

## SASSA-19-20-CS-KZN

### INVITATION TO BID

**ACQUISITION OF OFFICE ACCOMMODATION OF 456.82m2 AND 29 PARKING BAYS FOR SASSA DANNHAUSER LOCAL OFFICE IN KWAZULU NATAL FOR THE PERIOD OF SIXTY MONTHS (5 MONTHS)**

**PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**

**VENUE : No 1 BANK STREET  
PIETERMARITZBURG**

**CLOSING DATE : 30-10-2020**

**TIME : 11:00**

**TECHNICAL ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT : Mr V Mseleku  
EMAIL : VukaM@sassa.gov.za  
TEL : (033) 846 3449**

**SUPPLY CHAIN ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT : Ms TN Cingo  
EMAIL : thabisoc@sassa.gov.za  
TEL : (033) 846 3399**

**NO BRIEFING SESSION**

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at the right time and place. NJALO!*

South African Social Security Agency  
Head Office

SASSA House • 501 Prodinza Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 •  
[www.sassa.gov.za](http://www.sassa.gov.za)

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SASSA:19-20-CS-KZN	CLOSING DATE:	30/10/2020	CLOSING TIME:	11:00
DESCRIPTION	ACQUISITION OF OFFICE ACCOMMODATION OF 456.82m <sup>2</sup> AND 29 PARKING BAYS FOR SASSA DANNHAUSER LOCAL OFFICE IN KWAZULU NATAL FOR THE PERIOD OF SIXTY MONTHS (5 YEARS)				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
NO.1 BANK STREET					
PIETERMARITZBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Thabiso N. Cingo		CONTACT PERSON	Mr Vuka Mseleku	
TELEPHONE NUMBER	033 846 3399		TELEPHONE NUMBER	033 846 3449	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	ThabisoC@sassa.gov.za		E-MAIL ADDRESS	VukaM@sassa.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE	086	NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<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		
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.					

**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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<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 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:** .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

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

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

Name of bidder.....	Bid number SASSA 19-20-CS-KZN
Closing Time.....	11:00 am 2020-10-30

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
-	Required by:	.....	
-	At:	.....	
-	Brand and model	.....	
-	Country of origin	.....	
-	Does offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	*Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)	.....	

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*Delete if not applicable**

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

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

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

Name of bidder.....	Bid number SASSA-19-20-CS-KZN
Closing Time: CLOSING TIME: 11:00	DATE: 30/10/2020

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
-	Required by:	.....	
-	At:	.....	
-	Brand and model	.....	
-	Country of origin	.....	
-	Does offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	*Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)	.....	

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**\*Delete if not applicable**

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2 Identity Number:.....

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

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
2011 146833 07

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>"State" means -

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

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

the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

**SOUTH AFRICAN SOCIAL SECURITY AGENCY- SASSA**

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number / Persal Number</b>



**4 DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

November 2011



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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

- 1.3 Points for this bid shall be awarded for:

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

- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any

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manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (*Tick applicable box*)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

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

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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
company/firm:.....

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of

contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p>
---

<p>..... <b>SIGNATURE(S) OF BIDDERS(S)</b></p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
--

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 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.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>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?  <b>(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 <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**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**

Js365bW

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Call 0800 60 10 11 / 0800 701 701**



**SBD 9****CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 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.
  - b. 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.
- 4 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.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

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**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 complete in every respect:

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

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**SBD 9**

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 consortium<sup>3</sup> 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.

<sup>3</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.

**SBD 9**

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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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

**Stamp out social grants fraud and corruption  
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# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the



RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which



may be due to him

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

*Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area*



**Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area**

*Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dunnhauser Local Office for a period of 5 (five) years in the Dunnhauser CBD Area*

## **ANCRONYMS**

<b>B-BBEE</b>	:	<b>Broad Based Black Economic Empowerment</b>
<b>BTU</b>	:	<b>British thermal unit (Air Conditioning)</b>
<b>CIDB</b>	:	<b>Construction Industry Development Board</b>
<b>CIPC</b>	:	<b>Companies and Intellectual Property Commission</b>
<b>CIPRO</b>	:	<b>Companies and Intellectual Property Registration Office</b>
<b>COC</b>	:	<b>Certificate of Compliance Certificate</b>
<b>COIDA</b>	:	<b>Compensation for Occupational Injuries and Disease Act</b>
<b>CPI</b>	:	<b>Consumer Price Index</b>
<b>EME</b>	:	<b>Emerging Micro Enterprise</b>
<b>GCC</b>	:	<b>General Conditions of Contract</b>
<b>KZN</b>	:	<b>Kwa-Zulu Natal</b>
<b>OHS</b>	:	<b>Occupational Health and Safety</b>
<b>SABS</b>	:	<b>South African Bureau of Standards</b>
<b>SANAS</b>	:	<b>South African National Accreditation System</b>
<b>SANS</b>	:	<b>South African National Standards</b>
<b>SASSA</b>	:	<b>South African Social Security Agency</b>
<b>SAPOA</b>	:	<b>South African Property Owners Association</b>
<b>SBD</b>	:	<b>Standard Bidding Documents</b>
<b>SCC</b>	:	<b>Special Conditions of Contract</b>
<b>SDL</b>	:	<b>Skills Development Levy</b>
<b>SMME</b>	:	<b>Small Micro Medium Enterprise</b>
<b>STATSSA</b>	:	<b>Statistics South Africa</b>
<b>VAT</b>	:	<b>Value Added Tax</b>

*Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area*

**1. INTRODUCTION**

- 1.1. The South African Social Security Agency (SASSA) was established in terms of Section 2 of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A statutory body in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999, as amended), which is responsible for the management, administration and payment of social assistance grants.
- 1.2. The vision for SASSA is to be a leader in the delivery of social security services. In order for SASSA to realize its objectives, amongst others, is the provision of reasonable and suitable accommodation to conduct its activities.

**2. BACKGROUND**

- 2.1. The SASSA Dannhauser local office is part of the Dannhauser Municipality in the midlands area of KwaZulu-Natal with a population of 102,161<sup>conseq2011</sup> and 20,439<sup>conseq2011</sup> household serving approximately 37,934 SASSA beneficiaries. The local office serves other areas in the Dannhauser Municipality such as Scottsburg and rural areas where SASSA does not have any office or service point.

**3. DURATION**

- 3.1. The required office accommodation is going to be for a period of five (5) years / 60 months from the date of occupation.

**4. PROJECT OBJECTIVES**

- 4.1 SASSA seeks to enter into a lease agreement with a competent and reputable landlord which has knowledge and experience in the provision of office accommodation to government entity/department.

**5. PROJECT SCOPE**

- 5.1. The service provider is required to provide office accommodation space on ground floor of 456.82m<sup>2</sup> and 29 parking bays, broken down as follows:
  - 5.1.1 Total rentable area for office accommodation on ground floor =456.82m<sup>2</sup>
  - 5.1.2 Undercover or covered lockable garages within the site = 4 bays
  - 5.1.3 Undercover or covered car parking bays within the site = 2 bays
  - 5.1.4 Undercover or covered car parking bays allocated for people living with disabilities =3 bays

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**5.1.5 Open parking for 20 bays**

**5.2. Office Accommodation for SASSA Staff**

- |   |
|---|
| <ul style="list-style-type: none"><li>✓ The service provider is expected to provide office accommodation for SASSA staff and public</li><li>✓ Office space and facility maintenance – refer to scope of requirements <b>Annexure A</b> for office space ;(page11-16)</li></ul>  |
| <ul style="list-style-type: none"><li>✓ The office space must comply with Occupational Health and Safety Requirements. The bidders are expected to attach a plan on how the office space will be refurbished/created to meet SASSA requirements within a period of 3 months. The timelines must also be clearly outlined.</li></ul> |

**6. PROJECT EXECUTION PLAN**

**6.1.** The service provider would have to make the office space compliant to SASSA's approved office layout Model for the local office (**Annexure C- page 39**). It is a requirement that the propose layout for the building tendered be submitted, as well as project plans showing how the service provider will meet the 3 months deadline.

**7. CONTRACT MANAGEMENT RESPONSIBILITIES**

**SASSA shall:**

- 7.1 Provide the successful service provider with reasonable information relating to services required as well as SASSA's approved Local Office Layout model, policies relevant to office accommodation.
- 7.2 Grant the successful service provider's staff access to SASSA's premises for ideas
- 7.3 Conduct regular compliance inspections in line with the Occupational Health and Safety, Security Requirements and all relevant Regulations.
- 7.4 Comply with the contract and Operational SLA provisions.

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**The Service Provider shall:**

- 7.5 Provide compliant office accommodation (as per bid specifications) for the period of the validity of the contract.
- 7.6 Conduct business in a courteous and professional manner.
- 7.7 Provide the necessary documentation as requested prior to the awarding of the contract.
- 7.8 Comply with all contract and Operational SLA provisions.

**8. GENERAL CONDITIONS OF THE BID**

**8.1 Format of the Bid**

- 8.1.1 Bids must be completed and submitted in line with the following:
- 8.1.2 Copies of the certified copy are not acceptable.
- 8.1.3 Bidders must initial all pages of the bid specifications.

**8.2 Adjustments to Contract**

- 8.2.1 This contract will only be adjusted on the anniversary of the contract with the approved fixed escalation agreed to by both parties.

**8.3 Discounts**

- 8.3.1 A bid proposal must reflect all discounts for any service included in the bid. It must distinguish between standard discounts, special discounts and cumulative discounts, if any. All these must be reflected separately and the conditions applicable thereto must be specified.

**8.4 Price Template**

- 8.4.1 The bidder must submit a detailed price structure. The pricing must be strictly done in line with the prescribed template (**Annexures D page 41-42**).
- 8.4.2 The price must be inclusive of VAT (if applicable). If the price is not firm for the duration of the contract, this must be indicated clearly in the price template. SASSA shall only accept the annual escalations that are aligned to the CPI.
- 8.4.3 All costs associated with this bid must be clearly stipulated on the prescribed template.
- 8.4.4 The bid proposal must clearly define ways as to how the service provider intends to assist SASSA to get value for money and make great savings.
- 8.4.5 The completed Price Template must be enclosed in a sealed envelope.
- 8.4.6 The successful bidder(s) shall enter into an agreement with SASSA.



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**9. SPECIAL CONDITIONS ( page 46-47)**

**9.1 The full list of special conditions is on page 46-47 of this document.**

**10. PRICING**

**10.1 PRICING INSTRUCTION**

NB: The bidders must complete the attached Price Template (**Annexures D page 41-42**).

The price must be inclusive of VAT (where applicable)

**11. EVALUATION CRITERIA**

**11.1 PHASE 1: ADMINISTRATIVE COMPLIANCE DOCUMENTS**

The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:

11.1.1. Tax Pin letter or Tax clearance Certificate

11.1.2. Certified Copy of Proof of Registration with CIPC (Previously known as CIPRO)

11.1.3. Occupancy Certificate

11.1.4. Electricity COC

11.1.5. Certified Copies of all Company Directors (date of certification must not be older than 6 months)

11.1.6. CSD report or MAAA number

11.1.7. Completed and signed Standard Bidding Documents (SBD):

11.1.7.1. SBD1 INVITATION TO BID

11.1.7.2. SBD4 DECLARATION OF INTEREST

11.1.7.3. SBD6.1 PREFERENCE POINTS

11.1.7.4. SBD 8 DECLARATION OF TENDERER/BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

11.1.7.5. SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

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**11.2 PHASE 2: FUNCTIONALITY CRITERIA**

Bidders must score a minimum of 60 points for functionality. Failure to score the minimum score in terms of functionality will render the bid non-responsive and the bid will not be evaluated further for price and preference points.

**Values:** 1- Poor 2-Average 3-Good 4- Very Good 5-Excellent

Functionality Criteria	Weighting	
<b>Bidders must score a minimum of 60 points on functionality. Bidders who score less than 60 points for functionality shall be disqualified and shall not be subjected to the further evaluation</b>		
<b><u>Accessibility</u></b> Property to be close to major routes and amenities 500m from taxi/bus rank Meet entrance and exit requirements Property to meet requirements for people with disabilities		
<ul style="list-style-type: none"> <li>• All of the above three 5</li> <li>• Two of the above 3</li> <li>• One of the above 1</li> </ul>		30%
<b><u>SASSA needs (suitability)</u></b>		
<ul style="list-style-type: none"> <li>• Building with green building aspect among others : Optimized Natural Ventilation, Optimize energy use, Reduce greenhouse emissions, with windows able to open and design to ensure there is through draft, while ensuring that heated or cooled air does not escape unnecessarily – 5</li> <li>• Building certification 3</li> <li>• Building partially compliant to green building 1</li> <li>• Building without the above green building aspects 1</li> </ul>		25%
<b><u>Project Plan:</u></b>		
<ul style="list-style-type: none"> <li>• Building in good condition ,(requiring minor renovations) to suit SASSA needs within 1 month 5</li> <li>• Building in a fair condition ,(requiring minor renovations) to suit SASSA needs</li> </ul>		25%

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within 2 months	3	
• Building in a poor condition ,(requiring major renovations) to suit SASSA needs within 3 month	1	
<b>Maintenance Plan</b>		
Maintenance plan for the duration of the lease agreement must be provided)		10%
• Detailed funded maintenance plan submitted	5	
• Detailed unfunded maintenance plan submitted	3	
• Detailed maintenance plan submitted	1	
• No maintenance plan submitted	0	
<b>Parking</b>		
• All 29 parking bays within the site a as per requirements	5	
• Only 22 parking bays within the site as per requirements	4	
• Only 15 parking bays within the site as per requirements	3	10%
• Only 7 parking bays within the site as per requirements	2	
• If all parking bays provided but none on site	1	
<b>Total</b>		<b>100 points</b>

### 12.3 PRICE AND PREFERENTIAL POINTS

PRICE and PREFERENCE	100 Points
Price	80
BBBEE Status Level of Contribution	20

- In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
Level 1	20

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Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant contributor	0

**Bidders other than EME's:** Original and valid B-BBEE status level verification certificate, or a certified copy thereof, substantiating their B-BBEE rating issued by Registered Verification Agency accredited by SANAS, CIPC B-BBEE certificates.

Failure to submit the B-BBEE verification certificate or a Sworn Affidavit, will assume that the bidders will not claim B-BBEE points.

**13 BID DOCUMENTS CHECK LIST:**

- 13.1 The contents of the BID/ TENDER document must be as follows, and numbered as per the numbering below, with each schedule punched, placed in a file and separated from the next schedule with a file divider.
- 13.2 Please complete the checklist below to verify your submission of the relevant documents:

Schedules	
Description Submitted	Indicate YES or NO
Tax Pin letter or Tax clearance Certificate	
Certified Copies of Company Registration (CIPC) Documents	
B-BBEE Certificate/ Sworn Affidavit	
Minimum of 3 Signed Traceable references relevant to the service (Annexure Page 18-20)	
Building compliance certificates	
Electrical Compliance certificate	

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Methodology and Project Approach	
Letter of good standing from the financial institution.	
Pricing Schedule	

#### ENQUIRIES

**For more information please contact the following persons:**

**Technical Enquiries:**

Mr. V Mseleku

(033) 846 3449 (t)

[VukaM@sassa.gov.za](mailto:VukaM@sassa.gov.za)

**Bid Enquiries:**

Ms. TN Cingo

(033) 846 3399 (t)

[ThabisoC@sassa.gov.za](mailto:ThabisoC@sassa.gov.za)

#### DEPOSIT/RETURN OF BID DOCUMENTS

- a) Telegraphic ,telephonic, telefax, facsimile ,electronic and/or late tenders will not be accepted
- b) Requirements for sealing, addressing, delivery and assessment of tenders are stated in the bid document
- c) All tenders must be submitted on the official forms,- (not to be re-typed)

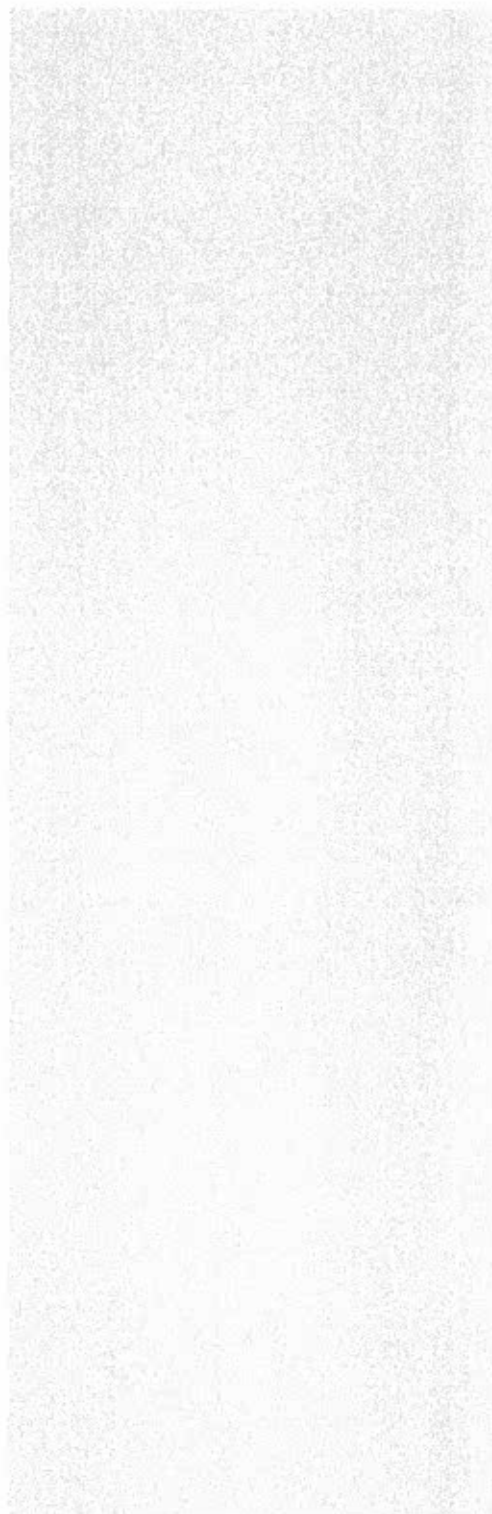
#### DEPOSITED IN THE TENDER BOX AT

SASSA BUILDING  
GROUND FLOOR (RECEPTION)  
NO 1 BANK STREE (CORNER OF PIETEMARITZ STREET AND BANK STREET)  
PIETERMARTIZBURG

*Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area*

**ANNEXURE A**

**SCOPE OF REQUIREMENTS  
LEASE OF OFFICE ACCOMMODATION**



*Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area*

## SCOPE OF REQUIREMENTS

### LEASE of OFFICE ACCOMMODATION

Interested property owners/agents who own buildings in existence of office accommodation are invited to submit an offer.

Description
The tender must be accompanied by a sketch plan that indicates;
(i) A layout plan which meets the client's need in terms of the approved space and norms. <i>(The sketch plan must be functional; the sketch plan may be redefined at a later stage at the landlord's cost).</i>
1. The floor area of rooms/offices must be indicated on the plan.
2. The minimum floor to ceiling height must be 2400mm unless otherwise specified by the lessee.
3. The sketch plan must be based on the current town planning zoning of the existing premises, municipal regulation (fire, parking, etc.) and National Building Regulations SANS10400.
Confirmation of the rentable area (issued by a registered Architect), as per SAPOA method of calculating rentable space.
Total rentable area on office accommodation ground floor = 479.55456.82m <sup>2</sup>
Covered lockable garages within the site = 4 bays
Covered car parking bays within the site = 2 bays
Covered car parking bays allocated for people living with disabilities = 3 bays
Open parking bays = 20
The zoning certificate from the local municipality for the tendered building must be provided.
Proof of ownership / sale agreement for the tendered building to be provided.
The entire building must be paraplegic friendly and fully accessible to both staff/personnel and clientele / public, taking note of attached service counters and cashier desk detail specifications and comply with SANS 10400 part S.
The building must be accessible through public transport and must be within the Umzinto CBD area
Comply with SASSA Corporate Interior Guidelines. Annexure B-1(page 2136)
Provide professional team for planning and execution of tenant installation and /or construction at the bidders account
The following applicable certifications together with the Local Authority approved tenant installation drawings to be provided prior to the occupation of the building and comply with SANS 10400 requirements including Occupational Health and Safety Act No 85 of 1993 with Regulations:
1. A Structural Engineers stability certificate.
2. A gang nail roof truss design certificate by a professional engineer (if applicable).

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3. Glazing certificate from SAGGA.
4. A SAPOA certificate.
5. An Electrical compliance certificate.
6. Plumbing certificate.
7. Firefighting equipment certificate.
8. An occupational certificate by the Local Authority.
9. Air-conditioning Certificate with regards to air velocity/fresh air, etc.
10. Entomologist Certificate.
11. A fire clearance certificate from the Local Authority / Fire dept. if the building falls under the jurisdiction of a Local Authority.
12. A fire clearance certificate from a Consulting Architect / Fire specialist if the building does not fall under the jurisdiction of a Local Authority.

**GENERAL**

In terms of an appropriate layout the following will be considered:

- (i) The provision of natural light and natural ventilation throughout the building will be an advantage.
- (ii) Buildings deep in floor plans should be provided with light wells, atriums, etc. to promote natural light and ventilation into the building.
- (iii) Ideally buildings should not be deeper in floor plan than 2 offices on either side of a passage. The offices must be provided with adequate operable windows.
- (iv) Buildings must be designed to eliminate "sick building syndrome"
- (v) Internal offices without natural lighting must be fitted with viewing panels
- (vi) Allow for 2hour fire rated doors in server and security surveillance rooms.
- (vii) Install solid door and security locks in cashier and security surveillance control rooms, including inaccessible ceilings
- (viii) The proposed accommodation must be secured. Access to the lease premises must be controlled for SASSA.
- (ix) To avoid traffic jams, ingress and egress into sites must be of a 2 way driveways or controllable.
- (x) The floor to ceiling heights must be indicated by a section through the building. Specific client's requirements must be considered in this regards, e.g., raised Judges' podium with appropriate floor to ceiling heights

**ELECTRICAL REQUIREMENTS**

Each workstation to have a network point in a three compartment trunking

Each workstation must have a dedicated socket outlet in a three compartment trunking

Each workstation must have a normal socket outlet in a three compartment trunking

The passages must have a 4 x 4 socket outlet every 15 meter in length, mounted flush on the wall

All other rooms must have a least one single socket outlet



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Staff Kitchen must have two double socket outlets
Lighting at Reception to have a minimum 500lux
Lighting in offices to have a minimum 300lux
Lighting in Passages to have a minimum 300lux
Lighting in Rest Rooms to have a minimum 100lux
Lighting in Stores to have a minimum 200lux
Lighting in Parking Area to have a minimum 75lux
All exit areas and stairways must have light fittings with a min. of 75lux
Each office /room to have a separate light switch and motion sensor
External lighting must be controlled by a photo-cell
Each floor there must be a lockable distribution board with all circuits labelled
In the event we have different clients per building/per floor then each distribution board must be metered
All dedicated socket outlets must be wired via an emergency power supply
Installation of emergency power supply must comply with the NDPW Standards
Allow for conduits and boxes for network and Telephonic cables, it will depend on the size of the building/floor area
The network and fire cabling must be in separate conduits
Supply and install an isolator per installation of split- air conditioner
The main (electrical) incoming supply must be metered and this room must be well ventilated and lockable
The load factors must be taken into account in the electrical installation
The entire electrical wiring must comply to the SANS 0412 regulation
All user manuals must be handed over to the agency representative.
The entire installation and lighting must be energy compliant. Use energy efficient equipment, fittings and applications
A Certificate of Compliance must be issued on completion of the electrical installation
Allow for emergency backup for all dedicated socket outlets and critical equipment's.
Energy efficiency plan should comply with SANS 10400 Part A,A6
<b>MECHANICAL REQUIREMENTS</b>
<b>Air Conditioning</b>
(i) All rentable office spaces shall be provided with an adequate supply of conditioned air taking into consideration particularly with respect to altitude, ambient temperatures and atmospheric conditions, insuring a safe, health and hygienic working environment.
(ii) The Air Conditioning shall generally be in accordance with SABS 1125-1977, SABS 0400 and Standard specifications.

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(iii)	Design shall be energy efficient and use "Green" refrigerant gas, such as, R410a or approved alternative.
(iv)	The Air Conditioning Plant and equipment shall be regularly maintained, serviced and kept in full working condition. A maintenance register shall be kept of all servicing & repairs undertaken on the units.
(v)	Server Room to have 2x 100% Capacity wall mounted split units for IT protection of server.
<b>Fire Automatic Detection</b>	
(1)	All office spaces shall be provided with Smoke and Fire Detection devices, installed in accordance with National Fire Regulations. The systems shall be regularly maintained, serviced and tested annually in accordance with National Fire Regulations.
<b>Fire Inert Gas Protection System for Archives and registry</b>	
(1)	Archives, Document and other Store Rooms where essential or vital documentation are kept, shall be protected by means of an Inert Gas System.
(2)	The installed inert gas system must be regularly maintained, serviced and tested annually of the entire system shall be in accordance with National Fire Regulations.
<b>Fire Protection Equipment</b>	
(1)	The entire rentable area shall be provided with Fire Extinguishers and Hose Reels which shall be regularly maintained, serviced and tested annually in accordance with the National Fire regulations.
(2)	A register of all the fire protection Equipment shall be kept and made available for inspection purposes and should be installed by South African Qualification & Certification Committee (SAQCC) compliant service provider.
<b>Fire Sprinkler Automatic System</b>	
(1)	The entire rentable space shall be provided with a fully automatic sprinkler system. This shall be regularly maintained, serviced and tested in accordance with the National Fire Regulations. Note: The control systems, water pumps etc. shall all be on alternative backup power supply and should be installed by SAQCC service provider.

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<b>Lift – Passenger (Express)</b>		
(1)	A fully operational and regularly maintained, high speed passenger lift shall provide access to the rentable areas.	
(2)	The lift shall be duly registered with the department of labour, be fully maintained in full working condition and have a complete service record for the past five (5) years with a registered lift company.	
(3)	A Service Record Book containing the details of all repairs, servicing and testing undertaken shall be kept in the lift Plant room and be available for inspection purposes.	
(4)	The lift must be blind and paraplegic friendly and be fully accessible.	
(5)	The Car shall be capable of carrying at least a loading of 1200 kg Unless otherwise specified by the Lessee.	
<b>Lift – Service</b>		
(1)	A fully operational and regularly maintained, service lift shall provide access to the rentable areas.	
(2)	The lift shall be duly registered with the department of labour, be fully maintained in full working condition at all times.	
(3)	A Service Record Book containing the details of all repairs, servicing and testing undertaken on the lift shall be kept in the lift Plant room and be available for inspection purposes.	
(4)	The Car shall be capable of carrying at least twelve (12) persons 1200 kg. Unless otherwise specified by the Lessee.	
<b>Ventilation (Forced)</b>		
(1)	The entire rentable area shall be provided with an adequate volume of fresh air. In the event that natural ventilation is insufficient, then mechanical ventilation shall be in accordance with the National Building Regulations.	

<b>Name of Bidder</b>	<b>Signature</b>	<b>Date</b>

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FORMAL BIDDING, SECURITY APPROVAL, SECURITY APPROVAL, SECURITY APPROVAL, SECURITY APPROVAL

ITEM NO.	DESCRIPTION OF WORK	UNITS	PROPOSED PRICE	ESTIMATED QUANTITY	ESTIMATED VALUE	REMARKS
	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
1	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	11	11.46	11.46	11.46	
2	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	1	9.00	9.00	9.00	
	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
3	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	4	3.00	12.00	12.00	
4	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	7	3.00	21.00	21.00	
5	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	3	3.00	9.00	9.00	
6	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	1	3.00	3.00	3.00	
7	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS	13	3.00	39.00	39.00	
8	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
9	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
10	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
11	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
12	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
13	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
14	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
15	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
16	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
17	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
18	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
19	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
20	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
21	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					
22	RECONSTRUCTION OF OFFICE ACCOMMODATION AND PARKING BAYS					

**Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area**

MINISTERIAL SOUTH AFRICAN SOCIAL SECURITY AGENCY (MINI) LOCAL OFFICE NEW ACCOMMODATION

SERIAL NO.	DESCRIPTION OF ROOM	LEVEL	PROPOSED F#	NUM PER FU	AMB	REMARKS
	TOTAL ASSIGNABLE AREA			AMB	456.82	
	NEW ASSIGNABLE AREA (SQA)				100.00	
	CIRCULATION, MAINTENANCE, UTILITY AND STRUCTURAL SPACES					
	OTHER ACCOMMODATION					
32	PUBLIC ABILITY FACILITIES - MALE			2		
33	PUBLIC ABILITY FACILITIES - FEMALE			2		
34	PUBLIC PARAPLEGIC PARAPLEGIC			1		
35	PUBLIC ABILITY - BATH CHANGE			1		
36	STAFF ABILITY MALE			2		
37	STAFF ABILITY FEMALE			2		
38	FEMALE RESTROOM			2		
39	PARAPLEGIC			1		
40	SECURITY ROOM			1		
	PAVING					
41	LOCK UP GARAGE			4		
42	PARKING BAYS - COVERED			2		
43	PARKING BAYS			20		
44	PARAPLEGIC PARKING BAYS			5		
	TOTAL SUBSIDISED AREA				227.00	
	TOTAL SUBSIDISED LETTABLE AREA FOR LEASE PURPOSES				456.82	

COMPILED BY  
NAME: [Signature]  
DATE: 27/04/2018

CHECKED BY  
NAME: [Signature]  
DATE: 2018-06-25

CONFIRMED ACCOMMODATION PARTICULARS AND SPACE GUIDELINES APPLIED ACCORDING TO GAZETTE NO 2786 DATED 10 SEPTEMBER 2010  
VERIFIED BY: [Signature]  
NAME: [Signature]  
DATE: 27/04/2018

RECEIVED BY: [Signature]  
DIRECTOR: ADM  
NAME: S. MOCORO  
DATE: 27/04/2018

Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area



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SASSA SPECIFIED ACCOMMODATION SCHEDULE 2 (To be completed and attached to the UOR Application to award accommodation requests)		
1.	USER DEPARTMENT:	South African Social Security Agency
2.	ACCOMMODATION REQUIREMENT:	Mark with X if applicable
2.1.	New	X
2.2.	Additional	
2.3.	Alternative	
2.4.	Renewal	
2.5.	Removal and additional	
2.6.	Alterations to existing accommodation	
Specify:		
3.	ESTIMATED TIMEFRAME:	
3.1.	Recommended Lease Period:	5 Years
3.2.	Proposed Occupancy Date:	1 April 2020
4.	ACCOMMODATION TYPE:	Mark with X where applicable
4.1.	Office	X
4.2.	Parking (open, under-cover, lockable, secured)	X
4.3.	Functional	
4.4.	Residential	
4.5.	Storage	
4.6.	Other	
Specify: Three - 4 lockable and 25 open 2 undercover parking & 3 paragraphs		
5.	PREFERRED LOCATION: (TOWNSUBURB)	URBAN (U) or RDN
5.1.	LOCALITY	Mark with X where applicable
5.1.1.	Central	X
5.1.2.	Decentralised (Outside of Town)	
5.1.3.	Industrial	
5.1.4.	Residential	
5.1.5.	Township	
5.1.6.	Farm	
5.1.7.	Other	

Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area

**TABLE 1: SUMMARY OF PROPOSED OFFICE ACCOMMODATION AND PARKING BAYS**

ITEM NO.	DESCRIPTION OF ITEM	LEVEL	PROPOSED NO.	AREA (M <sup>2</sup> )	REMARKS
<b>TOTAL PROPOSED AREA</b>					
<b>PROPOSED OFFICE ACCOMMODATION</b>					
1	RECEPTION		11	35.00	
2	ADMINISTRATIVE		5	15.00	
3	TRAINING ROOM		1	30.00	
4	MEETING ROOM		2	30.00	
5	CONFERENCE ROOM		2	30.00	
6	RESTROOM		2	15.00	
7	STORAGE ROOM		1	15.00	
8	STORAGE ROOM		1	15.00	
9	STORAGE ROOM		1	15.00	
10	STORAGE ROOM		1	15.00	
11	STORAGE ROOM		1	15.00	
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41	STORAGE ROOM		1	15.00	
42	STORAGE ROOM		1	15.00	
43	STORAGE ROOM		1	15.00	
44	STORAGE ROOM		1	15.00	
45	STORAGE ROOM		1	15.00	
46	STORAGE ROOM		1	15.00	
47	STORAGE ROOM		1	15.00	
48	STORAGE ROOM		1	15.00	
49	STORAGE ROOM		1	15.00	
50	STORAGE ROOM		1	15.00	

**TABLE 2: SUMMARY OF PROPOSED OFFICE ACCOMMODATION AND PARKING BAYS**

ITEM NO.	DESCRIPTION OF ITEM	LEVEL	PROPOSED NO.	AREA (M <sup>2</sup> )	REMARKS
<b>TOTAL PROPOSED AREA</b>					
<b>PROPOSED OFFICE ACCOMMODATION</b>					
1	RECEPTION		11	35.00	
2	ADMINISTRATIVE		5	15.00	
3	TRAINING ROOM		1	30.00	
4	MEETING ROOM		2	30.00	
5	CONFERENCE ROOM		2	30.00	
6	RESTROOM		2	15.00	
7	STORAGE ROOM		1	15.00	
8	STORAGE ROOM		1	15.00	
9	STORAGE ROOM		1	15.00	
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40	STORAGE ROOM		1	15.00	
41	STORAGE ROOM		1	15.00	
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43	STORAGE ROOM		1	15.00	
44	STORAGE ROOM		1	15.00	
45	STORAGE ROOM		1	15.00	
46	STORAGE ROOM		1	15.00	
47	STORAGE ROOM		1	15.00	
48	STORAGE ROOM		1	15.00	
49	STORAGE ROOM		1	15.00	
50	STORAGE ROOM		1	15.00	

Prepared by: [Signature] Date: 20.10.11  
 Checked by: [Signature] Date: 21.10.11  
 Approved by: [Signature] Date: 22.10.11

**Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area**



OFFICE ACCOMMODATION REQUIREMENTS		
1. DEPARTMENT	South African Social Security Agency	
2. ACCOMMODATION REQUIREMENT		Mark with X if applicable
2.1. New		X
2.2. Additional		
2.3. Alternative		
2.4. Renewal		
2.5. Renewal and additional		
2.6. Alterations to existing accommodation		
Specify:		
3. ESTIMATED REQUIREMENT		
3.1. Accommodated Units/Period	5 Years	
3.2. Proposed Occupancy Rate	1 Month/Year	
4. ACCOMMODATION TYPE		Mark with X where applicable
4.1. Office		X
4.2. Parking (open, under-cover, lockable, reserved)		X
4.3. Purchased		
4.4. Rented/Leased		
4.5. Storage		
4.6. Other		
Specify: Type - 4 lockable and 14 open/2 under-cover parking & 1 ramp/stair		
5. PROPOSED LOCATION (Town/Village) / MUNICIPALITY IN USE		
6. LOCALITY		Mark with X where applicable
6.1.1. Central		X
6.1.2. Dispersed (Outside of Town)		
6.1.3. Industrial		
6.1.4. Residential		
6.1.5. Township		
6.1.6. Farm		
6.1.7. Other		



**Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area**

LIST OF SPECIFICATIONS ACCOMMODATION (SASSA) LTD.		
Item	DESCRIPTION	Mark with X where applicable
6	BUILDING SPECIFICATIONS	
6.1	Building building (stand alone)	X
6.2	Multi-storied	X
6.3	Ground floor	X
6.4	Other	
7	USER SPECIFIC REQUIREMENTS: * Specifications to be included unless indicated	
7.1	SECURITY MEASURES	
7.1.1	None specified	
7.1.2	Advanced security (Refer to form)	SASSA will provide its Security Measures. SECURITY MEASURES, CCTV CAMERA SURVEILLANCE SYSTEMS & Burglar proofing to be provided for by the landlord
7.1.3	Specialised security (Refer to form)	
7.2	ELECTRICAL & MECHANICAL (SPECIFY)	
7.2.1	Energy efficient	X
7.2.2	Generator	X
7.2.3	Other Water Reservoir	X
7.3	ACCESSIBILITY (SPECIFY)	
7.3.1	Provision to specific services provided (specify)	Refer other State Departments such as Home Affairs, Social Development and others.
7.3.2	Near to public transport nodes (specify)	TAJ/TCB BASH
7.3.3	Facilities for people with disabilities (specify) (Pre-emptive responsive bid advised)	Handicap ramps for people with disability. Accessible facilities for paraplegic people
7.4	Corporate Image/brand/Partnership (specify)	SASSA CORPORATE IMAGE INTERNAL
8	Additional comments:	None

SIGNATURE OF AUTHORIZED OFFICER OR OFFICIAL

11/06/2019  
DATE

Acquisition of office accommodation of 456.82m<sup>2</sup> and 29 parking bays for the SASSA Dannhauser Local Office for a period of 5 (five) years in the Dannhauser CBD Area

USER SPECIFIED ACCOMMODATION SCHEDULE (To be completed and attached to the State Department to assist accountants in Council)		
6	<b>BUILDING SPECIFICATIONS:</b>	
6.1	Cellular building (stand alone)	Mark with X where applicable X
6.2	Multi-tenanted	X
6.3	Ground floor	X
6.4	Other	X
7	<b>USER SPECIFIED REQUIREMENTS: * Specifications to be attached (where available)</b>	
7.1	<b>SECURITY MEASURES</b>	
7.1.1	Grade (specify)	SASSA will provide its Security Measures
7.1.2	Advanced (specify) (Client to fund)	SECURITY GATES, CCTV CAMERAS, METAL DETECTORS & Burglar guards (might be provided for by the landlord)
7.1.3	Specialised (specify) (Client to fund)	
7.2	<b>ELECTRICAL &amp; MECHANICAL (SPECIFY)</b>	
7.2.1	Energy efficiency	X
7.2.2	Generators	X
7.2.3	Other - Water Reservoir	X
7.3	<b>ACCESSIBILITY: (SPECIFY)</b>	
7.3.1	Proximity to specific service providers (specify)	Near other State Departments such as Home Affairs, Social Development and others.
7.3.2	Near to public transport nodes (specify)	TAXI/BUS RANK
7.3.3	Facilities for people with disabilities (specify) (Pre-requisite responsive bid criteria)	Handicap Ramps for people with disability Ablution facilities for paraplegic people
7.4	Corporate Image/brand Slogans (specify)	SASSA CORPORATE IMAGE INTERNAL
8	Additional comments:	None

M. Shanyika  
SIGNATURE OF ACCOUNTING OFFICER  
OR DELEGATED OFFICIAL

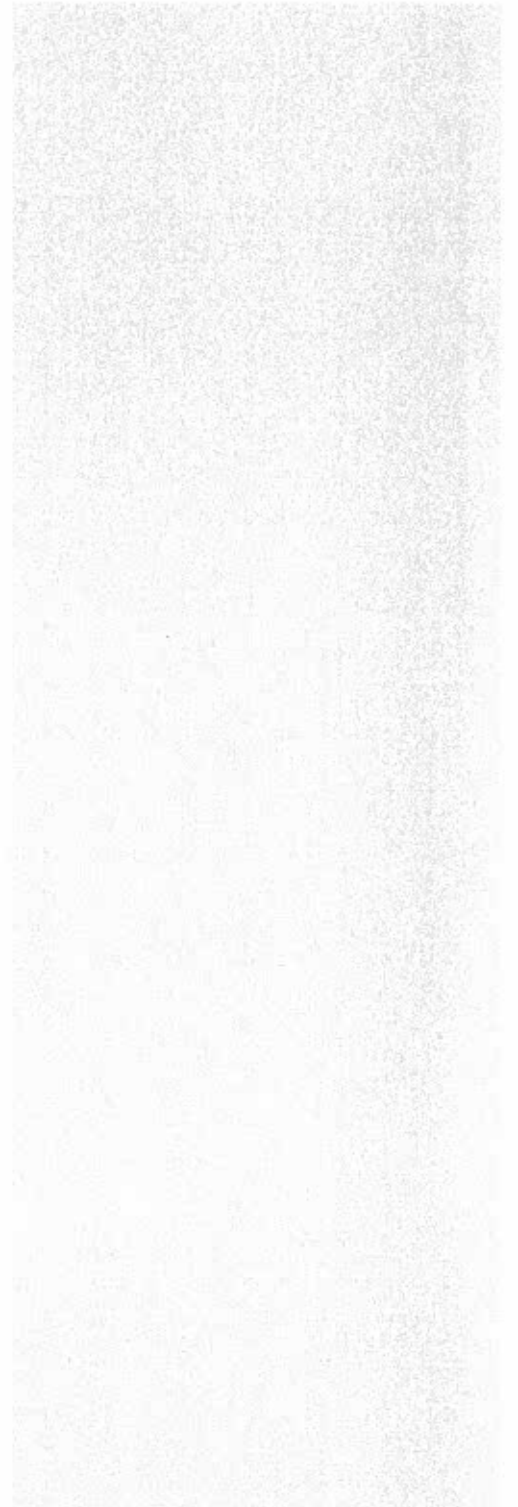
11/06/2018  
DATE

*Acquisition of office accommodation of 479,55156,82m<sup>3</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

**Annexure B-1**

**SASSA INTERIOR GUIDELINES FINISH**

**Bidder's Initials.....**



Acquisition of office accommodation of 479,56156,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



CORPORATE INTERIOR GUIDELINES

*paying the right social grant, to the right person,  
at the right time and place. NJALO!*

**Bidder's Initials.....**

Acquisition of office accommodation of 429.55-156.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



USE OF COLOUR FORMAT



Whenever possible the corporate signature should appear in black or blue. We are a sign of a colorful organization and our logo represents that in all instances. Therefore we would like to turn our systems of blue and therefore we would like to see our logo in blue or black. Note that the full color logo is to go back on a white background only. In situations where we are faced with a colour background, we then use the SASSA logo reversed on to a set of our colour palette.

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY RESPONDS IN THIS ELECTRONIC

Bidder's Initials.....

Acquisition of office accommodation of 474,551,56,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



USE OF COLOUR FORMAT



Whenever you see the corporate logo, you must use it as it is. We are a brand and we are proud of our logo. It represents the values of the agency. Therefore, we would like to see it as it is, and wherever we would like to see our logo on most items. However, the logo can be used on a white background or a black background when we are faced with a color background, we then use the logo as it is, but with a white background.

SOUTH AFRICAN SOCIAL SECURITY AGENCY (Pty) Ltd. 2014

Bidder's Initials.....

Acquisition of office accommodation of 474.55/156.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



### OFFICE INTERIOR



In preparing a professional design, it is important to first create a work environment that allows performance and productivity, a work environment that allows for the best use of space is essential. Our design process follows Fitts's Law and is based on the premise that the most efficient way to use space is to use it in a way that is most effective for the environment it is being used in.

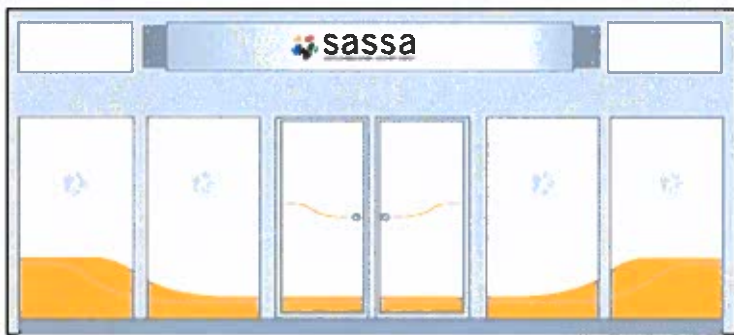
South African Social Security Agency Corporate Interior Division

**Bidder's Initials.....**

Acquisition of office accommodation of 479.55-156.87 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



SHOP FRONTS  
FRONT ELEVATION

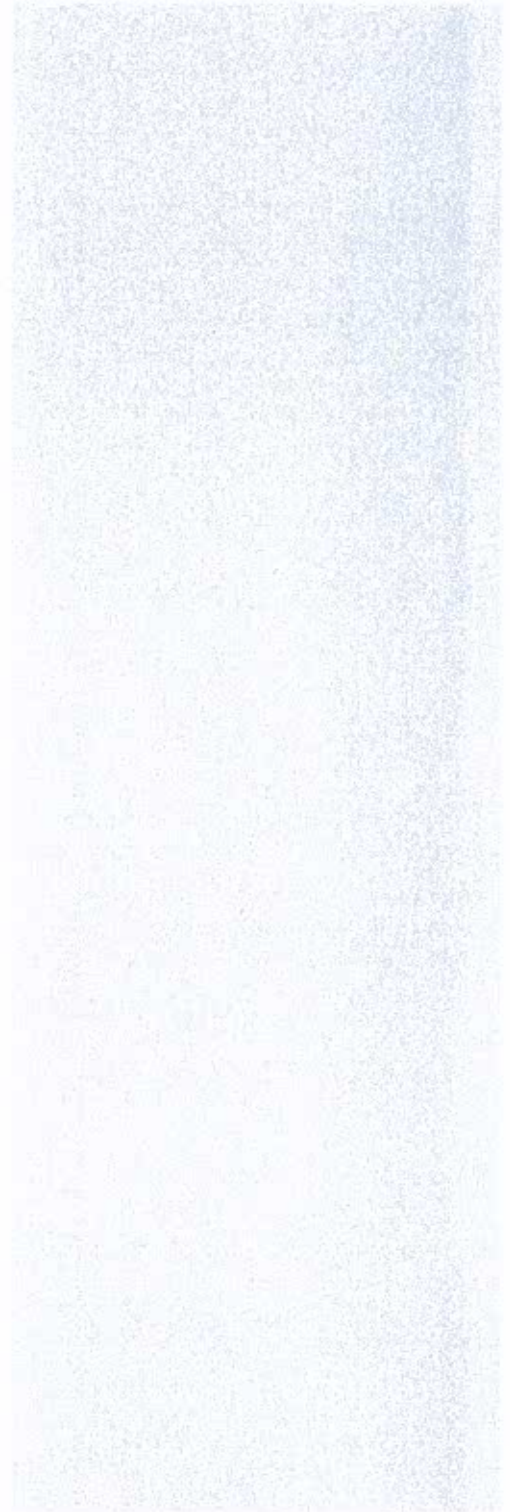


The shopfront elevation is just an example of a typical front elevation and does not represent a final design. The elevation frame work of the shopfronts to be provided must be made in metal or wood. If shopfronts are needed, it may refer to the national aluminium or other codes. The frame must however be in the dimensions shown on this plan. It should be made with a frame and air secondary curve, as indicated on the plan.

SOUTH AFRICAN SOCIAL SECURITY AGENCY CORPORATE BRANDING GUIDELINES



**Bidder's Initials.....**



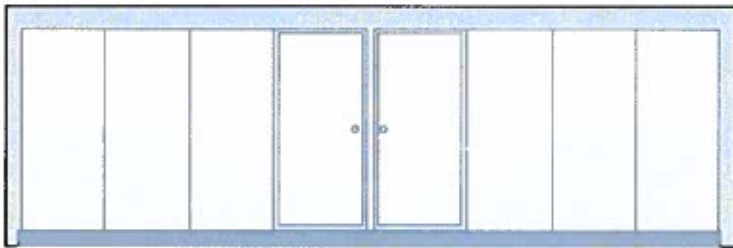


Acquisition of office accommodation of 470.55456.8 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



**GLASS BOARDROOMS**

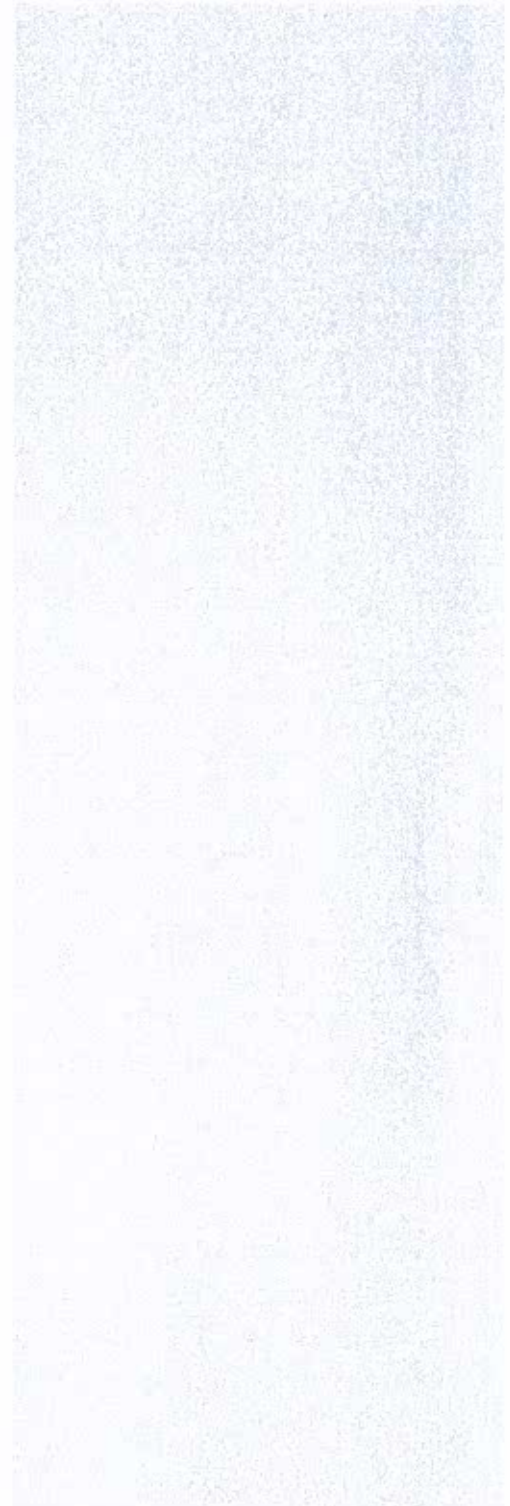
FRONT ELEVATION



This is an example of how our secondary curve graphic works as a separator. Also it goes into detail within the boardroom a lot of privacy and it's important to keep an open concept. Through the use of glass boardrooms, it is ideal to a limited level which is laminated onto the glass surface. The use of glass creates a dynamic environment, the concept of being transparent, creating the vision of a dynamic environment.

SOUTH AFRICAN SOCIAL SECURITY AGENCY CORPORATE & CLIENT SERVICES

**Bidder's Initials.....**



Acquisition of office accommodation of 474.55/156.87 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



**CARPETS**



All carpets to be carpeted with 100% 8,33mm Nilpates Red Granite Particle Part 220 (600). The colour of the carpet has been chosen to adhere to any other carpet in use at the same time being non-marking and durable. They are to be utilised in high volume area especially reception areas.

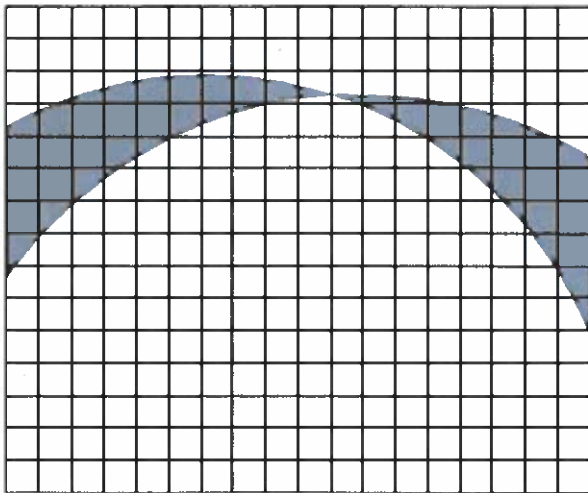
SASSA: SOUTH AFRICAN SOCIAL SECURITY AGENCY

Bidder's Initials.....

Acquisition of office accommodation of ~~470.55~~ 156.82 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



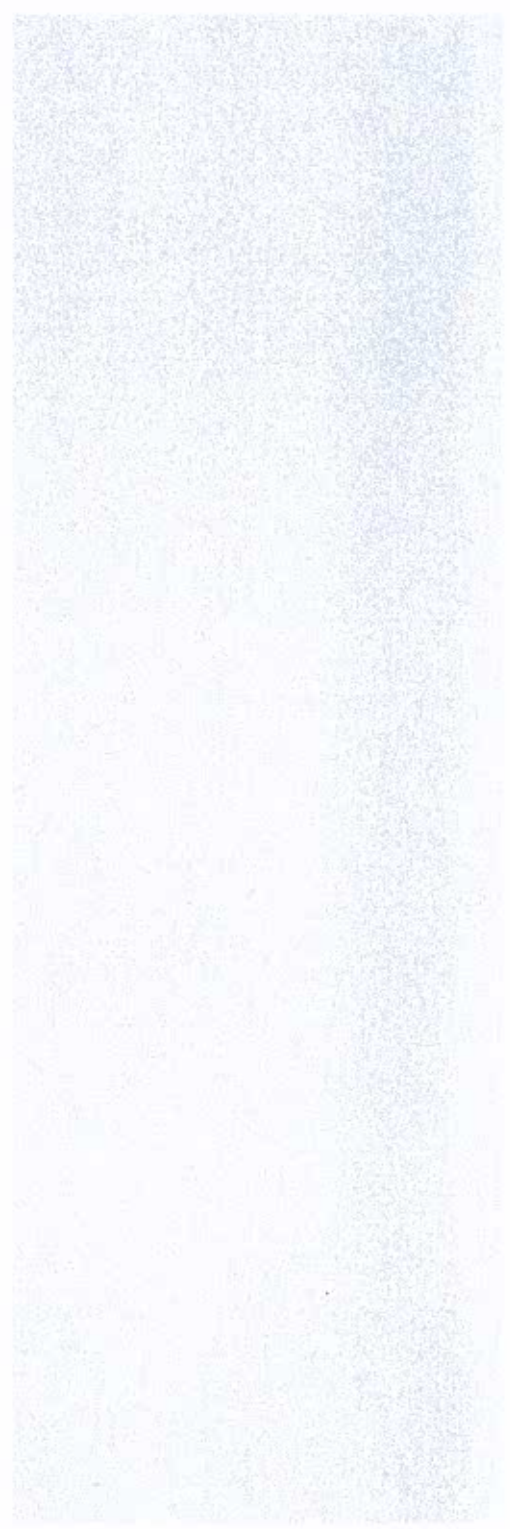
**FLOOR PATTERN**  
PUBLIC AREAS



Insert a 1:1 measurement under a colour like that to assist in our future ASD E general floor plan. The file are shared in the project area where our client request our permission. They are not available on a copy to help you will note that our drawing curve design is used instead, to enhance the space provided.

SOUTH AFRICAN SOCIAL SECURITY AGENCY CORPORATE BRAND GUIDELINES

**Bidder's Initials.....**



**Acquisition of office accommodation of 479,554,56,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area**



**FLOORS**

**TOILETS**



All toilets are to be tiled with 300 x 200 x 2.5 Marble Effect Beige (March Porcelain CERES) Over approved pedestal (not fixed to wall) everywhere with the Manufacturer's waterproofing. The types of tiles are required for use in the toilet and kitchen areas. They are easy to clean and sanitary, making them perfect for areas where hygiene may be a factor. They must also match the floor tile of the adjacent areas. Tiles are a very important part of our Internal Fit-out. Beige and Dark Brown Tiles are placed on the wall and ceiling for a dramatic contrast in a lot of kitchen areas.

**SKIRTINGS**



Timber Skirting and a wood-grained skirting in Corian® sections or 25mm Maple skirting painted with a 90% or greater gloss, 1200 x 200mm skirting is suitable for our classrooms. It is a very important detail to take in the overall design appearance. The skirting has been designed with a tongue to match the counters and base, and incorporate an aluminium runner to match the door skirting and floor. It has also been designed to provide a clean finish to the wall.

No skirting in toilets.

SOUTH AFRICAN SOCIAL SECURITY AGENCY CORPORATE WATERMARK LOGO

**Bidder's Initials.....**

Acquisition of office accommodation of 470.55/56.82 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



**CEILING**

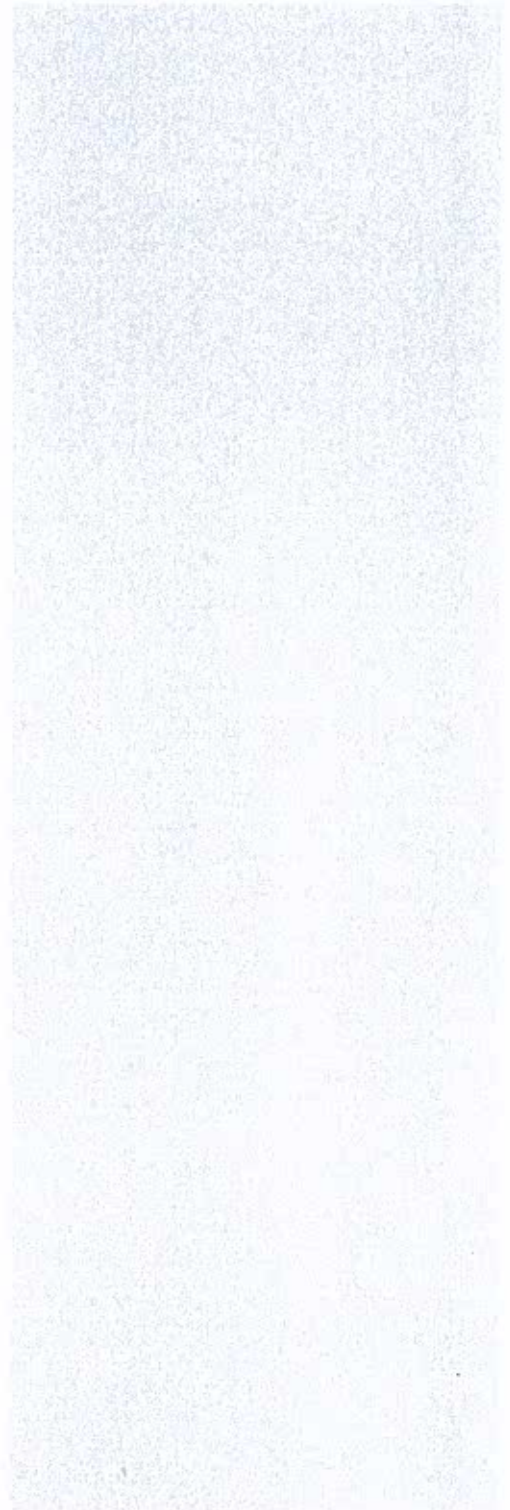


The Bidder shall be responsible for the removal of any existing ceiling and the installation of the new ceiling to be provided with the PAU panel. Suspended ceiling to be made up of a height of 2.27 m from the finished floor level to a maximum clear height for the ceiling height. Consistent to a floor height of 2.4 m above the finished floor level. The suspended ceiling shall be made up of the following specifications:

SOUTH AFRICAN SOCIAL SECURITY AGENCY, DEPARTMENT OF LABOUR, REPUBLIC OF SOUTH AFRICA



**Bidder's Initials.....**



Acquisition of office accommodation of 479,554,87m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



### WALLS



  
Plecoan  
Rice Paper  
VZL 45

  
Micortex  
Kabineri  
BBO 3110

Interior walls are to be painted with Plecoan Rice Paper VZL 45, exterior walls are to be painted with Micortex Kabineri BBO 3110.

QUALITY ASSURANCE THROUGH REGULAR MONITORING AND TESTING

**Bidder's Initials.....**

Acquisition of office accommodation of 479,55156,87m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



### DOORS

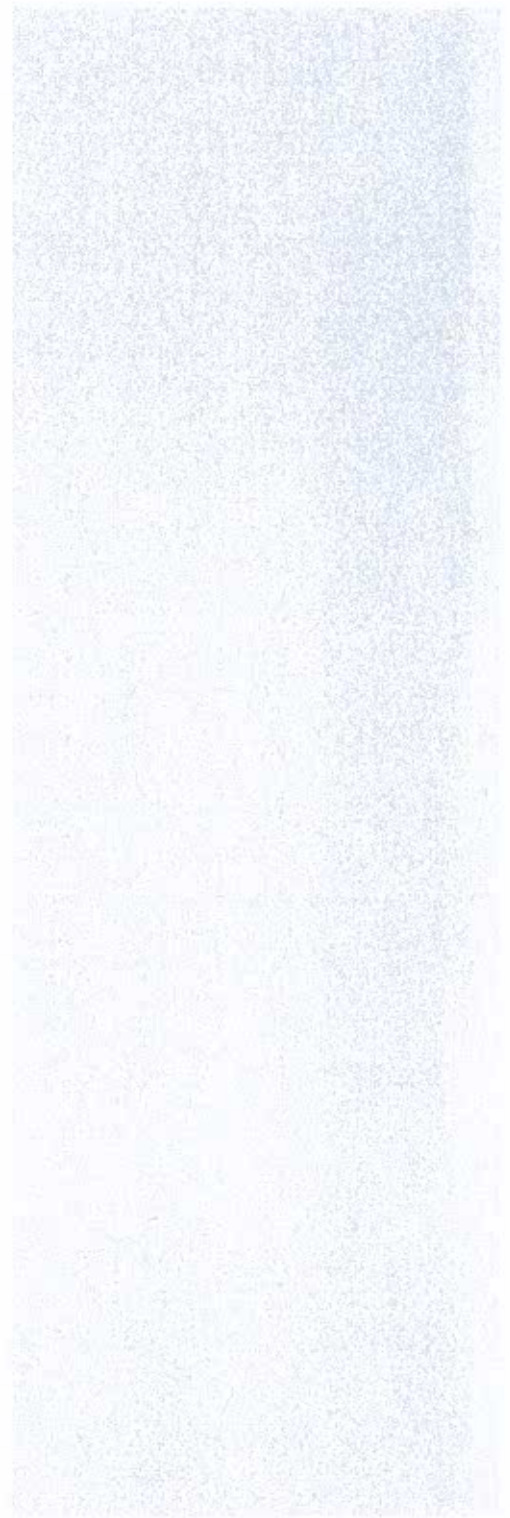


Doors are to be 2100 x 2075 mm. Glass partitioned doors have aluminium frame. Door handle and lock will have ergonomic lock with anti-collision plate handle. Steel door frame to be painted high gloss enamel paint (S.T. Doors to be painted eggshell enamel paint 5247

DOORS TO BE 2100 X 2075 MM. GLASS PARTITIONED DOORS HAVE ALUMINIUM FRAME. DOOR HANDLE AND LOCK WILL HAVE ERGONOMIC LOCK WITH ANTI-COLLISION PLATE HANDLE. STEEL DOOR FRAME TO BE PAINTED HIGH GLOSS ENAMEL PAINT (S.T. DOORS TO BE PAINTED EGGSHELL ENAMEL PAINT 5247



Bidder's Initials.....



Acquisition of office accommodation of 479.55/56.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



### LIGHTING



Lighting intensity to be a minimum 300 Lux on tables and 100 Lux on walls, a maximum of ceiling of 100 Lux to avoid glare. Light fittings with protective covers.

SOUTH AFRICAN SOCIAL SECURITY AGENCY - UMSINDELEZI

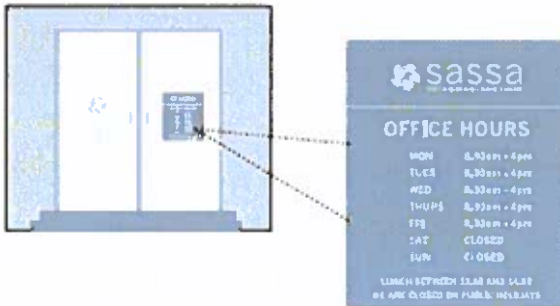
**Bidder's Initials.....**



Acquisition of office accommodation of 470,554 56,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



**BUSINESS HOURS DECALS**



\*The business hours decal appears on the entrance door.

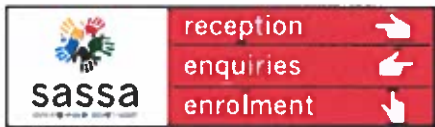
SOUTH AFRICAN SOCIAL SECURITY AGENCY - EMPLOYEE INFORMATION SYSTEMS

**Bidder's Initials.....**

Acquisition of office accommodation of 474,55156.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



### INDICATORS



A list of approved suppliers are available from the Department Head Office.

South African Social Security Agency Corporate Brand Guidelines

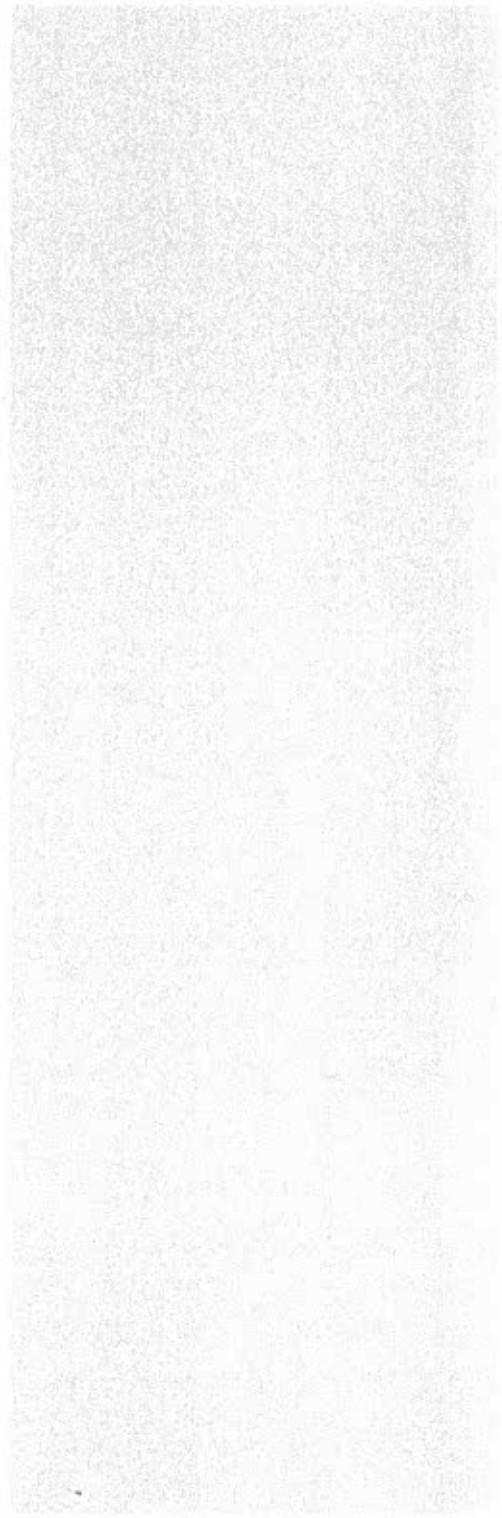
Bidder's Initials.....

*Acquisition of office accommodation of 479,55156,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

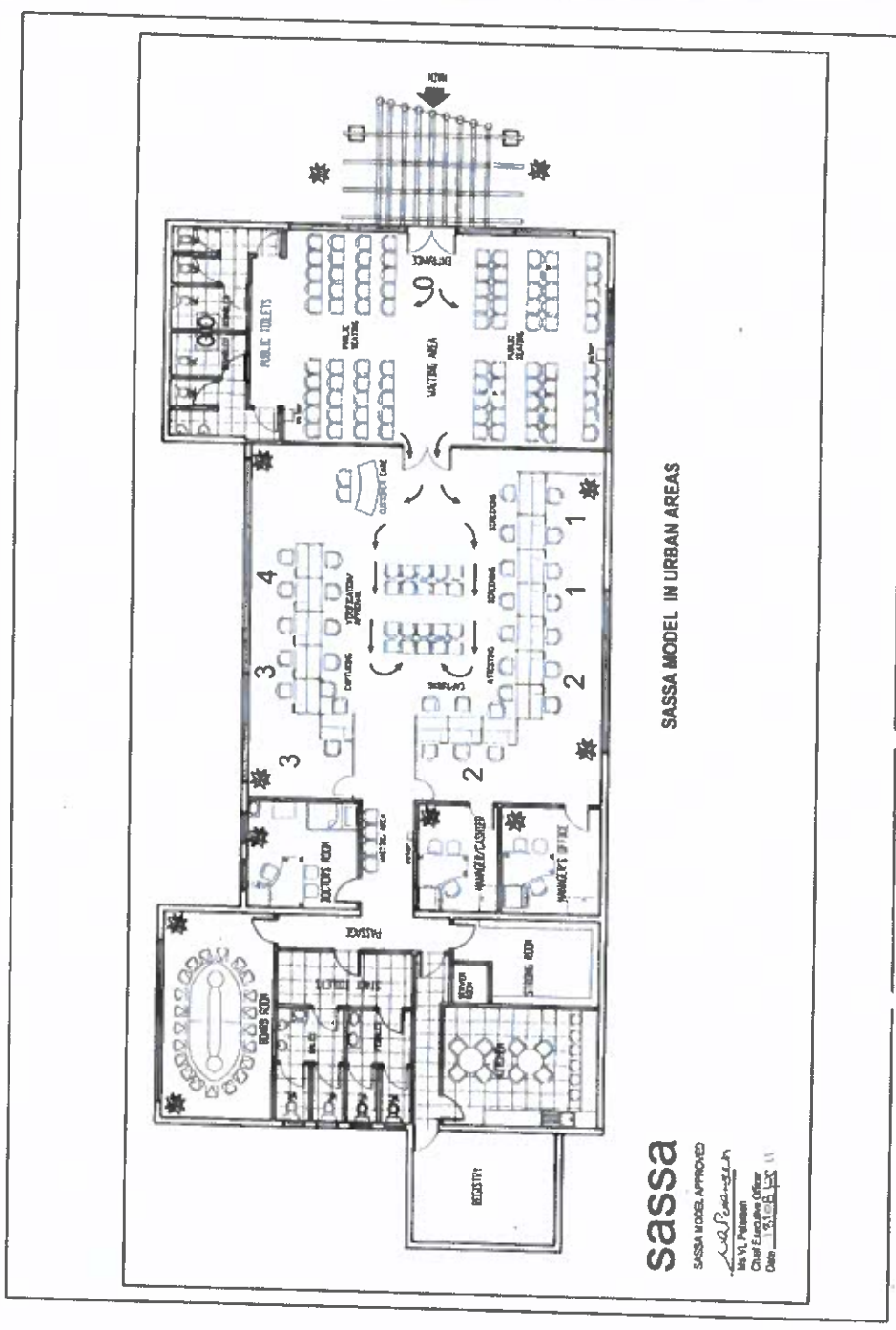
**Annexure C**

**SASSA's approved office layout Model for the local office**

**Bidder's Initials.....**



Acquisition of office accommodation of 479,554.16.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area



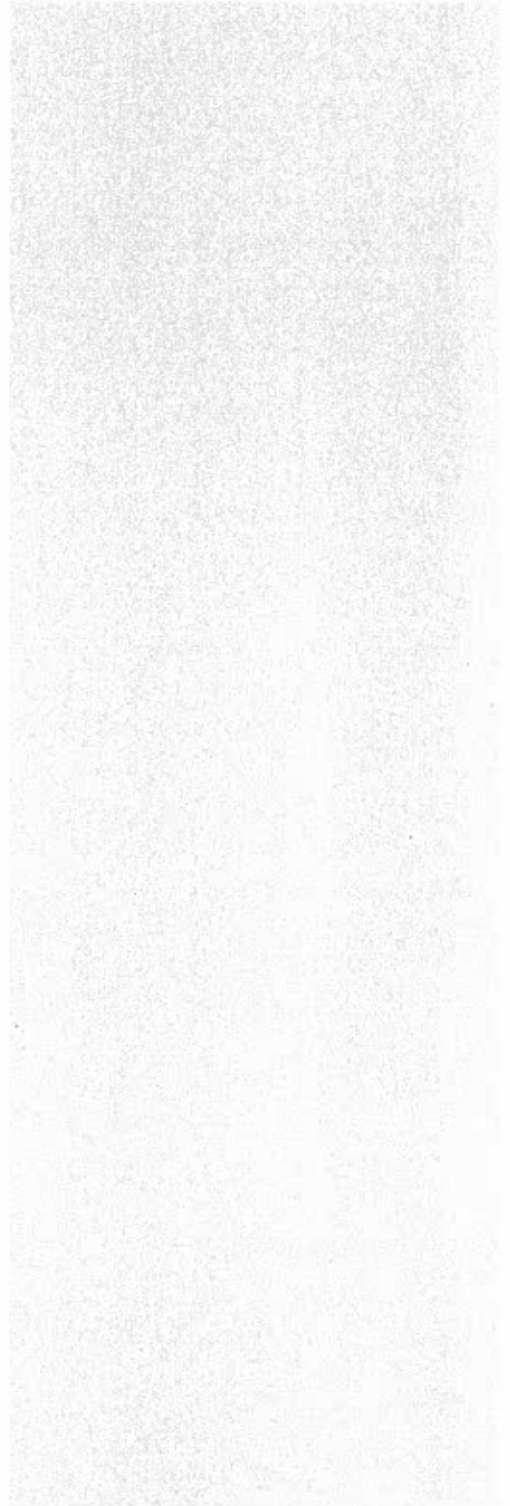
Bidder's Initials.....

*Acquisition of office accommodation of 479,55456.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

**Annexure D**

**Price Template**

**Bidder's Initials.....**



Acquisition of office accommodation of 479.55 (56.8) m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area

**SCHEDULE-3: BID OFFER – OFFICE ACCOMODATION**

<b>Bid no:</b>		<b>Closing Date:</b>	
<b>Advertising date</b>		<b>Validity period:</b>	90 Days

**1. ACCOMMODATION PARTICULARS**

<b>Name of building</b>	
<b>Area of building</b>	
<b>Market value of building</b>	
<b>Municipal valuation of building</b>	
<b>Gross floor area of accommodation</b>	m <sup>2</sup>
<b>Date of accommodation may be occupied</b>	
<b>Commencement date of lease</b>	
<b>Lease period</b>	
<b>Option period</b>	

**2. RENTALS (OFFICES AND PARKING)**

	<b>Offices</b>	<b>Parking</b>
<b>Lettable Area</b>	m <sup>2</sup>	
<b>Parking bays - covered</b>		
<b>Parking bays - open</b>		
<b>Rental per month</b>	R	R
<b>VAT per month</b>	R	R
<b>Total per month</b>	R	R
<b>Tariffs</b>	R /m <sup>2</sup>	R each
<b>VAT</b>	R /m <sup>2</sup>	R each
<b>Total (1)</b>		
<b>Escalation Rate</b>		
<b>Operating costs (provide details on what costs entail)</b>	R /m <sup>2</sup>	
<b>VAT</b>	R /m <sup>2</sup>	
<b>Total (2)</b>	R /m <sup>2</sup>	
<b>Escalation Rate</b>	%	
<b>Total (1+2)</b>	R /m <sup>2</sup>	R each
<b>Alteration cost for Lessor</b>	R	

**Bidder's Initials.....**

Acquisition of office accommodation of 479,55456,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area

**3. RESPONSIBILITIES**

Note: SASSA is not prepared to accept responsibility for services or costs involved as per the grey areas (indicate where applicable)

3.1 Services	SASSA	LESSOR	Estimated cost per month
3.1.1 Water consumption			
3.1.2 Electricity consumption			
3.1.3 Sanitary services			
3.1.4 Refuse removal			
3.1.5 Domestic cleaning services			
3.1.6 Consumable Supplies			
3.2 Maintenance	SASSA	LESSOR	Estimated cost per month
3.2.1 Internal maintenance			
3.2.2 External maintenance			
3.2.3 Garden (if applicable)			
3.2.4 Air-conditioning			
3.2.5 Lifts			
3.2.6 Floor covering: Normal wear			
3.3 Rates and Insurance	SASSA	LESSOR	Estimated cost per month
3.3.1 Municipal rates and Increases			
3.3.2 Insurance & Increases			
3.3.3 SASRIA insurance +increase			
3.4 Other Responsibilities	SASSA	LESSOR	Estimated cost per month
3.4.1 Contract Costs			
3.4.2 Stamp Duty			
3.4.3 Firefighting equipment			
3.4.4 cost of alterations			

Note: SASSA is not prepared to accept responsibility for services or costs involved as per the grey areas (indicate where applicable)

Does the building comply with the National Building Regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**4. NATIONAL BUILDING REGULATIONS:**

Electricity Compliance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Regulation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Accessibility Regulation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Health and Safety Regulation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of owner /dully Authorised	Signature
Date	

Bidder's Initials.....

*Acquisition of office accommodation of 479,55456.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

representative		
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**Annexure E**

**LIST OF RETURNABLE DOCUMENTS**

**Bidder's Initials.....**



Acquisition of office accommodation of 479,55456,8 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area

**SCHEDULE 1: LIST OF RETURNABLE DOCUMENTS**

<b>Description</b>	Acquisition of Office Accommodation of 479,55456,8 m <sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area		
<b>Property Manager</b>		<b>Bid / Quote no:</b>	

**THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name	Number of Pages	Returnable Document
SBD-1 : Notice and Invitation to Bid	7 pages	✓
Schedule-1: List of Returnable Documents	1 pages	✓
Special Conditions of Contract	1 page	✓
SBD-3.1 : Pricing ( correct naming)	2 pages	✓
SBD-4 :Declaration of Interest	5 pages	✓
SBD-8 :Bidder's Past Supply Chain Management Practice	5 pages	✓
Form-1: Resolution of board of Directors	2 pages	✓
Form-2:Resolution of Board of Directors to Enter into a Consortia or Joint Venture	2 pages	✓
Form-3: Special resolution of consortia or Joint Venture	3 pages	✓
Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	6 pages	✓
SBD-6.1:		✓
SBD-9: Certification of Independent Bid Determination	4 pages	✓
Schedule-3: Bid Offer – Office Accommodation	3 pages	✓
Compliance with all the Acts, Regulations and By-laws Governing the Built environment Certificate Annexure Page 46	1 page	✓

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**BIDDERS SIGNATURE**

<b>Name of Bidder</b>	<b>Signature</b>	<b>Capacity</b>	<b>Date</b>

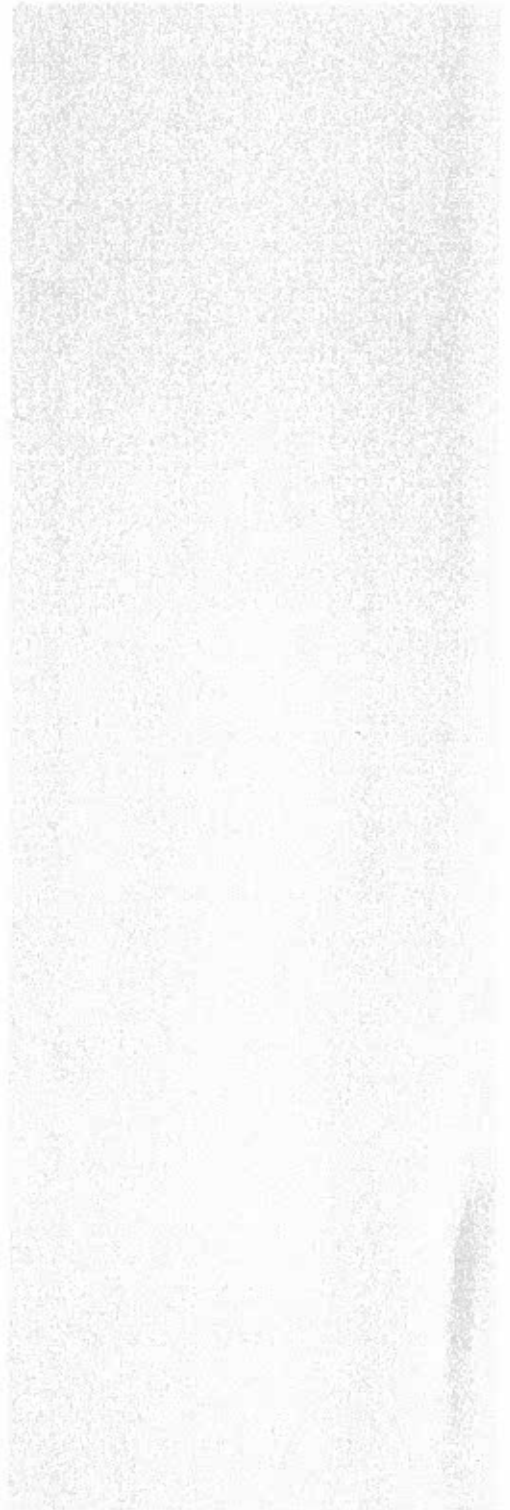
**Bidder's Initials.....**

*Acquisition of office accommodation of 479,55456.82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

**Annexure F**

**SPECIAL CONDITIONS**

**Bidder's Initials.....**



*Acquisition of office accommodation of 474,554,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

**SPECIAL CONDITIONS OF CONTRACT**

<b>Bid no:</b>		<b>Closing Date:</b>	
<b>Advertising date</b>		<b>Validity period:</b>	90 Days

1. Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered
2. The only or lowest offer will not necessarily be accepted
3. SASSA is the sole adjudicator of the suitability of the accommodation for the purposes for which it is required. The Agency's decision in this regard will be final.
4. The bidder must have an existing building which should be ready for occupation within 3 months after contract signed.
5. It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended. **An occupancy certificate to this effect must be issued.**
6. Drawings/Architects' plan of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document and SASSA's Approved Local Office Layout Model.**
7. Lettable areas have to be determined in accordance with the South African Property Owners Association (SAPOA) method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted
8. The commencement date from which rental will be payable or the lease shall begin is subject to the approval of SASSA.
9. The lease agreement and payment will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
10. **No bids sent by facsimile will be accepted**
11. The bid form must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.
12. The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of SASSA in accordance with the norm document and/or specified and minimum requirements.
13. SASSA reserves the right to invite bidders that progressed to the functional evaluation phase to present their proposals to the relevant Bid Evaluation Committee.
14. SASSA reserves the right to conduct reference checks and site inspections.

**Bidder's Initials.....**

*Acquisition of office accommodation of 474,554,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

15. The bidder must submit the funded maintenance plan over the lease period.
16. SASSA reserves the right to award the bid in whole or partially.
17. SASSA reserves the right to cancel the bid, should it be required to do so, at any time
18. All the conditions specified in the General Conditions of Contract ( GCC ) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
19. SASSA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
20. Failure to comply with the above –mentioned conditions will invalidate a bid.

**BIDDERS SIGNATURE**

<b>Name of Bidder</b>	<b>Signature</b>	<b>Capacity</b>	<b>Date</b>

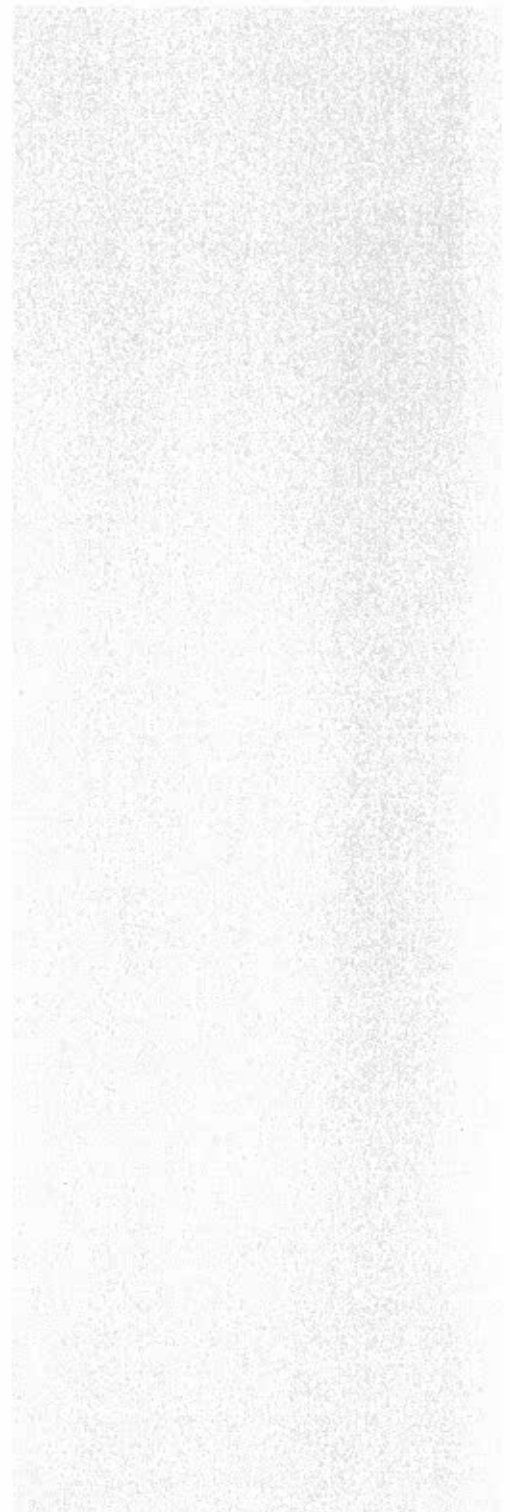
**Bidder's Initials.....**

*Acquisition of office accommodation of 479,55156,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

**Annexure G**

**COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BYLAWS  
GOVERNING THE BUILT ENVIRONMENT CERTIFICATE**

**Bidder's Initials.....**



Acquisition of office accommodation of ~~474.55~~56.8 m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area

**COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY-LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE**

<b>Bid no:</b>		<b>Closing Date:</b>	
<b>Advertising date</b>		<b>Validity period:</b>	60 Days

**COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY-LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE.**

I \_\_\_\_\_ -duly authorised to represent \_\_\_\_\_ (the bidders name ) acknowledge that I as \_\_\_\_\_ shall ensure that \_\_\_\_\_ (description of the property in question ) complies in every respect with the requirements of the following Acts, Regulations and By-laws  
~~(2)~~(3) Occupational Health and Safety Act, 1992 (Act 85 of 1993)  
~~(3)~~(4) The National Building Regulations and Building standards Act, 1977 (Act 103 of 1977)  
~~(4)~~(5) The Municipal by-laws and any special requirements of the local supply authority  
~~(5)~~(6) The local fire regulation, to guarantee/ensure the health and safety of all SASSA employees occupying this/these premises and the public visiting the premises for business or any other business

I furthermore agree to advise SASSA immediately in writing of any reason I am unable to perform in terms of this agreement and to apply necessary corrective measures.

<b>Name of owner /Dully Authorised representative</b>	<b>Signature</b>	<b>Date</b>

**1. Witness**

<b>Name of witness</b>	<b>Signature</b>	<b>Date</b>

<b>Name of witness</b>	<b>Signature</b>	<b>Date</b>

**Bidder's Initials.....**

*Acquisition of office accommodation of ~~479,554~~56,82m<sup>2</sup> and 29 parking bays for the SASSA Umzinto Local Office for a period of 5 (five) years in the Umzinto CBD Area*

**Bidder's Initials.....**

