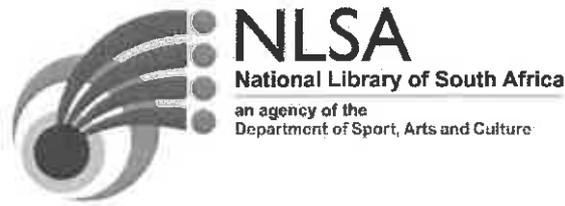


**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE NATIONAL LIBRARY OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS**



228 Johannes Ramokhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE NATIONAL LIBRARY OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS.**

**CLOSING DATE: 13 MAY 2024**

**TIME: 11H00**

**Bid No: NLSA.FACILITIES 11/2023-2024**

Should you want to deliver Bid documents, please note that the NLSA opens at **08:00** and closes at **17:00**. Upon the submission of the Bid Documents Service Providers are requested to sign the register at the reception.

**COMPULSORY BRIEFING SESSION: N/A**

**BID DOCUMENTS ARE AVAILABLE ON**

- o NLSA website ([www.nlsa.ac.za](http://www.nlsa.ac.za))
- o E-Tender portal ([www.etenders.gov.za](http://www.etenders.gov.za))

**NB.** Completed Bid Documents must be deposited at the following Campus address.

ADDRESS	CLOSING DATE	TIME
NLSA Pretoria Campus, No 75 Thabo Sehume Street, or 228 Johannes Ramokhoase Street, PTA CBD.	<b>13 MAY 2024</b>	11H00

## 1. ASSIGNMENT OBJECTIVE

The objective of the assignment is to appoint an experienced and fully qualified professional service provider to provide a comprehensive Facilities Management to the NLSA's three sites in Pretoria and Cape Town for a period of three years.

## 2. BACKGROUND

The NLSA is an institution established by the government of South Africa as an agency of the National Department of Sport, Arts and Culture. The NLSA is a world class African National Library and Information hub. It is responsible for collecting, recording, preserving and making available, the national documentary heritage of South Africa. It promotes awareness, appreciation and access to published documents, nationally and internationally, and in so doing, contributes to the development and prosperity of South Africa.

The NLSA operates three sites – one in Pretoria and two in Cape Town. The sites in Cape Town are heritage buildings. Technical facilities management in the context of heritage buildings encompasses a specialized field that combines the principles of facilities management with the unique needs and challenges of preserving, maintaining, and enhancing historic structures. Heritage buildings, due to their architectural, historical, and cultural significance, require careful consideration to ensure that their integrity and value are maintained for future generations.

The NLSA seek to establish the Facilities Management to preserve the upkeep of the NLSA's infrastructure facilities in optimum condition.

## 3. SCOPE OF WORK

The proposal in response to the below scope of work must be in line with Construction Industry Development Board (CIDB) prescripts.

- The project scope entails the following technical. The non-intrusive condition assessment of all the infrastructure facilities of the NLSA to determine the state of the facilities and assess the maintenance requirements comprehensively.
- The revision of developed maintenance plans, for each of the NLSA facilities. The maintenance plans must be based on the results of the basic condition assessment.
- The development of the lifecycle plans of each individual facility of the NLSA.

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- The development of the single point of contact for reporting, maintenance break down issues, dispatching maintenance response, and tracking of the executing of maintenance orders in terms of completeness and quality.
- The development of the comprehensive Facilities Management plan and its implementation over the full contract period.
- Monthly and Quarterly reporting on Facilities Management in terms of implementation and financial progress against the developed Facilities Management and maintenance plans.
- Upon assessment of equipment or an asset the bidder will be required to replace minor parts of a component.
- In the event there is a need to replace entire component or equipment, an approval must be sought from the NLSA, in line with Asset Management Policy.

### **3.1 Work Plan (Project Plan)**

The bidder will be required to develop a work plan that addresses all the tasks listed below and assign timelines for conclusion of each task. These must be presented in the form of a quarterly work plan that will be reviewed by the project manager and approved by the NLSA. The various levels of support will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

### **3.2 Functions to be performed**

The following functions will be performed by the bidder throughout the duration of the appointment:

#### **3.2.1 Update the Immovable Asset Register**

The existing Asset Register shall be updated through a thorough audit of all the facilities the NLSA makes use of in the provision of its approved programmes. The audit must strictly follow the existing User Asset Management Plan (UAMP) prescripts as required by the Government Immovable Asset Management Act (GIAMA).

At the conclusion of this task the fully developed IAR for the NLSA shall be delivered in hard and soft copy for record purposes. The veracity of the information captured in the IAR shall be confirmed by the Facilities Management Unit of the NLSA through various means prior to approving the developed IAR. This task will only be considered completed once approval of the updated IAR has been fully secured by the bidder.

It must be noted that approval of the IAR per facility should be sought by the bidder on an as and when required/completed basis. This will allow for the next tasks to commence, as the condition

assessments on immovable assets can only be conducted on assets confirmed to be part of the approved IAR.

### 3.2.2 Conducting Non-intrusive Condition Assessments

Non-intrusive Condition Assessments shall be conducted on all immovable assets that the NLSA makes use of, as captured in the approved IAR as developed by the appointed bidder. The bidder will be expected to produce the condition assessment reports in strict accordance with the prescripts of GIAMA and the applicable NLSA UAMP templates. These templates will be made available to the appointed bidder with the information that needs to be updated.

Upon completion of the condition assessment, the bidder shall submit the following for approval:

- Individual immovable asset condition assessment reports in a pre-agreed format for all NLSA facilities.
- Applicable updated UAMP templates reflecting the information from the condition assessment reports for each immovable asset at all NLSA facilities

### 3.2.3 Review Existing Maintenance Plans

The review of the individual maintenance plans, for each of the NLSA facilities must be based on the results of the condition assessment. The maintenance plan should support the development vision of the NLSA, the required level service of each facility, facilitate prudent technical and financial decision-making. The plan will also demonstrate to funding agents and other stakeholders the NLSA's ability to effectively manage its existing and proposed new infrastructure. The plans must include the following:

- Infrastructure Facility Identification, Description, Location and User.
- Responsible Facility Manager and contact information.
- Identified maintenance needs and their estimated budget requirements according to the following different categories:
  - Planned Maintenance
    - Preventative/Routine Maintenance, which may include but not limited to; servicing of air conditioners; routine maintenance of lifts and fire equipment, regular checking of sewerage pipe leaks, water proofing of old roofing, replacement of light bulbs, water pipes, leaking taps.

- Major Scheduled Maintenance.
- Condition Based Maintenance.
- Backlog Maintenance.
- Statutory Maintenance (e.g. Lifts and Fire equipment); and
- Periodic Maintenance.
- Day to Day Maintenance
  - Emergency Maintenance.
  - Minor Repairs; and
  - Minor New Works.

#### 3.2.4 Development of Life-Cycle Plans

The bidder will be expected to develop facility specific life cycle plans for the planned useful life of the facility or a minimum 30-year horizon. The life-cycle plans are to include the following:

- Planned facility component refurbishment programme.
- Planned facility component reconfiguration programme.
- Planned facility component renovation programme.
- Planned facility component upgrade programme.
- Planned facility component disposal programme; and
- The corresponding estimated costs for each of the above plans projected over the 30-year planning horizon.

#### 3.2.5 Development of a Facilities Management Plan and Implementation

The development of a comprehensive Facilities Management Plan by the bidder will immediately follow the approval and acceptance by the NLSA of all the above-mentioned plans. This is to ensure that the Facilities Management Plan fully addresses all the requirements of each of the stipulated plans. The Facilities Management Plan will therefore serve to bring all the services that will be rendered by the service provider under one plan spanning the duration of the assignment. The Facilities Management Plan must address the **how, when and by whom** in terms of the following:

- Sourcing of the maintenance issue inspections once a maintenance issue call has been logged.

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- Establishing a relevant maintenance database of required maintenance service providers in conjunction with the NLSA.
- Issuing maintenance calls for quotations, evaluating and appointing service providers / contractors in conjunction with NLSA.
- Issuing works orders, tracking performance in execution, verifying the work done and assuring quality of service. Final approval of work done will be by the NLSA's Infrastructure Project Leader.
- Closing out maintenance issue calls and documenting the works done.
- Allocating all facilities management and/or maintenance work done to the correct infrastructure asset.
- Updating the asset register accordingly where necessary in terms of major maintenance work completed especially where the work affects the useful life of the asset or its replacement value.
- Maintaining statistics on the maintenance trends in terms of frequency, costs, scale, etc, for reporting; and
- Providing monthly and quarterly reports on Facilities Management provided with corresponding financials and statistics.

**3.2.6 Establishing the on-site Facility Management Contact Centre**

The bidder will be expected to establish an NLSA dedicated Facilities Management Contact Centre to manage the following on behalf of the NLSA:

- Provide one point of contact for all maintenance and facility management queries and information access.
- Receive all maintenance issue call loggings.
- Provide feedback to the caller on the status of their maintenance issue response; and
- Confirm the original caller's satisfaction upon completion of the maintenance issue response.

**3.2.7 Information Management System**

The bidder will be expected to make use of an information management system in rendering the Facilities Management. The system should assist to run the entire service but mainly assist in the management and execution of the following processes during implementation:

- Capturing and maintenance of the NLSA asset register.

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- Capturing and maintenance of the condition assessment reports linked to each asset in the register.
- Capturing and administration of the maintenance plans and tracking the progress of their implementation.
- Capturing and administration of the life cycle plans and tracking the progress of their implementation.
- Managing all the services of the contact centre electronically.
- Managing the implementation of the rest of the Facilities Management electronically including providing updated reports timeously and in different configurations as may be required by NLSA and other stakeholders.

### **3.3 CIDB Prescripts**

The bidder should be able to demonstrate how CIDB requirements will be applied in the implementation of the project.

## **4. REQUIRED EXPERTISE, QUALIFICATIONS AND EXPRIENCE**

A bidder for this assignment should demonstrate the following:

- Professionally Registered Key Team Members with 5 to 10 years-built environment experience in the following disciplines:
  - Architecture
  - Quantity Surveying
  - Civil/Structural Engineering
  - Mechanical/Electrical Engineering
- Company experience on similar projects with contactable references.
- Good knowledge of the PFMA.
- Good knowledge of infrastructure planning and GIAMA.
- Experience in infrastructure planning, budgeting, designing, managing and administration of projects and programmes, including human, technical and financial aspects of public sector projects.
- Good understanding of and the ability to implement programme management tools and practices; and
- Good communication, facilitation and leadership skills and the ability to influence people.

Bidders must reflect the above in the form of a proposal to execute the assignment detailed in these TOR with a clear and articulate approach and methodology.

**5. TIMEFRAMES**

The appointed bidder will be expected to attend a detailed project briefing with the NLSA Management soon after appointment. Following the briefing the winning bidder will be expected to produce a detailed work plan reflecting all the tasks necessary to complete the assignment and the corresponding timeframes. The assignment period of the envisaged bidder will be in line with the required period to complete the implementation of the project.

The performance of the appointed bidder will be reviewed monthly, quarterly and annually based on the approved work plan of the service provider. Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification. Adequate opportunity to improve performance will be provided to the bidder through written notices of poor performance.

The appointed bidder is to submit a close-out report in the format provided by the NLSA and all other developed documentation, 20 working days before the last day of the assignment.

On appointment, the bidder is to liaise with the NLSA to agree on the date for submission of the work-plan.

**6. ACCOUNTABILITY**

The bidder will be accountable to and under the direction of the NLSA designated official in the performance of the assignment duties.

**7. NLSA'S RIGHTS**

The NLSA is entitled to amend any Bid conditions, bid validity period, bid terms of reference, or extend the Bid's closing date, all before the bid closing date. All bidders, to whom the bid documents have been issued and where the NLSA has record of such Bidders, may be advised in writing of such amendments in good time. Any such changes will also be posted on the NLSA's website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the NLSA's website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

**8. DURATION OF THE PROJECT**

The duration of this facilities management project is for a period of three (3) years.

## 9. CONDITIONS OF THE BID

- 9.1 The NLSA reserves the right not to accept the lowest proposal.
- 9.2 The NLSA reserves the right to appoint one or more Bidder.
- 9.3 The NLSA reserves the right not to award the contract.
- 9.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder verified or inspected by any other person or organisation.
- 9.5 The General Conditions of Contract will be applicable to this Bid.
- 9.6 Bidders must obtain at least 70 points in the technical evaluation to qualify for the next stage of evaluation.
- 9.7 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 9.8 Bidders are to ensure that the personnel assigned to the engagement per the Bid proposal are the same that will be responsible to perform work should the Bidder be successful. Should the respective personnel not be available, the Bidder will be required to replace the said personnel with another individual with the same or greater experience, qualifications and exposure.
- 9.9 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of services as called for in this Bid.
- 9.10 Bids shall be valid for a period of 90 days and may be extended at the discretion of the NLSA.
- 9.11 The NLSA reserves the right to check the service rendered by the successful bidder at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract.
- 9.12 The NLSA reserves the right to require from the successful bidder that any of his/her employees be replaced, in which case the employee must leave the site forthwith. The NLSA will not be held responsible for any damage or claims, which may arise because of this, and is indemnified against such claims and legal expenses.
- 9.13 Bidders will be required to provide on annual basis the following certificates: COIDA, UIF and Retirement benefit fund and any other compliance certificate/s as deemed applicable from time to time.

## 10. INDEPENDENCE AND CONFIDENTIALITY

10.1 The NLSA shall be the owner of all the reports compiled by the successful bidder in the execution of this tender.

10.2 These reports shall be regarded as confidential and may not be made available to any unauthorised person or institution without written consent of the NLSA.

## 11. SUBMISSION FORMAT

Prospective bidders are required to submit **(1) hard copy** of the bid document and **(1) soft copy** of the bid document.

## 12. EVALUATION CRITERIA

### 12.1 Standard BID documents

SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2

**NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.**

Bidders will be evaluated in two stages. First stage will be the technical evaluation and second will be price evaluation.

12.2 Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

12.3 In terms of Regulation 4 of the Preferential Procurement Regulations of 2022, dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

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

Where-

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- **Specific Goals** (maximum of 20 points):

**Company Ownership:** Company with 100% black ownership will receive 20 points.

Company with less than 100% black ownership will receive 10 points.

NB. CSD Report will be used to verify the above.

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TECHNICAL EVALUATION	0	1	2	3	4	5	Weight
<p><b>1. Proposals</b></p> <p>Approach paper, setting out the manner in which the bidder intends to satisfy the requirements established in the Scope of Work (not more than 20 pages). The approach paper should include the following:</p> <p><b>Approach Methodology on how the bidder would go about:</b></p> <ol style="list-style-type: none"> <li>1. Assign the project team (attach proposed team structure.)</li> <li>2. Updating Immovable Asset Register.</li> <li>3. Conducting Non-intrusive Condition Assessments</li> <li>4. Reviewing Existing Maintenance Plans</li> <li>5. Developing Life-Cycle Plans</li> <li>6. Developing a Facilities Management Plan and Implementation</li> <li>7. Establishing an on-site Facility Management Contact Centre</li> <li>8. Providing an Information Management System</li> <li>9. Demonstrate how CIDB requirements will be applied in the implementation of the project.</li> <li>10. Project progress reporting</li> </ol> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• Excellent understanding of what is required – proposal, including approach methodology contains all of the required information = 5 score</li> <li>• Good understanding of what is required – proposal, including approach methodology contains 8 to 9 of the 10 requirements = 4 score</li> <li>• Satisfactory understanding of what is required – proposal, including approach methodology contains 6 to 7 of the 10 requirements = 3 score</li> <li>• Limited understanding of what is required – proposal, including approach methodology contains 4 to 5 of the 10 requirements = 2 score</li> <li>• Poor understanding of what is required – proposal, including approach methodology contains 2 to 3 of the 10 requirements = 1 score</li> <li>• Not acceptable understanding of what is required – proposal, including approach methodology contains 1 or none of the 10 requirements = 0 score</li> </ul>							40

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<p><b>2. Professional team experience</b></p> <p>2.1 Qualification and experience of the Architect to be involved (2 page CV). Copies of qualifications and certificate of registration with a professional body must be submitted.</p> <ul style="list-style-type: none"> <li>▪ Architects</li> </ul> <p><b>For the professional team listed above the following criteria will apply:</b></p> <p>10 years or more experience with a Degree/B-tech Qualification and professional registration = 5 score</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 4 score</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 3 score</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 2 score</p> <p>1-2 years' experience with a Degree/B-Tech and professional registration = 1 score</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		10
<p>2.2 Qualification and experience of the Quantity Surveyor to be involved (2 page CV). Copies of qualifications and certificate of registration with a professional body must be submitted.</p> <ul style="list-style-type: none"> <li>▪ Quantity Surveyor</li> </ul> <p><b>For the professional team listed above the following criteria will apply:</b></p> <p>10 years or more experience with a Degree/B-tech Qualification and professional registration = 5 score</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 4 score</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 3 score</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 2 score</p> <p>1-2 years' experience with a Degree/B-Tech and professional registration = 1 score</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		10

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<p>2.3 Qualification and experience of the Civil/ Structural Engineer to be involved (2 page CV). Copies of qualifications and certificate of registration with a professional body must be submitted.</p> <ul style="list-style-type: none"> <li>▪ Civil/Structural Engineer</li> </ul> <p><b>For the professional team listed above the following criteria will apply:</b></p> <p>10 years or more experience with a Degree/B-tech Qualification and professional registration = 5 score</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 4 score</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 3 score</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 2 score</p> <p>1-2 years' experience with a Degree/B-Tech and professional registration = 1 score</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		10
<p>2.4 Qualification and experience of the Mechanical / Electrical Engineer to be involved (2 page CV). Copies of qualifications and certificate of registration with a professional body must be submitted.</p> <ul style="list-style-type: none"> <li>▪ Mechanical/Electrical Engineer</li> </ul> <p><b>For the professional team listed above the following criteria will apply:</b></p> <p>10 years or more experience with a Degree/B-tech Qualification and professional registration = 5 score</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 4 score</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 3 score</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 2 score</p> <p>1-2 years' experience with a Degree/B-Tech and professional registration = 1 score</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		10

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<p><b>3. Company experience on facilities management projects</b></p> <p>Bidders to provide contactable reference letters for facilities management rendered in the past ten years. Reference letters are to be on the referee's letterhead, contain an address and contact telephone number; signed by the referee; state the scope of work which should be a complete facilities management; contain the date and duration of the contract.</p> <ul style="list-style-type: none"> <li>• More than 5 contactable reference letters with all required details = 5 score</li> <li>• 5 contactable reference letters with all required details = 4 score</li> <li>• 3 to 4 contactable reference letters with all required details = 3 score</li> <li>• 2 contactable reference letters with all required details = 2 score</li> <li>• 1 contactable reference letter with all required details = 1 score</li> <li>• 0 contactable reference letters or reference letters does not comply with the requirements = 0 score</li> </ul>							20
Total points							100
Functionality threshold							70

**13. PHASE 2: PRICING EVALUATION**

13.1 Payment for the assignment will be partially time-based and deliverable based and be based on the percentage of the budget expended during the implementation of the Facilities Management plus disbursements. A detailed pricing schedule inclusive of professional fees, disbursements and VAT must be provided by the professional service provider.

13.2 The pricing for the professional fees on this pricing schedule will count towards the pricing score during the evaluation of the bids.

13.3 Table 1: Pricing Schedule 1 reflects the schedule to be used for pricing for this assignment. The schedule is made up of the hour-based fee section and based on the percentage of the management fee.

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**Table 1: Pricing Schedule – Hourly Rates**

Professional	Hourly Rates (Year 1)	Hourly Rates (Year 2)	Hourly Rates (Year 3)
Quantity Surveyor (PrQS)			
Civil/Structural Engineer (PrEng / PrTech)			
Mechanical/Electrical Engineer (PrEng / PrTech)			
Project Manager			
Facilities Management Administrator			
Sub-total			
VAT (15%)			
<b>Grand Total</b>			
% Management fee			
Disbursements (if any and specify)			

NB: The “Grant Total” will be used for the 80/20 Preference Points calculations.

**14. ENQUIRIES**

**All inquiries regarding this BID must be directed to the SCM Manager:**

For any SCM related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; [kingsley.phutieagae@nlsa.ac.za](mailto:kingsley.phutieagae@nlsa.ac.za) [Lebogang.matlala@nlsa.ac.za](mailto:Lebogang.matlala@nlsa.ac.za) and for technical related inquiries to [daniel.tladi@nlsa.ac.za](mailto:daniel.tladi@nlsa.ac.za) OR (012) 402 9765/3020

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

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

**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: .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
20 points - 100% Black owned ownership		20		
10 points – for a company that is less than 100% Black ownership		10		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

Non-Profit Company  
State Owned Company  
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**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.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

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

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

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

**E: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**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.....
Closing Time 11:00 .....	Closing date.....

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

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ITEM NO. INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
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- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **National Library of South Africa** in accordance with the requirements and task directives / proposals specifications stipulated in at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE:	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I ..... in my capacity as accept your bid under reference number ..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....