



CHIEF DIRECTOR: PHYSICAL RESOURCE MANAGEMENT

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SPECIFICATION

BUTTERWORTH DISTRICT OFFICE - RFQ NO:2022/07/652

Closing Date: 19 May 2023

Specification for quotation for the Appointment of a service provider for the repairs to toilets and unblocking of the sewer at Butterworth district office (old Butterworth training college)

Request for quotation for the repairs to toilets and unblocking of the sewer at Butterworth District office.

No	Description	Unit	QTY	Rate	Amount
	<u>BILL NO. 1</u>				
	<u>ALTERATIONS</u>				
	<u>Take out and remove</u>				
	<u>Sanitary Fittings</u>				
1	single ceramic flush cistern including lid and fitments	No	5		
2	White plastic heavy duty toilet seat cover	No	5		
3	Ceramic toilet pans with P-trap including connection to water supply and sewer line	No	5		
4	Ceramic wash hand basin including fitments and connection to water supply	No	5		
5	Ceramic urinal including connection to water supply	No	3		



	Glazing				
6	Panes exceeding 0,5m ² and not exceeding 2m ²	m ²	10		
7	Panes exceeding 2m ²	m ²	10		
	CARRIED FORWARD				
	<u>BILL NO.2</u>				
	<u>Plumbing and Drainage</u>				
	<u>Sanitary Fittings</u>				
1	single ceramic flush cistern including lid and fitments	No	15		
2	White plastic heavy duty toilet seat cover	No	15		
3	Ceramic pan with P-trap including connection to water supply and sewer line	No	15		
4	Ceramic wash hand basin including fitments and connection to water supply	No	15		
5	Ceramic urinal including connection to water supply	No	15		
	CARRIED FORWARD				
	<u>BILL NO.3</u>				
	GLAZING				



1	Panes exceeding 0,5m ² and not exceeding 2m ²	m ²	10		
2	Panes exceeding 2m ²	m ²	10		
CARRIED FORWARD					
<u>BILL NO.4</u>					
<u>PAINTWORK</u>					
<u>Remove all loose material and flaking by means</u>					
<u>of wire brush and wash with sugar soap, fill the</u>					
<u>cracks and sand smooth, apply one coat primer,</u>					
<u>one coat universal under coat, and two coats</u>					
<u>wall 'n All pure Acrylic PVA paint on</u>					
1	On internal walls	m ²	100		
CARRIED SUMMARY					
<u>BILL NO.5</u>					
<u>PROVISIONAL AMOUNTS</u>					
-					
<u>Plumbing And Drainage</u>					
-					
1	Allow the sum of R 100 000.00 (one hundred thousand rands) Plumbing and Drainage including piping, fittings, unblock drainage and make good	item	1	100000,00	100000,00
2	Profit of the above	item	1		



3	Attendance of the above	item	1		
5	Allow of a sum for cleaning existing toilets	item	1		
	CARRIED TO SUMMARY				AMOUNT
	<u>FINAL SUMMARY</u>				
	Preliminaries and General				
	Builders Work				
	Provisional Sums				
	Subtotal				
	<u>Contingencies</u>				
	Allow 5% for the contingencies				
	Subtotal				
	Add 15% Vat				
	Bid price				

Directorate	Name & Extension	End User/ Functionary	Signature	Date
PRM		Approved /Not Approved		



2. REQUIREMENTS / CONDITIONS

- **NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER.**
- **Quotations must reflect your Logis and CSD Supplier Number.**
- Quotations are to be valid for 60 days.
- Quotation is only valid when signed/stamped by the service provider.
- Please also sign and submit the attached declaration of interest form SBD 4
- Please indicate percentage discount (if any)
- All invoices issued must reflect unique invoice number and order number.
- Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order.
- Payment will only be affected on banking details reflected on the Centralised Supplier Database hosted by National Treasury.
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation.
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and
- **The closing date for the submission of the tender documents is 19 May 2023 at 12H00 at the tender box situated at the offices the Department of Education, Steve Tshwete Complex, Zone 6, Zwelitsha.**

- **To be completed by the Supply Chain Management Unit**
- Enquiries.....
- Telephone (040)6084284 _____ Fax (040) 608 4284 for _____



3. QUOTATIONS EVALUATION CRITERIA

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 organ of state)	Number of points Allocated (80/20 system) (To be completed by organ of state)	Number of points Allocated (90/10 system) (To be completed by the tenderer)	Number of points Allocated (80/20 system) (To be completed by the tenderer)
Woman Ownership	2	5		
Ownership with Disabilities	1	2		
Youth Ownership	3	5		
Enterprises located in the Eastern Cape Province	3	6		
Ownership by Military Veterans	1	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX



4.6. I, the undersigned, who is duly authorized 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 favorable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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



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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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