No</b>	<b>Base date = N/A</b>

If yes, method to calculate	
<b>Employer</b> shall pay the <b>contractor</b> within: [25.10]	<b>Thirty (30) calendar days</b>

#### B 15.0 Dispute resolution [30.0]

Adjudication [30.6.1; 30.10] Name of nominating body	<b>Refer to Part C1.3 Dispute Resolution Mechanism</b>	
Applicable rules for adjudication [30.6.2]	<b>Adjudication in accordance with the CIDB adjudication process</b>	
Arbitration [30.7.4; 30.10]	<b>Yes / No?</b>	<b>No</b>
If Yes, name of nominating body		
*If No, then dispute will be referred to litigation		
Applicable rules for arbitration [30.7.5]	N/A	

#### B 16.0 JBCC® General Preliminaries – selections

Provisional bills of quantities [B2.2]	<b>Yes / No?</b>	<b>No</b>	
Availability of construction information – is the construction information complete? [B2.3]	<b>Yes / No?</b>	<b>Yes</b>	
Previous work - dimensional accuracy - details of previous contract(s) [B3.1]	N/A		
Previous work - <b>defects</b> - details of previous contract(s) [B3.2]	N/A		
Inspection of adjoining properties - details [B3.3]	N/A		
Handover of <b>site</b> in stages - specific requirements [B4.1]	Refer to B11 (Contract Data)		
Enclosure of the <b>works</b> - specific requirements [B4.2]	Hoarding to working areas.		
Geotechnical and other investigations - specific requirements [B4.3]	N/A		
Existing premises occupied - details [B4.5]	Working Areas will be occupied		
Services - known - specific requirements [B4.6]	No		
Water [B8.1]	By <b>contractor</b>	<b>Yes / No?</b>	<b>Yes</b>
	By <b>employer</b>	<b>Yes / No?</b>	<b>No</b>
	By <b>employer</b> – metered	<b>Yes / No?</b>	<b>No</b>
Electricity [B8.2]	By <b>contractor</b>	<b>Yes / No?</b>	<b>Yes</b>

	By <b>employer</b>	<b>Yes / No?</b>	<b>No</b>
	By <b>employer</b> – metered	<b>Yes / No?</b>	<b>No</b>
Ablution and welfare facilities [B8.3]	By <b>contractor</b>	<b>Yes / No?</b>	<b>Yes</b>
	By <b>employer</b>	<b>Yes / No?</b>	<b>No</b>
Communication facilities - specific requirements [B8.4]		No specific requirements	
Protection of the works - specific requirements [B11.1]		No specific requirements	
Protection / isolation of existing works and works occupied in sections - specific requirements [B11.2]		No specific requirements	
Disturbance - specific requirements [B11.5]		No specific requirements	
Environmental disturbance - specific requirements [B11.6]		No specific requirements	

**B 17.0 Changes made to JBCC® documentation**

Reference may be made to other documents forming part of this **agreement**

## 1.1 Definitions

**AGREEMENT:** The completed Form of Offer and Acceptance, the completed **JBCC®** Principal Building Agreement and **JBCC® contract data for organs of state and other public sector bodies, the contract drawings, the priced document** and any other documents reduced to writing and signed by the authorised representatives of the **parties**

**CONSTRUCTION PERIOD:** The period commencing on the date of possession of the **site** by the **contractor** and ending on the date of **practical completion**.

**CONTRACT DATA FOR ORGANS OF STATE AND OTHER PUBLIC SECTOR BODIES:** The document listing the Organs of State and other Public Sector Bodies' requirements and the project specific information

**INTEREST:** The interest rates applicable on this contract, whether specifically indicated in the relevant clauses or not, will be the rate as determined by the Minister of Finance from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No 1 of 1999), calculated as simple interest, in respect of debts owing to the State, and will be the rate as determined by the Minister of Justice and Constitutional Development from time to time 80(1)(b) of the Public Finance Management Act, 1999 (Act No 1 of 1999), calculated as simple interest, in respect of debts owing by the State

**PRINCIPAL AGENT:** The person or entity appointed by the **employer** and named in the **contract data for organs of state and other public sector bodies**. In the event of a principal agent not being appointed, then all the duties and obligations of a **principal agent** as detailed in the **agreement** shall be fulfilled by the employer's representative as named in the **contract data for organs of state and other public sector bodies**

## 3.0 Offer and Acceptance

Amend 3.3 to read as follows:

This **agreement** shall come into force on the date as stated on the Form of Offer and Acceptance and continue to be of force and effect until the end of the **latent defects** liability period [22.0] notwithstanding termination [29.0] or the certification of **final completion** [21.0] and final payment [25.0]

## 6.0 Employer's Agents

Add the following as 6.7:

In terms of the clauses listed hereunder, the **employer** has retained its authority and has not given a mandate to the **principal agent**. The **employer** shall sign all documents in relation to clauses 4.2, 14.1.2, 14.1.4, 14.4.1, 14.6, 23.1, 23.2, 23.3, 23.7, 23.8, 26.1, 26.7, 26.12 and 28.4

## 9.0 Indemnities

9.2.7: Add the following to the end of the first sentence: "... due to no fault of the **contractor**"

## 10.0 Insurances

Add the following as 10.1.5.1:

### High risk Insurance

In the event of the project being executed in a geological area classified as a “High Risk Area”, that is an area which is subject to highly unstable sub-surface conditions that might result in catastrophic ground movement evident by sinkhole or doline formation the following will apply:

#### 10.1.5.1.1 Damage to **the works**

The contractor shall, from the date of possession of the **site** until the date of the **certificate of practical completion**, bear the full risk of and hereby indemnifies and holds harmless the **employer** against any damage to and/or destruction of the **works** consequent upon a catastrophic ground movement as mentioned above. The **contractor** shall take such precautions and security measures and other steps for the protection of the **works** as he may deem necessary

When so instructed to do so by the **principal agent**, the **contractor** shall proceed immediately to remove and/or dispose of any debris arising from damage to or destruction of the **works** and to rebuild, restore, replace and/or repair the **works**, at the **contractor’s** own costs

#### 10.1.5.1.2 Injury to persons or loss of or damage to property

The **contractor** shall be liable for and hereby indemnifies and holds harmless the **employer** against any liability, loss, claim or proceeding arising at any time during the period of the contract whether arising in common law or by statute, consequent upon personal injuries to or the death of any person whomsoever resulting from, arising out of or caused by a catastrophic ground movement as mentioned above

The **contractor** shall be liable for and hereby indemnifies the **employer** against any and all liability, loss, claim or proceeding consequent upon loss of or damage to any moveable, or immovable property, or personal property, or property contiguous to the **site**, whether belonging to or under the control of the **employer** or any other body or person whomsoever arising out of or caused by a catastrophic ground movement, as mentioned above, which occurred during the period of the contract

#### 10.1.5.1.3

It is the responsibility of the **contractor** to ensure that he has adequate insurance to cover his risk and liability as mentioned in 10.1.5.1.1 and 10.1.5.1.2. Without limiting the **contractor’s** obligations in terms of the contract, the **contractor** shall, within twenty-one (21) **calendar days** of the date of possession of the site, but before commencement of the **works**, submit to the **employer** proof of such insurance policy, if requested to do so

#### 10.1.5.1.4

The **employer** shall be entitled to recover any and all losses and/or damages of whatever nature suffered or incurred consequent upon the **contractor’s** default of his obligations as set out in 10.1.5.1.1; 10.1.5.1.2 and 10.1.5.1.3. Such losses or damages may be recovered from the **contractor** or by deducting the same from any amounts still due under this contract or under any other contract presently or hereafter existing between the **employer** and the **contractor** and for this purpose all these contracts shall be considered one indivisible whole

### 11.0 Securities

Amend 11.10 to read as follows:

There shall be no lien or right of retention held by any **contractor** in respect of the **works** executed on **site**

## 12.0 Obligations of the Parties

Amend 12.1.5 to read as follows:

Give possession of the **site** to the **contractor** within ten (10) **working days** of the **contractor** complying with the terms of 12.2.22

12.2.2: Not applicable

Add the following as 12.2.22:

Within fifteen (15) **working days** of the date of the **agreement** submit to the **principal agent** an acceptable health and safety plan, required in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993)

## 19.0 Practical Completion

19.5: Delete the words “subject to the **contractor’s** lien or right of continuing possession of the **works** where this has not been waived”

## 21.0 Defects Liability Period and Final Completion

Add the following as 21.13:

The sixty (60) **calendar days** defects liability period for the **works** [21.1] is replaced with a period of three hundred and sixty-five (365) **calendar days** in respect of the listed applicable elements

## 25.0 Payment

25.7.5: Not applicable

25.10: Delete the words “and/or **compensatory interest**”

25.14.2: Not applicable

## 27.0 Recovery of Expense and/or Loss

27.1.5: Not applicable

## 29.0 Termination

Add the following after 29.1.3:

or where ...

29.1.4: The contractor’s estate has been sequestered, liquidated or surrendered in terms of the insolvency laws in force within the Republic of South Africa

29.1.5: The contractor has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

## C TENDERER'S SELECTIONS

### C 1.0 Security [11.0]

<b>Guarantee for construction:</b> Select Option A or B		<b>Option:</b>	
Option A	<b>Guarantee for construction (variable) by contractor [11.1.1]</b>		
Option B	<b>Guarantee construction (fixed) by contractor [11.1.2]</b>		
<b>Guarantee for payment by employer</b> [11.5.1; 11.10]		Not Applicable	
Advance payment, subject to a <b>guarantee for advance payment</b> [11.2.2; 11.3]		Not Applicable	

### C 2.0 Contractor's annual holiday periods during the construction period

Year 1 <b>contractor's</b> annual holiday period	start date		end date	
Year 2 <b>contractor's</b> annual holiday period	start date		end date	
Year 3 <b>contractor's</b> annual holiday period	start date		end date	

### C 3.0 Payment of preliminaries [25.0]

<b>Contractor's selection:</b> Select Option A or B	<b>Option:</b>	
Where the contractor does not select an option, Option A shall apply		

#### Payment methods

Option A	The <b>preliminaries</b> shall be paid in accordance with an amount prorated to the value of the <b>works</b> executed in the same ratio as the amount of the <b>preliminaries</b> to the <b>contract sum</b> , which <b>contract sum</b> shall exclude the amount of <b>preliminaries</b> . Contingency sum(s) and any provision for cost fluctuations shall be excluded for the calculation of the aforesaid ratio
Option B	The <b>preliminaries</b> shall be paid in accordance with an amount agreed by the <b>principal agent</b> and the <b>contractor</b> in terms of the <b>priced document</b> to identify an initial establishment charge, a time-related charge and a final dis-establishment charge. Payment of the time-related charge shall be assessed by the <b>principal agent</b> and adjusted from time to time as may be necessary to take into account the rate of progress of the <b>works</b>

#### Lump sum contract

Where the amount of **preliminaries** is not provided it shall be taken as 7.5% (seven and a half per cent) of the **contract sum**, excluding contingency sum(s) and any provision for cost fluctuations.

#### C 4.0 Adjustment of preliminaries [26.9.4]

<b>Contractor's selection:</b> Select Option A or B	<b>Option:</b>	
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Where the contractor does not select an option, Option A shall apply

#### Provision of particulars

The **contractor** shall provide the particulars for the purpose of the adjustment of **preliminaries** in terms of his selection. Where completion in sections **is** required, the contractor shall provide an apportionment of **preliminaries** per **section**

Option A	An allocation of the <b>preliminaries</b> amounts into Fixed, Value-related and Time-related amounts as defined for adjustment method Option A below, within fifteen (15) <b>working days</b> of the date of acceptance of the tender
Option B	A detailed breakdown of the preliminaries amounts within fifteen (15) working <b>days</b> of possession of the site. Such breakdown shall include, inter alia, the administrative and supervisory staff, the use of <b>construction equipment</b> , establishment and dis-establishment charges, insurances and guarantees, all in terms of the <b>programme</b>

#### Adjustment Methods

The amount of **preliminaries** shall be adjusted to take account of the effect which changes in time and/or value have on **preliminaries**. Such adjustment shall be based on the particulars provided by the **contractor** for this purpose in terms of Options A or B, shall preclude any further adjustment of the amount of **preliminaries** and shall apply notwithstanding the actual employment of resources by the **contractor** in the execution of the **works**

Option A	<p>The <b>preliminaries</b> shall be adjusted in accordance with the allocation of <b>preliminaries</b> amounts provided by the <b>contractor</b>, apportioned to <b>sections</b> where completion in <b>sections</b> is required</p> <p>Fixed - An amount which shall not be varied</p> <p>Value-related - An amount varied in proportion to the <b>contract value</b> as compared to the <b>contract sum</b>. Both the <b>contract sum</b> and the <b>contract value</b> shall exclude the amount of <b>preliminaries</b>, contingency sum(s) and any provision for cost fluctuations</p> <p>Time-related - An amount varied in proportion to the number of <b>calendar days</b> extension to the date of <b>practical completion</b> to which the <b>contractor</b> is entitled with an adjustment of the <b>contract value</b> [23.2; 23.3] as compared to the number of <b>calendar days</b> in the initial <b>construction period</b> [26.9.4]</p>
Option B	<p>The adjustment of <b>preliminaries</b> shall be based on the number of <b>calendar days</b> extension to the date of <b>practical completion</b> to which the <b>contractor</b> is entitled with an adjustment of the <b>contract value</b> [23.2; 23.3] as compared to the number of <b>calendar days</b> in the initial <b>construction period</b> [26.9.4]</p> <p>The adjustment shall take into account the resources as set out in the detailed breakdown of the <b>preliminaries</b> for the period of construction during which the delay occurred</p>

**Failure to provide particulars within the period stated**

Option A	<p>Where the allocation of <b>preliminaries</b> amounts for Option A is not provided, the following allocation of <b>preliminaries</b> amounts shall apply:</p> <p>Fixed - Ten per cent (10%) Value-related - Fifteen per cent (15%) Time-related - Seventy-five per cent (75%)</p> <p>Where the apportionment of the <b>preliminaries</b> per <b>section</b> is not provided, the categorized amounts shall be prorated to the cost of each <b>section</b> within the <b>contract sum</b> as determined by the <b>principal agent</b></p>
Option B	<p>Where the detailed breakdown of <b>preliminaries</b> amounts for Option B is not provided, Option A shall apply</p>

**Lump sum contract**

Where the amount of **preliminaries** is not provided it shall be taken as 7.5% (seven and a half per cent) Of the **contract sum**, excluding contingency sum(s) and any provision for cost fluctuations

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## **PART C1.3: DISPUTE RESOLUTION MECHANISM**

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## **C1.3 CIDB ADJUDICATOR'S AGREEMENT**

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**C1.3 CIDB ADJUDICATOR'S AGREEMENT**

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

Disputes or differences may arise/have arisen\* between the Parties under a Contract dated .....  
 ... and known as. ....  
 .... and these disputes or differences shall be/have been\* referred to adjudication in accordance  
 with the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may  
 be or has been requested to act.

\* Delete as necessary

**IT IS NOW AGREED** as follows:

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

SIGNED by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 who warrants that he / she is  
 duly authorized to sign for and  
 on behalf of the first Party in the  
 presence of

SIGNED by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 who warrants that he / she is  
 duly authorized to sign for and  
 behalf of the second Party in  
 the presence of

SIGNED by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 the Adjudicator in the presence  
 of

Witness \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Witness: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address: \_\_\_\_\_

Witness: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

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

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

**Contract Data**

1	The Adjudicator shall be paid at the hourly rate of R. . . . . in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. € Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. € Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R . . . . . This fee shall become payable in equal amounts by each Party within ..... days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due in 30 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

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# **PART C2**

# **PRICING DATA**

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# **PART C2.1: PRICING INSTRUCTIONS**

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## C2.1 Pricing Instructions

- 1 The Bills of Quantities have been drawn up in accordance with the Standard System of Measuring Building Work as amended) published and issued by the Association of South African Quantity Surveyors (Sixth Edition (Revised)), 1999. Where applicable the:
  - a) Civil engineering work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Civil Engineering Works.
  - b) Mechanical work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Mechanical Engineering Works.
  - c) Electrical work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Electrical Engineering Works.
- 2 The agreement is based on the JBCC Edition 6.2 of 2018, prepared by the Joint Building Contracts Committee, The additions, deletions and alterations to the JBCC Principal Building Agreement as well as the contract specific variables are as stated in the Contract Data. Only the headings and clause numbers for which allowance must be made in the Bills of Quantities are recited.
- 3 Preliminary and general requirements are based on the [preliminaries for the use of JBCC Minor Works Edition 5.2– May 2018](#). Only the headings and clause numbers for which allowance must be made in the Bills of Quantities are recited.
- 4 It will be assumed that prices included in the Bills of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to [www.stanza.org.za](http://www.stanza.org.za) or [www.iso.org](http://www.iso.org) for information on standards).
- 5 The drawings listed in the Scope of Works used for the setting up of these Bills of Quantities are kept by the Principal Agent or Engineer and can be viewed at any time during office hours up until the completion of the works.
- 6 Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted but only if approved by the principal agent.
- 7 The bills of quantities forms part of and must be read and priced in conjunction with all the other documents forming part of the contract document, The Standard Conditions of Tender, Conditions of Contract, Specifications, Drawings, The document “Construction Works: Specifications: General Specification (PW371-A) Edition 2.0” is obtainable on the Department’s website (<http://www.publicworks.gov.za/> under “Consultants Guidelines”), and shall be read in conjunction with the **bills of quantities** / lump sum document and be referred to for the full descriptions of work to be done and materials to be used The document “Construction Works: Specifications: Particular Specification (PW371-B) Edition 2.0” is issued together with the drawings and shall be read in conjunction with the drawings and the **bills of quantities** / lump sum document
- 8 Where any item is not relevant to this specific contract, such item is marked N/A (signifying “not applicable”)
- 9 The Contract Data and the standard form of contract referenced therein must be studied for the full extent and meaning of each and every clause set out in Section 1 (Preliminaries) of the Bills of Quantities

- 10 The Bills of Quantities is not intended for the ordering of materials. Any ordering of materials, based on the Bills of Quantities, is at the Contractor's risk.
- 11 The amount of the Preliminaries to be included in each monthly payment certificate shall be assessed as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the total of prices excluding any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract.
- 12 Where the initial contract period is extended, the monthly charge shall be calculated on the basis as set out in 11 but taking into account the revised period for completing the works.
- 13 The amount or items of the Preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time or value (or both) have on this section. Such adjustments shall be based on adjustments in the following categories as recorded in the Bills of Quantities:
  - a) an amount which is not to be varied, namely Fixed (F)
  - b) an amount which is to be varied in proportion to the contract value, namely Value Related (V); and
  - c) an amount which is to be varied in proportion to the contract period as compared to the initial construction period excluding revisions to the construction period for which no adjustment to the contractor is not entitled to in terms of the contract, namely Time Related (T).
- 14 Where no provision is made in the Bills of Quantities to indicate which of the three categories in 13 apply or where no selection is made, the adjustments shall be based on the following breakdown:
  - a) 10 percent is Fixed
  - b) 15 percent is Value Related
  - c) 75 percent is Time Related
- 15 The adjustment of the Preliminaries shall apply notwithstanding the actual employment of resources in the execution of the works. The contract value used for the adjustment of the Preliminaries shall exclude any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract. Adjustments in respect of any staged or sectional completion shall be prorated to the value of each section.
- 16 The tender price must include Value Added Tax (VAT). All rates, provisional sums, etc. in the bills of quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.
17. The Contractor shall adhere to "The national minimum wage determined by the Minister in accordance with the National Minimum Wage Act (NMWA)", and yearly pronounced increases for duration of contract.
18. Voting day / Election Day 2024 will be a statutory public holiday and contractor must make provision in his/her bid. No further claims will be entertained in this regard.

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## **PART C2.2 – BILLS OF QUANTITIES**

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**RFQ: REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE**

## **Pricing Data**

**SEE ATTACHED**

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# **PART C3**

# **SCOPE OF WORKS**

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### C3 SCOPE OF WORK

#### C3 Scope of Work

Bid Description:	REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE
Tender No:	SCMU3-25/26-0524-BTW

#### C3.1 SCOPE OF WORKS

##### DESCRIPTION OF THE WORKS:

## MAIN BUILDING LEVEL SIX: NORTH WING ALTERATION TO EXISTING STOREROOM

#### Introduction

The proposed work is to alter and upgrade an existing Utility Store with the insertion of a division wall to create a reduced Utility store and a separate Linen Store with the necessary steel shelves.

The adjacent spaces are a working hospital environment and construction noise and dust must be restricted to a minimum. Tenderer to make allowance for this in the pricing and make all necessary provision of temporary protective measures as will be required.

The tenderer to make allowance for the use of a HILTI 2 Stage Vacuum cleaner or equal approved for the control of dust while demolishing, grinding or drilling.

#### Preparatory work to existing Utility Store:

1. Remove existing vinyl flooring.
2. Remove existing shelves.
3. Remove ceiling grid
4. Carefully remove existing internal window and cut brickwork down to floor level.

#### Construction work to Utility Store and Linen Store

1. Set out new door frame in correct position as per drawing
2. Brick in new door frame with hard burnt clay stock bricks, tied into brickwork with MiTek fixing lugs every third course
3. New brickwork to be properly toothed into existing brick walls
4. Build new brick division wall up to underside of concrete ceiling slab.

5. New brick division wall to have MiTek fixing lugs every third course fixed to existing brickwork at both ends
6. Plaster and paint both sides of new brickwork up to underside of concrete slab. Form a ruled movement joint both sides in the plaster at top of wall
7. Prepare and paint new walls as described
8. Prepare and paint balance of existing walls complete
9. Prepare and paint wall on outside of storeroom corner to corner complete
10. Install new ceiling grid with shadow line cornice and install new 600x600mm ceiling tiles. Capco vinyl clad white.
11. Install new 600x600 LED lights as shown colour 4000-5000k.
12. Confirm air extraction system is operational.
13. Supply and fix FloorworX Superflex fully flexible vinyl floor sheeting 1,2m wide x 2,0mm thick manufactured in accordance with SANS 786:2000.
14. Matching coved vinyl skirting to be installed. Colour "Whisper grey"
15. Install 13 new industrial Bolted Steel Shelving 914mm wide x305mm deep x2134mm high.

## **OUT PATIENT DEPARTMENT (OPD)**

### **BURGLAR BARS, SECURITY GATES AND WINDOWS**

#### **Introduction**

The OPD will not be fully handed over to the contractor for this work. The OPD will be functioning for the duration and an allowance should be made to incorporate possible reasonable delays that may be encountered.

A schedule must be agreed between the OPD Management and the successful tenderer defining the order of work. Only a single item or work within a single room will be undertaken at a time to minimise the disruption to the running of the OPD.

The proposed burglar bars will secure the external perimeter of the OPD so that new IT equipment can be installed. All burglar bars are to be installed within the internal reveal of the windows. All necessary precautions will need to be taken when carrying the burglar bars through the OPD to avoid any H+S issues

The internal security gates are required to improve the security of various internal spaces.

All existing aluminium windows are also to be inspected, serviced and repaired where necessary. Tenderer shall acquaint himself of the scale and quantities of the items that require attention.

The work in the OPD will require careful dust and noise control and co-ordination daily with the OPD management. The tenderer to make allowance for the use of a HILTI 2 Stage Vacuum cleaner or equal approved for the control of dust wherever fixing holes need to drill.

## Preparatory work

1. The contractor is to confirm the dimensions of the window openings as per the provided schedule by measuring all openings on site.
2. Burglar Bar W1 in the schedule and Security Gate G1 in the schedule shall be manufactured and galvanised for the architect's acceptance prior to proceeding with manufacture.
3. The contractor is to then install the two accepted samples for approval by the professional team for comment and acceptance.
4. Only once the two sample items have been accepted may the contractor proceed to manufacture and install the balance of the items – taking into account any comments received at approval stage.
5. Existing windows, plaster, paint finishes and floor surfaces are not to be damaged during the works.

## Burglar Bars to windows

1. Mild steel flat bar primary verticals 50 x 10mm aligned with the mullions and drilled to accommodate round bars. 25mm radius rounded top and bottom, to be set 20mm away from reveal with spacers to allow ease of installation.
2. Mild steel flat bar secondary verticals 25 x 5mm set up on a module as dimensioned and drilled to accommodate round bars with 12.5 mm radius rounded top and bottom
3. Epoxy anchor fixing points per reveal as per detail. Anchor with shims as required between vertical flat bar and reveal.
4. Where the opening exceeds two modules a fixing point to the cill as per detail 1 will be used.
5. Burglar bars to be prepared for painting and pre-finished with a universal solvent-based anti-corrosive red oxide metal primer and then powder coated with a satin black finish

## Aluminium Windows

1. New friction stays, seals and window handles are to be installed to architects detail.
2. All broken window panes are to be replaced with 6.38 laminated safety glass.
3. All external windows to be cleaned on the inside and outside face on completion.

## Security Gates

1. As described and positioned on the Tender drawings
2. Security gates to prepared for painting and be pre-finished with a universal solvent-based anti-corrosive red oxide metal primer and then powder coated with a satin black finish

# **MATERNITY WARD REPLACEMENT OF DOUBLE DOORS**

## **Introduction**

The proposed work entails the replacement of three double passage doors while re-using the existing steel door frames.

## **Procure and Install**

1. The contractor is to confirm the existing door frame opening sizes shown on the provided schedule, by physically measuring the openings on site.
2. A sample door is to be manufactured and the existing steel frame painted before the door assembly is installed for approval as per the door schedule.
3. Once the installation of the first door has been approved the balance of the doors may be installed with initial paint coats applied prior to installation.
4. The final paint coat is to be applied once the doors are operational and working to approval.

### **C3.2 RESTRICTIONS AND CONSTRAINTS**

- The completion of the project is urgent and work shall be executed during normal working hours i.e. 07h30 till 17h00 weekdays only. Work required to be executed outside of these hours must be arranged with the Facilities Manager and the Chief Executive of the hospital, in advance.
- Noise must be kept to a minimum and within acceptable levels at all times.
- All shut-offs and tie/cut-ins to existing services must be arranged in advance with the Facilities Manager and a methodology with appropriate mitigation of risks must be prepared by the contractor and submitted to the relevant Professional discipline in advance, for approval.
- Dust emanating from the work site must be controlled at all times.

### **C3.3 OPERATIONAL PROTOCOLS**

- Security is a priority, and the site shall be kept safe at all times.
- The approved Health and Safety plan shall be adhered to at all times
- All staff members of the contractor shall wear PPE at all times
- All staff members of the contractor shall be specifically identifiable at all times and to this end shall wear a predetermined coloured overall to be able to enter and work on the site.
- Regular meetings, the frequency of which is to be determined, shall be held with the management of the hospital to always ensure a cohesive spirit of co-operation
- The successful contractor must take into account that other contractors may be busy with construction in close proximity to the works and allowance must be made in the contractor's submission to accommodate these parties.

### **C3.4 ACCESS AND SITE ESTABLISHMENT**

- Prospective bidders are to fully familiarize themselves with the site and access to the site and restricted area for site establishment. Allowance for temporary construction access etc. shall be deemed to be included in contractor's price/bid. Prospective bidders are to familiarize themselves with the site as no additional costs shall be entertained.
- No Contractor's representatives or worker's are allowed to sleep at establishment area or within hospital complex.
- The Contractors are required to price for establishment, de-establishment and re-instatement in the Preliminaries section of the Bills of Quantities.
- The areas for site establishment are as per the diagrams indicated in C3.13 Areas for Establishment and Hoardings of these tender documents. The contractor shall be liable for fencing, ablutions, storage containers etc and reinstatement of the site establishment area on completion. The Contractor will be liable for costs of connection, cabling etc required. No contractor's representatives or workers are allowed to sleep at establishment area or within the complex.  
The Contractors are required to price for establishment, de-establishment and re-instatement in the Preliminaries section of the Bills of Quantities.

### **C3.5 ACCEPTANCE OF TENDERS**

- The Employer is not bound to accept the lowest, or any tender, or any portion of any tender

### **C3.6 MINIMUM WAGE**

- The Contractor shall adhere to “The national minimum wage determined by the Minister in accordance with the National Minimum Wage Act (NMWA)”, and yearly pronounced increases for duration of contract.

### **C3.7 TEMPORARY WORKS**

- All temporary work to comply with the Construction Health and safety Act (Act 85 of 1993) and its regulations.

### **C3.8 EMPLOYER'S DESIGN**

N/A

### **C3.9 DESIGN BRIEF**

The Contractor is not required to undertake any design of the permanent works. The design of the temporary works shall be carried out in accordance with all relevant standards and codes of practice, with particular emphasis on the requirements of the OHS Act.

### **C3.10 DRAWINGS**

See listed below:

- 1. Maternity Doors Replacement – 240028-17-201**
- 2. Store Adjustment on level 6 Floor – 240028-17-202**
- 3. OPD Building Ground Floor Burglar Bars and Gates – 240028-17-204**
- 4. OPD Building Ground Floor Gates – 240028-17-205**

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## **C3.11 OHS SPECIFICATION**

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## Occupational Health and Safety Specification

Issued in terms of the Occupational Health and Safety Act, 1993  
Construction regulations 2014

<b>PROJECT NAME</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
<b>LOCATION</b>	<b>AMATHOLE HEALTH DISTRICT No. 19<sup>th</sup> St James Road, Southernwood, East London, 5200, Eastern Cape.</b>
<b>DISTRICT</b>	<b>AMATHOLE,</b>
<b>BID NO</b>	<b>SCMU3-25/26-0524-BTW</b>

**REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE**

**ANNEXURE E – SAFETY SPECIFICATION AND BASELINE RISK ASSESSMENT  
ISSUE REGISTER**

<b>Date of Original Safety Specification Compilation</b>	<b>Compiled By</b>	<b>Issue Date</b>

<b>Revision Summary</b>	<b>Revised By</b>	<b>Revision Date</b>

**Acknowledgement:**

I, \_\_\_\_\_ representing.

\_\_\_\_\_(Contractor), have satisfied myself with the content of this Health and Safety Specification and shall ensure that our employees and contractors on site comply with the requirements of this document, our safety documentation and health and safety legislation.

\_\_\_\_\_

\_\_\_\_\_

Signature of Contractor

Date

**Comments:**

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

\_\_\_\_\_

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## **C3.12 BASELINE RISK ASSESSMENT**

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## **C3.13 AREAS FOR SITE ESTABLISHMENT AND HOARDINGS**

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## PART C4: SITE INFORMATION

### C4.1 SITE INFORMATION

<b>Bid Description:</b>	<b>REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT RENOVATIONS TO THE MATERNITY WARD LINEN STOREROOM AND BURGLAR BARS AT BUTTERWORTH HOSPITAL, AMATHOLE DISTRICT, AMATHOLE</b>
<b>Project Number:</b>	<b>SCMU3-25/26-0524-BTW</b>

#### GENERAL

Prospective bidders to familiarize themselves with the locality, access, any other “restrictions” (Refer to Scope of Works C3). The site address and locality plan is as follows:

#### BUTTERWORTH HOSPITAL:

**Cnr Scanlen &  
Geach St,  
Gcuwa,  
4960**



**Butterworth Hospital: Locality Plan**

#### GEOTECHNICAL INVESTIGATION REPORT

N/A

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***DRAWINGS***  
***SEE ATTACHED***

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