

INVITATION TO QUOTE BEY-SCM-495 (RE-ADVERTISEMENT) INTERNAL CONDITION BASED MAINTENANCE FOR SLABBERT HOUSE (SCM OFFICE) IN GRAAFF-REINET

Quotations are requested from registered service providers for the above-mentioned service as per the attached Bill of Quantities.

A compulsory site meeting will be held on Tuesday, 26 November 2024 starting at 10h00 at the Slabbert House in Graaff-Reinet.

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY SCM 495**", not later than 12h00 Tuesday on the 03rd of Decmber 2024 and will be opened in public immediately thereafter.

Note:

- 1. Faxed, e-mailed or late quotations will not be accepted.
- 2. The tender will be evaluated on 80/20 system, Whereby 80 points will be allocated for price and a maximum of 20 points for specific goals.
- 3. To claim for specific goals prospective bidders MUST submit proof/required the required documents
- 4. All contractors must be registered on the Central Supplier Database (CSD)
- 5. SARS verification pins to be submitted if possible.
- 6. No upfront payments will be permitted.
- 7. A current certified Municipal (rates& services) clearance certificate to be submitted (No award will be made to bidders whose municipal accounts is in arrears with more than 3 months).
- 8. Attached MBD forms to be completed.
- 9. General Conditions of Contract, 2015 will apply.
- 10. A current certified BBBEE certificate or Sworn Affidavit must be submitted in order to claim preference points.
- 11. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
- 12. For further details contact Ms. A. Buda 049 807 5700 / budaa@bnlm.gov.za
- **13.** Allocation of specific goals.

NO	Specific goal categories	Max Points Allocation	Evaluation Indicators
1	B-BBEE Status Level	10	As for BBBEE points allocation please see MBD 6.1
	Contributor		

The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10 Points- Located within the boundaries of the Dr Beyers Naudé Local Municipality 6 Points- Located within the boundaries of Sarah Baartman District Municipality 4 Points- Located within the boundaries of the Eastern Cape 1 Point- Outside of the boundaries of the Eastern Cape
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DR. E.M. RANKWANA MUNICIPAL MANAGER

BILL OF QUANTITIES AND SPECIFICATION

FOR

SLABBERT HOUSE



ITEM No.	DESCRIPTION		QUANTITY	RATE	AMOUNT
	Proposed Renovations				
	Slabbert House				
	Human Resources				
	<u>Department</u>				
	Labour Only				
	-				
	OPEN AREA				
	<u>Timber Floors</u>				
1	Remove the major damaged timber beams				
	on floors and replace with existing intact				
	beams that will be removed from the				
	kitchen to cover the area in need.	ltom			
		Item			

2	ARCHIVE AREA Laminated Floor Grey laminate on floors size 1202 x 180 mm fixed on prepared floor with appropriate adhesive jointed.	m2	18,55		
3	Varnish All Timber Floors Prepare and Varnish all timber floors with two coats of woodoc clear varnish				
4	seal minor damages on timber floor using flexible wood sealant Imbuia.	m2 m2	255 50		
	Page 1				
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
5	Ceiling Remove damaged portion of ceiling board and replace with rhino ceiling board size 1,2 x 3m using 32mm galvinised clout nails. Rhino cover cornice size 75 x 36mm fixed on	m2	2,4		
	rhino ceiling board fixed with appropriate adhesive glue.	m	3,6		

8	Kitchen Area Kitchen Floor Remove existing timber beams on floor and replace with shutter ply 18mm 2440 x 1220 nailed with using safe top grey nails size 65mm.	m2	14,18	
9	Kitchen Cupboards Installation of new kitchen built-ins cupboards	Item		
10	Contigiences Allow an amount of R 000.00 as contigency sum	Item		R 6

			/
	Total Price Excluding		
	VAT	R	
	Add VAT (15%)	R	
	Total Price Including VAT	R	

MBD 4: DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1	Full Name of bidder or his or her representative:
3.2	Identity Number:
	Position occupied in the Company (director, trustee, er²):
3.4	Company Registration Number:
3.57	Гах Reference Number:
	/AT Registration Number:
3.7	The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
3.8	Are you presently in the service of the state? YES / NO
	3.8.1If yes, furnish particulars.
	Regulations: "in the service of the state" means to be – ember of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.12.1 If yes, furnish particulars.

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

3.9Have you been in the service of the state for the past twelve months?YES / NO
3.9.1If yes, furnish particulars
any relationship (family, friend, other) with persons
in the service of the state and who may be involved with
the evaluation and or adjudication of this bid? YES / NO
3.10.1If yes, furnish particulars.
3.11Are you, aware of any relationship (family, friend, other) between
any other bidder and any persons in the service of the state who
may be involved with the evaluation and or adjudication of this bid? YES / NO
3.11.1If yes, furnish particulars
3.12Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13 Are any spouse, child or parent of the company's directors
trustees, managers, principle shareholders or stakeholders
in service of the state? YES / NO
3.13.1If yes, furnish particulars.
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO
3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

-				
 Sig	nature	 Dat	e	
 Ca	pacity	 Na	ame of Bidder	

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$
 or $Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$

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:

$$Ps = 80\left(1 + rac{Pt-P\,max}{P\,max}
ight)$$
 or $Ps = 90\left(1 + rac{Pt-P\,max}{P\,max}
ight)$

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 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level		10		
The promotion enterprises in specific province of work to be done or services to be rendered in that province		10		
		20		

NO	Specific goal categories	Max Points Allocation	Evaluation Indicators
1	B-BBEE Status Level Contributor	10	As for BBBEE points allocation please see MBD 6.1
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10	10 Points- Located within the boundaries of the Dr Beyers Naudé Local Municipality 6 Points- Located within the boundaries of Sarah Baartman District Municipality 4 Points- Located within the boundaries of the Eastern Cape 1 Point- Outside of the boundaries of the Eastern Cape

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3.	ame of company/firm

4	.4	. (Company	registratio	on numb	nber:

4.5.	TY	PE OF	F COMPANY/ FIRM
	 - - 	One Clos Pub Pers (Pty Non Stat	tnership/Joint Venture / Consortium e-person business/sole propriety se corporation olic Company sonal Liability Company // Limited n-Profit Company te Owned Company
4.6.	cer	tify tha	dersigned, who is duly authorised to do so on behalf of the company/firm, at the points claimed, based on the specific goals as advised in the tender, the company/ firm for the preference(s) shown and I acknowledge that:
	i)	The ir	nformation furnished is true and correct;
	ii)		preference points claimed are in accordance with the General Conditions as ated in paragraph 1 of this form;
	iii)	in par	e event of a contract being awarded as a result of points claimed as shown ragraphs 1.4 and 4.2, the contractor may be required to furnish documentary to the satisfaction of the organ of state that the claims are correct;
	iv)	of the	specific goals have been claimed or obtained on a fraudulent basis or any e conditions of contract have not been fulfilled, the organ of state may, in ion 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 <i>audi alteram partem</i> (hear the other side) rule has been applied; and
		(e)	forward the matter for criminal prosecution, if deemed necessary.
			SIGNATURE(S) OF TENDERER(S)
	SURNAM DATE: ADDRES		NAME:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

ltem	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes	No
	(Companies or persons who are listed on this Database were informed		
	in writing of this restriction by the Accounting Officer/Authority of the		
	institution that imposed the restriction after the audi alteram partem		
	rule was applied).		
	The Database of Restricted Suppliers now resides on the National		
	Treasury's website(<u>www.treasury.gov.za</u>) and can be accessed by		
	clicking on its link at the bottom of the home page.		

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	z ₀
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

Signature	Date
•••••••	
Position	Name of Bidder

SBD9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:	
(Bid Number and Description)	_
in response to the invitation for the bid made by:	
(Name of Institution)	
do hereby make the following statements that I certify to be true and comple respect:	ete in every
I certify, on behalf of:	that:
(Name of Bidder)	

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

- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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

SBD9

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

•••••	•••••
Signature	Date
••••••	•••••
Position	Name of Bidder

CERTIFICATE FOR MUNICIPAL SERVICES

Information required in terms of the	DR BEYERS NAUDE'	's Supply Chain Manager	ment Policy,
Clause 32 (2) (d).			

Tender Number: BEY-SCM-495 (RE-ADVERTISEMENT) Name of the Tenderer:					
FURTHER DETA	ILS OF THE BIDDER	/S: Proprietor / Director	r(s) / Partners, etc:		
Physical Business address of the Bidder		Municipal Account Number(s)			
there is not enough sp		s, please attach the addi	itional details to the Tenc		
Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)		
Ι,		, ti	he undersigned,		
	(full name	in block letters)			
no undisputed com	mitments for munic	nis declaration form is o cipal services towards a payment if overdue for			
	S	ignature			
THUS DON	IE AND SIGNED for a	nd on behalf of the Bidde	er / Contractor		
at	on the	e day of	2024		