

**TENDER NUMBER: DPWFS RFP 003/2026**



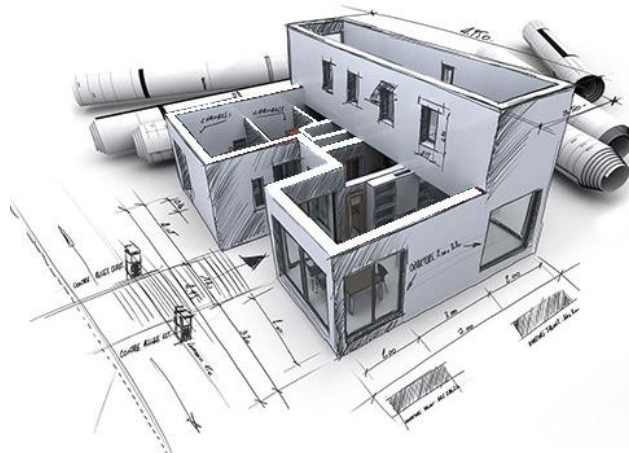
**Department of  
Public Works & Infrastructure**

**FREE STATE PROVINCE**

**HEAD OF DEPARTMENT  
MR. M. TSHABALALA  
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

## **PROJECT DOCUMENTATION**

**REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT  
PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE  
ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE  
PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL  
MUNICIPALITY.**



**JUNE 2026**

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PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE  
DESCRIPTION: ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE  
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## **BEWARE OF SCM FRAUD AND PHISHING**

### **WHAT IS FRAUD AND PHISHING?**

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organization, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attackers will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

### **How does phishing work?**

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

### **IMPORTANT:**

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**.
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: [integrity@publicservicecorruptionhotline.org.za](mailto:integrity@publicservicecorruptionhotline.org.za)

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**BID NO:** DPWFS RFP 003/2026

**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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

The Department of Public Works and Infrastructure, invites bidders to submit priced proposals for the lease of 310m<sup>2</sup> office accommodation with 10 parking bays onsite or in close proximity of the building, within Senekal CBD, Setsoto Local Municipality.

*Bids will be evaluated according to the 80/20 points system:*

<b>Bid No:</b>	DPWFS RFP 003/2026		
<b>Advertising date:</b>	05 June 2026	<b>Closing date:</b>	06 July 2026
<b>Closing time:</b>	11:00	<b>Bid Validity period</b>	120 Calendar days
<b>Compulsory Clarification Date:</b>	18 June 2026	<b>Compulsory Clarification Venue:</b>	Senekal Hospital, Senekal Free State Longitude (East): 27.605574 Latitude (South): -28.327875
<b>Time:</b>	11:00 AM		
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); Cnr. St Andrews Street and Markgraaff Street; Bloemfontein		

### COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on [www.etenders.gov.za](http://www.etenders.gov.za) from 05 June 2026 OR
- Bid documents will also be available from 05 June 2026 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaff and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R427.00 is payable in cash (please bring the exact amount) on collection of the bid documents. [Payments to be made at Room 102, 01<sup>st</sup> Floor, OR Tambo House]. Documents are also obtainable at E-tender Portal, [www.etenders.gov.za](http://www.etenders.gov.za) and Departmental website at [www.publicworks.fs.gov.za/?page\\_id=2601](http://www.publicworks.fs.gov.za/?page_id=2601) at no cost.
- Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.

**The physical address for collection of tender documents is:**

### FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street  
 OR Tambo House  
 Room 101B, 1<sup>st</sup> Floor  
 Bloemfontein  
 9301

**BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.**

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## EVALUATION OF TENDER SUBMISSIONS

- The contract resulting from this RFP, if any, will be awarded to the most technically responsive bidder offering the best value for money to the Department.
- Proposals will be evaluated by the Bid Evaluation Committee. The main objective of the Bid Evaluation Committee will be the examination of each bid proposal to determine how effectively it satisfies the Department requirements. The evaluation of bid submissions will be conducted in three (3) stages:

Phase:	Details:
Stage 1	<b>Mandatory requirement</b> - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	<b>Functionality Evaluation</b> - bidders who fail to obtain a minimum 79 points out of 105 points for functionality as set out below will not be considered for appointment.
Stage 3	<b>Price and preference</b> - evaluation of preferred bids in accordance with the Preferential Procurement Regulations of 2022 using 90/10 Preference points system

## REASONS FOR DISQUALIFICATION

1. Bidders are advised to take note that the Department reserves the right to disqualify any bidder who submits any information or documents requested for submission in relation to this tender and for which the Department is not able to verify with the relevant parties referenced as contacts on the information or documents provided.
2. The Department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:
  - a. Bidders whose tax matters are not compliant with SARS requirements as reflected on eFiling and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days).
  - b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this bid document.
  - c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information.
  - d. Bidders who received information not available to other bidders through fraudulent means.
  - e. All tender documents that are submitted must be originally signed. No photocopied documents will be accepted in relation to the aforementioned regard.
  - f. The Fee Structure to be completed in full, failure which will lead to disqualification.
  - g. All bid documents that are submitted must be originally signed as no digital signatures will be accepted. Photocopied documents of the originally signed documents will not be accepted.
  - h. Where certified documents are required all pages of such documents must be fully / completely certified and not just part thereof.
  - i. Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bounded.
  - j. Bidders who alter this tender / bid document, or its annexures, in any way whatsoever will lead to disqualification.
  - k. **Telegraphic, telephonic, telefax, facsimile, emailed and late bids will not be accepted.**

## EVALUATION CRITERIA FOR BIDS RECEIVED

### 1. STAGE ONE (A) – COMPLIANCE WITH MANDATORY REQUIREMENTS:

- 1.1. Bidders must provide unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify the valid tax compliance status of the bidding entity. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate unique security Personal Identification Number (PIN). The successful bidder/s tax status will be confirmed, for compliance, at the time of award.
- 1.2. A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this bid. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months.
  - However, Joint Ventures, Partnerships, including Unincorporated Partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 1.3. Bidders must attach a valid original or certified proof of property ownership and registration (Deeds Registration under the name of the bidder) OR valid Sales Agreement between the bidder and the current owners of the property for the building which is exchanging hands and certified ID copies of the directors.
  - The Sales Agreement should be valid at the date of closing of the bid as well as throughout the validity period of the bid.
  - The Department reserves the right to confirm the validity of the Sales Agreement before the appointment.
  - The Department will only occupy the building after the transfer of the property into the name of the bidder.
- 1.4. The size of accommodation offered may not be less than the minimum lettable area specified in the tender documentation: 310m<sup>2</sup> Office accommodation (Attach SAPOA area certificate as proof).
  - If the building is going to be occupied by any tenant other than the Department, the area that is offered to the Department must be completely isolated from the rest of the building with the separate entrance and exist points.
  - Attach complete / tentative Space Planning Layouts clearly indicating internal floor area sizes, and overall building envelope sizes.
- 1.5. Attach a preliminary sample layout plan of the property which will accommodate the office needs of the Department. The bidder's preliminary sample layout plan should clearly indicate how the Department's needs will be accommodated or catered for by clearly indicating internal floor area sizes, and overall building envelope sizes.
- 1.6. The building must at least be a minimum of Grade C at the time of submission of this bid. Bidders must submit a certified SAPOA Grading Certificate at Grade C, issued by the South African Property Owners Association (SAPOA). This certificate must be valid and not be older than 12 months.
- 1.7. Bidders must attach a valid Letter of Good Standing, that is relevant to the required service to be rendered, which is registered with the Department of Employment and Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate Letter of Good Standing issued by the Department of Employment and Labour.
- 1.8. Bidders must attach Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). (*Note: Company registration documents must be certified*). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC).
- 1.9. Bidders must attach duly completed and signed Standard Bidding Documents: SBD 1 and SBD 4. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate SBD 1 and SBD 4.



- 1.10. Bidders must attach duly completed and signed Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2026). Bidders must attach the income statement and the balance sheet as support for the declaration. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate duly completed and signed Annual Financial Statements Declaration in line with the aforementioned requirements. Bidders must ensure that the information reflected on the Annual Financial Statements Declaration is a true and correct reflection of the information contained in the income statement and the balance sheet. Bidders must further attach a document that indicates where the funding will be sourced, i.e.
  - Attach audited Annual Financial Statements (AFS) clearly indicating the bidder's financial capability to execute the proposed work (e.g. for the financial year ended 28 February 2026); and must be accompanied by one of the following:
    - Bank Statement clearly indicating the bidder's financial capability to execute the proposed work, OR;
    - A confirmation letter from a registered funding institution to confirm the intention to fund.
- 1.11. The property must be zoned for purposes of accommodating office space of this nature according to the Setsoto Local Municipality land use scheme. Attach supporting documents i.e. zoning certificate.
- 1.12. Bidders must attend the mandatory Clarification Meeting and be recorded as such in the attendance register. The details of the mandatory Clarification Meeting are listed in the Tender Notice and Invitation to Tender. It is the bidder's responsibility to ensure that he/she duly complete and sign the attendance register.
- 1.13. **All documents must be completed in handwriting with a black pen. Digitally completing any part of the returnable documents will not be accepted and will lead to disqualification.**

## 2. STAGE ONE (B) – NON - MANDATORY REQUIREMENTS FOR EVALUATION PURPOSES:

- 2.1. The building must at least be a minimum of Grade C at the time of submission of the bid. However, the building must be upgraded to Grade B before occupation – (The Department will request the prospective bidder/(s) to submit the proof post-appointment).
  - The bidder must submit the SAPOA Grade B certificate after the renovations have been completed and before occupation can take place.
  - If the building is not a minimum of Grade B, the bidder must attach a comprehensive detailed project costing and implementation plan signed by a Professional Quantity Surveyor and accompanied by a valid proof of funding e.g. bank rating certificate or pre-approval for bond from registered financial institution or any other verifiable proof of funding.
- 2.2. Bidders must attach area certificate issued by a registered Architect with the South African Council for the Architectural Profession (SACAP) for the proposed area for leasing **(the requested document/(s) should be submitted within six (6) months after-appointment; failure of which will lead to disqualification or termination of the contract with the appointed bidder).**
  - Bidders must attach a sample layout plan of the property which will accommodate the office needs of the Department issued by a registered Architect with the South African Council for the Architectural Profession (SACAP).
- 2.3. Bidders must attach a valid Energy Performance Certificate - Section 19(1)(b) of the National Energy (Act no. 34 of 2008), as per SANS 10400-XA. The certificate should be submitted upon occupation. **(applicable to buildings above 1000m<sup>2</sup> in size).**
- 2.4. Bidders must attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety days.
- 2.5. Bidders must attach a duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 2.6. Bidders must attach a duly completed and signed Annexure A - Record of Addenda to tender documents.

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- 2.7. Bidders must attach a duly completed and signed Annexure B - Proposed amendments and qualifications.

### 3. STAGE TWO: EVALUATION ON FUNCTIONALITY CRITERIA

3.1. The evaluation of functionality criteria will be evaluated based on the following information:

3.1.1. The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

3.1.2. Below is a detailed breakdown of the scoring criteria for each proposal and each tenderer must score a minimum of 79 points out of 105 points in order to be considered for the next stage:

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE												
1	SPACE REQUIREMENTS	<ul style="list-style-type: none"> <li>Attach sample layout plans (Failure to submit sample layout plan on the closing of bid will lead to the bidder forfeiting these points).</li> <li>Layouts assessment: Bidders to provide indicative space planning layout for the building proposed as per Schedule A focusing on work, support, public and shared space.</li> </ul> <table border="1"> <tr> <td>More than 8 omissions from the Needs Analysis of accommodation</td> <td>0 Points</td> </tr> <tr> <td>8 omissions from Needs Analysis of Accommodation</td> <td>15 Points</td> </tr> <tr> <td>6 omissions from Needs Analysis of Accommodation</td> <td>20 Points</td> </tr> <tr> <td>4 omissions from Needs Analysis of Accommodation</td> <td>25 Points</td> </tr> <tr> <td>2 omissions from Needs Analysis of accommodation</td> <td>30 Points</td> </tr> <tr> <td>All items as per the Needs Analysis of accommodation are included in the space plans</td> <td>35 Points</td> </tr> </table> <p><b>Note:</b> The bidder's preliminary sample layout plan should clearly indicate how the Department's needs will be accommodated or catered for by clearly indicating internal floor area sizes, and overall building envelope sizes.</p>	More than 8 omissions from the Needs Analysis of accommodation	0 Points	8 omissions from Needs Analysis of Accommodation	15 Points	6 omissions from Needs Analysis of Accommodation	20 Points	4 omissions from Needs Analysis of Accommodation	25 Points	2 omissions from Needs Analysis of accommodation	30 Points	All items as per the Needs Analysis of accommodation are included in the space plans	35 Points	35 Points
More than 8 omissions from the Needs Analysis of accommodation	0 Points														
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4 omissions from Needs Analysis of Accommodation	25 Points														
2 omissions from Needs Analysis of accommodation	30 Points														
All items as per the Needs Analysis of accommodation are included in the space plans	35 Points														
2	PARKING REQUIREMENTS	<p>Secured Parking Bays which are easily accessible:</p> <p>Attach sample parking layout plans (Failure to submit sample layout plan on the closing of bid will lead to the bidder forfeiting these points).</p> <table border="1"> <tr> <td>10 covered parking bays onsite</td> <td>30 Points</td> </tr> <tr> <td>8 covered parking bays onsite plus 2 offsite</td> <td>25 Points</td> </tr> <tr> <td>6 covered parking bays onsite plus 4 offsite</td> <td>20 Points</td> </tr> <tr> <td>4 covered parking bays onsite plus 6 offsite</td> <td>15 Points</td> </tr> <tr> <td>2 covered parking bays onsite plus 8 offsite</td> <td>10 Points</td> </tr> <tr> <td>No parking bay onsite plus 10 Offsite</td> <td>5 Points</td> </tr> </table> <p><b>Note:</b> Attach valid proof to substantiate above. Not meeting the requirements, the bidder will forfeit these points.</p>	10 covered parking bays onsite	30 Points	8 covered parking bays onsite plus 2 offsite	25 Points	6 covered parking bays onsite plus 4 offsite	20 Points	4 covered parking bays onsite plus 6 offsite	15 Points	2 covered parking bays onsite plus 8 offsite	10 Points	No parking bay onsite plus 10 Offsite	5 Points	30 Points
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NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE	
3	MAINTENANCE PLAN	a) Provide the maintenance plan for the building for the preceding 3 years, clearly demonstrating the execution of planned maintenance as well as the % of maintenance that was deferred- and unplanned. If this is a new building, provide a maintenance plan for the next 3 years. <b>(30 Points)</b>	35 Points	
		Maintenance plan executed ≤5% unplanned/ deferred items		30 Points
		Maintenance plan executed >5% ≤10% unplanned/ deferred items		20 Points
		Maintenance plan executed >10% unplanned/ deferred items		10 Points
		b) Provide a copy of the maintenance plan for the period of lease. The plan has to provide details of maintenance categories, dates of planned maintenance, etc. <b>(5 Points)</b>		
		Details of maintenance categories, dates of planned maintenance provided	5 Points	
		No details of maintenance categories, dates of planned maintenance	0 Points	
4	ACCESSIBILITY	a) Property to meet requirements for people with disabilities (This should be reflected in the existing or proposal layout plan) <b>(5 Points)</b>	5 Points	
		Accessibility & Ablution facilities		5 Points
		Accessibility only		3 Points
		Ablution facilities only		3 Points
<b>TOTAL SCORE (minimum score of 75% required)</b>			<b>105 Points</b>	

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The following scoring rubric will be used to score the functionality above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Score out of 25	Approach and methodology
Poor	1	2	3	4	5	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	4	6	8	10	The approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	6	9	12	15	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	4	8	12	16	20	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.
Excellent	5	10	15	20	25	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project's outcomes and the quality of the outputs.

#### 4. STAGE THREE: EVALUATION ON PRICE AND PREFERENCE (80/20 PREFERENCE POINT SYSTEM)

- The Department is committed to achieving Government's objective of promoting economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million and below (all applicable taxes included), will be used for evaluation of this bid.
- The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- The points for preference will be allocated to bidders in accordance with the following specific goals.

**Table 1:**

The maximum points for this tender are allocated as follows:

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

- (a) A maximum of 80 points is allocated for price on the following basis:

80/20

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

- (b) Allocation of points in terms of the 80/20 preference point system.



Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

- (c) 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

**Table 2:**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	<b>8</b>	
Gender: 51% to 100% owned by black Women	<b>4</b>	
Race: 100% Black ownership	<b>6</b>	
People living with a Disability: 51% to 100% owned by people with disabilities	<b>2</b>	
<b>Total Points Claimed out</b>	<b>20</b>	

**4.1. Claiming of preference points for Specific goals:**

- (a) Bidders will be required to submit certified CIPC documents or a certified security Personal Identification Number (PIN) issued by the South African Revenue Services (SARS) with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State based companies: 100% Free State based companies.
- (b) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goal on Gender: 51% to 100% owned by black Women.
- (c) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goal on Race: 100% Black ownership.
- (d) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Employment and Labour confirming the bidder's disability in order to claim points for specific goal on People living with a disability: 51% to 100% owned by people with disabilities.

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**NB:** 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.

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.

## 5. RETURNABLE DOCUMENTS

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The bidder must return the tender document completed in full with the following returnable documents legibly completed and signed.

- 5.1. Annexure A: Record of Addenda to tender documents.
- 5.2. Annexure B: Proposed amendments and qualifications
- 5.3. Annual Financial Statements Declaration.
- 5.4. Resolution of Board of Directors
- 5.5. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
- 5.6. Special Resolution of Consortia or Joint Ventures.
- 5.7. Standard Bidding Document 1 (SBD 1) – Invitation to Bid
- 5.8. Standard Bidding Document 4 (SBD 4) – Bidder's Disclosure
- 5.9. Standard Bidding Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 5.10. All supporting documents required on the mandatory and non – mandatory requirements above.
- 5.11. Bid offer.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## **SECTION 1**

### **RETURNABLE DOCUMENTS**

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



## LIST OF RETURNABLE DOCUMENTS

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

Tender Document Name	Number of Pages	Returnable document attached (Mark with an X)
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual Financial Statements Declaration	1 Page	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resolution of Board of Directors	1 Page	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Resolution of Consortia or Joint Ventures	2 Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard Bidding Document 1 (SBD 1) - Invitation to Bid	2 Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard Bidding Document 4 (SBD 4) - Bidder's Disclosure	2 Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard Bidding Document 6.1 (SBD 6.1) - Preference points claim form in terms of the Preferential Procurement Regulations 2022.	5 Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bid Offer	4 Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Bidder	Signature	Date

TENDER NUMBER:

DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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**ANNEXURE A: RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	<b>Date</b>	<b>Title of Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature.....

Date.....

Name and surname.....

Position.....

Tenderer.....

TENDER NUMBER:

DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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**ANNEXURE B: PROPOSED AMENDMENTS AND QUALIFICATIONS**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signature.....

Date.....

Name and surname.....

Position.....

Tenderer.....

TENDER NUMBER: DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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### ANNUAL FINANCIAL STATEMENTS DECLARATION

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:  
 internally  independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]  
 enterprise has had its financial statements audited; name of auditor .....  
 enterprise is required by law to have an independent review of its financial statements name of independent reviewer .....  
 enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

***[Attach the income statement and the balance sheet contained in the financial statement]***

- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge and save where stated otherwise are to the best of my belief both true and correct.

Signature..... Date.....

Name and surname..... Position.....

Tenderer.....

**TENDER NUMBER:** DPWFS RFP 003/2026  
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**RESOLUTION OF BOARD OF DIRECTORS**

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

.....  
*(legally correct full name and registration number, if applicable, of the Enterprise)*

Held at..... *(place)* on..... *(date)*

**RESOLVED that:**

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

.....  
 .....  
*(project description as per Tender Document)*

Tender Number: ..... *(Tender Number as per Tender Document)*

- 2 \*Mr. /Mrs. /Ms.: ..... in \*his/her Capacity as: ..... *(Position in the Enterprise)* and who will sign as follows: .....be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

**ENTERPRISE STAMP**

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



**RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

.....  
 .....  
 (Legally correct full name and registration number, if applicable, of the Enterprise)

held at.....(place) on.....(date)

**RESOLVED that:**

**1** The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:  
 .....  
 .....  
 (List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture) to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:  
 .....  
 .....  
 (Project description as per Tender Document)  
 Tender Number: ..... (Tender Number as per Tender Document)

**2** \*Mr. /Mrs. /Ms.:.....  
 in \*his/her Capacity as: .....(Position in the Enterprise)  
 and who will sign as follows: ..... be, and is hereby, authorised to sign a consortium / joint venture agreement with the parties listed under item 1 above, and any and all other documents and / or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

**3** The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

**4** The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:  
 .....  
 .....(code).....

Postal address:  
 .....  
 .....(code).....

Telephone number: (code)..... (number)..... Fax number.....

TENDER NUMBER:

DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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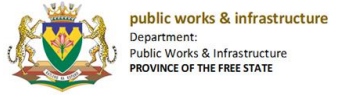
	Name and surname	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

TENDER NUMBER: DPWFS RFP 003/2026  
REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT  
PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE  
DESCRIPTION: ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE  
PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL  
MUNICIPALITY.



**SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1 \_\_\_\_\_  
\_\_\_\_\_  
2 \_\_\_\_\_  
\_\_\_\_\_  
3 \_\_\_\_\_  
\_\_\_\_\_  
4 \_\_\_\_\_  
\_\_\_\_\_  
5 \_\_\_\_\_  
\_\_\_\_\_  
6 \_\_\_\_\_  
\_\_\_\_\_  
7 \_\_\_\_\_  
\_\_\_\_\_  
8 \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_(place) on \_\_\_\_\_(date)

**RESOLVED that:**

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
*(Project description as per Tender Document)*

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

B. Mr. /Mrs. /Ms.: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_



**TENDER NUMBER:** DPWFS RFP 003/2026  
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**SBD 1**

**PART A  
 INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE</b>					
BID NUMBER:	DPWFS RFP 003/2026	CLOSING DATE:	06 JULY 2026	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m <sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. M. Kolobe		CONTACT PERSON	Mr. Marius Sauls	
TELEPHONE NUMBER	051 492 3886 / 1750		TELEPHONE NUMBER	051 410 7543	
FACSIMILE NUMBER			FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	<a href="mailto:kolobem@fsworks.gov.za">kolobem@fsworks.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:saulsm@fsworks.gov.za">saulsm@fsworks.gov.za</a>	
<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:		OR	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	
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.					

**TENDER NUMBER:** DPWFS RFP 003/2026  
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**SBD 1**

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF TENDERER.....

CAPACITY UNDER WHICH THIS TENDER 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 with any person who is employed by the procuring institution? **YES / NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

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

2.3.1 If so, furnish particulars:  
 .....  
 .....

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



3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature..... Date.....

Position..... Name of Bidder .....

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

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

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

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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<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 “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (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:

80 / 20

90 / 10

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



## SBD 6.1

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80 / 20**

**90 / 10**

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

$$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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—
- 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
  - 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.

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**SBD 6.1**

**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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	<b>8</b>	
Gender: 51% to 100% owned by black Women	<b>4</b>	
Race: 100% Black ownership	<b>6</b>	
People living with a Disability: 51% to 100% owned by people with disabilities	<b>2</b>	
<b>Total Points Claimed out</b>	<b>20</b>	

**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;

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- 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>	..... ..... .....

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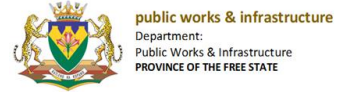


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## **SECTION 2**

### **TERMS OF REFERENCE**

**TENDER NUMBER:** DPWFS RFP 003/2026  
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## 1. TERMS OF REFERENCE

### 1.1. PURPOSE OF THE RFP

The purpose of this request for proposal (RFP) is to invite bidders to submit priced proposals for the lease of 310m<sup>2</sup> office accommodation facility and 10 parking bays onsite or close proximity to the building, within Senekal CBD, Setsoto Local Municipality.

### 1.2. ISSUING OFFICE

The Department of Public Works and Infrastructure is responsible for procuring all leased offices accommodation on behalf of the Free State Provincial Government ("Provincial Government").

This RFP has been issued by the Department of Public Works and Infrastructure. In securing a leased office accommodation the primary objective of the Department, inter alia, is to provide a functional and best fit for use, type and location of office accommodation and optimal value to the Provincial Government.

The Department intends entering into a long term lease for an office accommodation within Senekal CBD, Setsoto Local Municipality which has a minimum B grade quality rating.

#### Leasing Period Description

Category A	Category B	Category C	Category D	Category E	Category F
100% BEE	90% BEE	80% BEE	70% BEE	60% BEE	51% BEE
9 Years 11 months	9 years	8 years	7 years	6 years	5 years

The Department intends to install a Provincial Government Department that will conduct administrative business operations within the building.

Failure to adhere to or meet any of the Mandatory Requirements will result in the tender being disqualified.

### 1.3. RESPONDENTS' DUE DILIGENCE

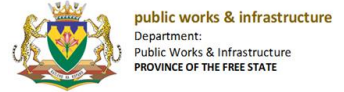
1.3.1. Respondents must perform an appropriate due diligence on all technical, legal, financial, environmental, town planning, heritage and other matters relevant to the property to enable Respondents to submit proposals that are based on verified and accurate information.

1.3.2. Upon receipt of proposals from respondents, the Department of Public Works and Infrastructure will assume that the respondent has sufficiently familiarized themselves with the content of the RFP, its volumes, schedules and related annexures.

### 1.4. QUESTIONS REGARDING THE RFP

The Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP. All questions, enquiries, and requests for clarification of information concerning this RFP should be addressed in writing to the following contact persons:

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Technical enquiries:  
 Name: Mr. Marius Sauls  
 Tel: 066 307 2638 (o/h between 07:30 - 16:00)  
 E-Mail: [saulsm@fsworks.gov.za](mailto:saulsm@fsworks.gov.za)

Procurement enquiries:  
 Name: Mr. Mosiuoa Kolobe  
 Tel: 051 492 1750/3886  
 E-Mail: [kolobem@fsworks.gov.za](mailto:kolobem@fsworks.gov.za)

A list of Tenderer enquiries (without identifying the source of the enquiry) and our responses thereto will be distributed to all Tenderers. Whenever a response to an enquiry constitutes a modification or addition to the original RFP, the reply will be made in the form of an Amendment Notice to the RFP. All enquiries must include:

- The company's name, address and phone number.
- A clear and concise question.
- Relevant paragraph within this RFP to which question relates.

**NB: No meetings or telephonic enquiries with tenderers will be entertained.**

### 1.5. AMENDMENTS TO THE RFP

The Department may at its sole discretion amend, revise or add to the RFP prior to the deadline for submission of Tenders and, at its own discretion, may extend the deadline for the submission of Tenders.

Any changes to the RFP will be in the form of written amendment issued by the Department. Such amendments will be sent by email with receipt acknowledgement requested to all Tenderers. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such amendments shall not be relieved of any obligation under its proposal as submitted.

The Department reserves the right to withdraw or cancel this RFP at any stage.

### 1.6. BRIEFING SESSION

Failure to attend this clarification meeting will lead to disqualification.

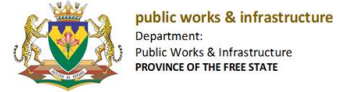
### 1.7. TENDER SUBMISSIONS

One (1) envelope tender submission process will be followed by this RFP. The following documentation will be included in the envelope

Title on Envelope:	<b>DPWFS RFP 003/2026:</b> The Department of Public Works and Infrastructure, Free State Province invites bidders to submit priced proposals for the lease of 310m <sup>2</sup> office accommodation with 10 parking bays onsite or in close proximity of the building, within Senekal CBD, Setsoto Local Municipality.
Documentation to be included in the envelope:	<ul style="list-style-type: none"> <li>• All returnable documents correctly provided in terms of section one (1) of this RFP.</li> <li>• Functionality criteria (technical assessment)</li> <li>• Financial proposal in the format as required.</li> </ul>

**All tenderers must comply with the above outlined tender submission format.**

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**1.7.1.** Incomplete submissions

- Incomplete submissions, namely submissions that do not contain a response as contemplated in this RFP will be marked as incomplete, and may, at the Department of Public Works and Infrastructure's sole discretion, be rejected.

**1.7.2. Amendments to Proposals**

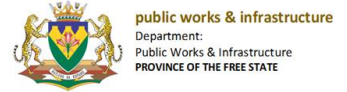
- The Department of Public Works and Infrastructure reserves the right, subject to compliance with legal administrative requirements, to request and accept any amendment to or modification of any aspect of any proposal from any selected or successful tenderer at any time.
- Respondents are requested to submit their tenders in a clearly structured way. All parts of the proposal are to be clearly headed, pages should be numbered, and a detailed content listing is to be provided. The tenders should follow a consistent numbering system (volumes, sections, headings, paragraphs, sub-paragraphs, etc.) that allows for easy cross-referencing, both within the proposal and also in terms of clarification questions, etc.

**1.8. TERMS OF REFERENCE FOR OFFICE ACCOMMODATION NEEDS (Schedule A)**

**1.8.1. (SCHEDULE A)**

NEEDS ANALYSIS FORM				
Rank	Level	Allocated Space in m <sup>2</sup>	Number of officials	Total m <sup>2</sup>
Social Worker	8	10	1	10
Probation Officer	8	10	1	10
Community Development Practitioner	6 & 7	10	2	20
Administration Clerk	5	6	2	12
Transport Clerk	5	6	1	6
Auxiliary Social Worker	5	6	3	18
Groundsman	5	6	1	6
Security Control Room	5	10	1	10
Security Officer - Reception		8	1	8
Security Officer - Guardhouse		10	1	10
Cleaners	2	6	1	6
Consultation/Intake Room		6	2	12
Strongroom		8	1	8
Storeroom		6	2	12
			20	148

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### 1.8.2. (SCHEDULE B)

NEEDS ANALYSIS FORM				
SUPPORT SPACE				
Boardroom (Including kitchenette)		20	1	20
Registry		16	1	16
Kitchen		6	1	6
Toilet (male & female, separate toilets)		6	2	12
Paraplegic Toilet		6	1	6
				<b>60</b>
PARKING BAYS				NUMBER
Parking Space - Government Vehicles				5
Parking Space - Officials Parking				5
Total Parking				10

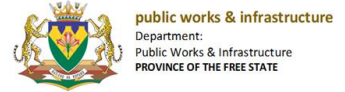
### 1.9. RATIONALE FOR THE PROJECT

The purpose of this project and the terms of reference is for the procurement of suitably qualified service providers to submit proposals for the provision of offices space that include parking facilities, space planning and where necessary, refurbishments to meet the Department of Public Works and Infrastructure's brief for the Provincial Offices.

### 1.10. PROJECT OBJECTIVES AND GOALS

- 1.10.1. The primary objective of issuing this RFP is for the Department of Public Works and Infrastructure to conclude a Lease Agreement with a suitably qualified successful bidder.
- 1.10.2. The Project is planned to actively promote a range of the Department of Public Works and Infrastructure's objectives.
- 1.10.3. The Department of Public Works and Infrastructure has identified Project goals which are imperative to the development of the Project.
- 1.10.4. The Project goals are as follows:
  - 1.10.4.1. Procurement of a cost effective, consolidated and compliant working environment within an optimal project structure.
  - 1.10.4.2. Successful achievement of the Technical Specifications developed for the Project.

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### **1.11. UNDERSTANDING USER NEEDS**

- 1.11.1. The building must comprise of 310m<sup>2</sup> Gross Leasable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The square meters indicate the intended offices, workspace, support- and special areas provided in the office accommodation.
- 1.11.2. The parking for the building should conform to the minimum requirements of number of parking bays as per the request.
- 1.11.3. The office accommodation should cater for a combination of general open space environment in line with needs analysis.
- 1.11.4. Office accommodation sourced in a multi-tenanted building has to be a separate area with own entrance / exit.
- 1.11.5. The successful bidder will carry out the full tenant fit out and space planning and the premises/building.
- 1.11.6. The successful bidder will be responsible for the total cost of alterations and compliance certification necessary to adapt the offered accommodation to the specific needs of the Department of Public Works and Infrastructure. The bidder should make adequate provision for tenant installation in the offer.
- 1.11.7. The new office accommodation will furthermore incorporate design, construction and operational practices that will significantly reduce or eliminate the negative impact of the development on the environment and people. The building will be energy efficient, resource efficient and environmentally responsible.

### **1.12. BUILDING TYPE**

- 1.12.1. The building after renovation must be Grade B, and must meet following minimum requirements:
  - 1.12.1.1. High quality modern finishes;
  - 1.12.1.2. Air conditioning;
  - 1.12.1.3. Adequate on-site or adjacent parking;
  - 1.12.1.4. Good quality lobby finish;
  - 1.12.1.5. Quality access to / from an attractive street environment;
  - 1.12.1.6. Good safety and security.

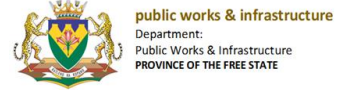
### **1.13. SITE ACCESSIBILITY**

- 1.13.1. Either stand-alone building or separate floor in multi- tenanted building with own entrance / exit to the floor;
- 1.13.2. Prominent and easy to find;
- 1.13.3. Easily accessible to the public and employees;
- 1.13.4. Adequate, safe parking for both visitors and employees.

### **1.14. LOCATION**

- 1.14.1. The location of the office accommodation is proposed as follows: Within Sekenal CBD, Setsoto Local Municipality.
- 1.14.2. The office accommodation should be in a safe, secure area and close to public transport.

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### 1.15. OCCUPANCY DATE

The successful bidder's upgraded property must be available for occupation by the Department as follows:

- If the building is less than 5000m<sup>2</sup> it should be available between the period of 3 to 6 (three to six) months after signature of the lease agreement.
- It will be the responsibility of the bidder to provide monthly progress on refurbishment of the property from the date of signing of the lease agreement.
- Where the proposed property is not in the name of the bidder, it should be noted that the Department will only take occupation of the property once it has been transferred into the name of the bidder. Consequently, no payments will be made before the property is registered on the name of the bidder.

### 1.16. ADDITIONAL REQUIREMENTS

The successful tenderer must provide certification of compliance in relation to the following prior to occupation:

- 1.16.1. Valid Certificate of occupation issued by the Local Municipality
- 1.16.2. Valid Electrical installation certificate issued by the certified Electrician
- 1.16.3. Valid Certificate of compliance of the building issued by the Local Municipality
- 1.16.4. Valid Fire Fighting Equipment certificate issued by the Local Municipality
- 1.16.5. Valid Lifts compliance documents where applicable issued by the certified Lift inspector
- 1.16.6. Valid SAPOA Area Certificate issued by Professional Architect or Professional valuer
- 1.16.7. Valid minimum Grade B Building Certificate Professional Architect or Professional valuer
- 1.16.8. Valid Proof of Ownership issued by the Deeds office
- 1.16.9. If the building is going to be occupied by any tenant other than the Department, the area that is offered to the Department must be completely isolated from the rest of the building with the separate entrance and exists points.
- 1.16.10. Attach complete / tentative Space Planning Layouts with internal floor area and overall building envelope sizes

All of the above will be required prior to occupation.



TENDER NUMBER:

DPWFS RFP 003/2026

DESCRIPTION:

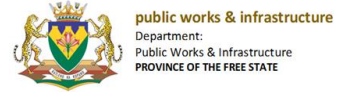
REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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Needs Analysis of accommodation	Sufficient evidence attached	
	YES	NO
<b>6) Doors, locks and keys</b> (provide evidence i.e. pictures, approved drawings etc.) a. All offices shall be provided with a door of at least 900mm and each fitted with a good quality four lever mortice lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7) Floor covering</b> (provide evidence i.e. pictures, approved drawings etc.) a. Floor covering, in a form of vinyl sheeting, and ceramic tiles for ablution and kitchen facilities, must be of an acceptable standard and quality to last at least 10 years.	<input type="checkbox"/>	<input type="checkbox"/>
<b>8) Power points</b> (provide evidence i.e. pictures, approved drawings etc.) a. Offices and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m <sup>2</sup> or part thereof. b. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office. c. Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.21.	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>9) Lighting</b> (provide evidence i.e. pictures, approved drawings etc.) a. Each room shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.	<input type="checkbox"/>	<input type="checkbox"/>
<b>10) Telephone</b> (provide evidence i.e. pictures, approved drawings etc.) a. Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.	<input type="checkbox"/>	<input type="checkbox"/>
<b>11) Trunking</b> (provide evidence i.e. pictures, approved drawings etc.) a. The trunking (Double power skirting) servicing the building must conform to the latest technological standards.	<input type="checkbox"/>	<input type="checkbox"/>
<b>12) Toilet facilities</b> (provide evidence i.e. pictures, approved drawings etc.) a. <b>Males-staff and public</b> i. One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons thereof.  b. <b>Females- staff and public</b> i. One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.  c. <b>Physically challenged persons</b> i. Toilet facilities for physically challenged persons have to be provided according to norms and standards.	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>13) Make provision for backup power supply</b> which the Department will decide with its own discretion on whether they will take it or not.	<input type="checkbox"/>	<input type="checkbox"/>

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### 1.17. CONTRACT MANAGEMENT

- a. Any contract awarded pursuant to this RFP will incorporate the requirements, specifications, terms, and conditions contained in this RFP, as well as the contents of the tenderer's proposal as accepted by the Department.
- b. The Department reserves the right to negotiate the modification of proposed terms and conditions with the 1st preferred tenderer in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory end product or service.
- c. The department will only make payment for the space which the tenderer is appointed for as per the approved needs of the client department issued by the department.
- d. The successful tenderer will be required to sign the Lease Agreement developed by the Department. No other form of agreement will be considered by the Department in this regard.
- e. The escalation rate for office accommodation will be based on the CPIX, the Department will not accept any escalation rate that is above the CPIX (not more than 7%).
- f. Regarding parking the Department will accept escalations on exceptional cases and such escalation should not exceed 2% per annum, when the escalation has reached the market rate the escalation will cease to be implemented. The department further reserves the right to review the number of allocated parking bays per annum and where necessary reduce the number of parking bays allocated on each building and the cost associated with such a reduction.
- g. The lease agreement entered into and signed at the commencement of the lease agreement emanating from this tender/tender shall be amended or reviewed according to the applicable and relevant clauses of the lease agreement in order to align it to the changes in legislation, changing environment and specific needs of the parties.
- h. It is the responsibility of the tenderer to ensure that the proposed accommodation is in an acceptable and suitable condition for occupation and usage by the tenant. This should be done for a period of 3 to 6 (three to six) months after receipt of a signed lease agreement by both parties Should the building not be ready within the specified period the Department reserve the right to terminate the lease agreement and/or recover any monies that the Department may have lost due to the delays in the handing over of the building to the Department.
- i. Funding should be secured within 30 days after receipt of the lease agreement signed by both parties.
- j. The cost for any such renovations, upgrade and/or modification of the proposed accommodation referred to above shall be to the account of the tenderer (Tenant installation).
- k. A comprehensive maintenance plan for the proposed building, must accompany these RFP.
- l. The Department reserves the right to re-negotiate the terms of these RFP at any time before appointment, including the terms relating to pricing changes and escalation.
- m. The Property should be zoned for business or any other zoning that will accommodate office accommodation.
- n. All the compliant certificates should be available and valid during handing over of the building to the Department.

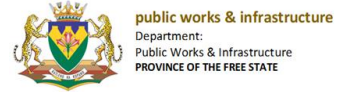
### 1.18. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and submission of proposals and related documentation, including tenderer presentation to the Department, will be borne by each tenderer.

### 1.19. CLARIFICATION OF TENDERS

Prior to contract award, the Department may, at its sole discretion, seek clarification from any tenderer regarding any proposal information and may do so without notification to any other tenderer. This does not mean that the Department will accept additional documents from tenderers after closing date, it is just for clarity seeking purposes.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



## 1.20. TECHNICAL PROPOSAL

### SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY AT COST OF LANDLORD:

#### 1.20.1. GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialed and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

#### 1.20.2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public works and Infrastructure, Free State Province. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act of 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993), i.e. all the relevant certificate to this effect, e.g. the COC certificate, must be submitted before occupation of the building by the Department.

#### 1.20.3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.
- (c) All windows up to first floor level must have burglar guards and all entrance doors to the building must have security gate.
- (d) The front door security gate must operate with an electronic locking mechanism, controlled from reception desk.

TENDER NUMBER:

DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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- (e) All parameter fencing must at least be up to 2 meters high in terms of stand-alone buildings. Where there's an existing parameter wall fencing, it must include security features i.e. razor wire and barbed wire along the fence.
  - Where the building has no fencing, a Clearview or similar approved fencing is recommended with the following requirements:
    - reinforced barbed wire on top,
    - capability of electrical fencing with a trip wire so it can trigger a alarm system in the event that tempering with the fence occur,
    - installation of a light around the yard to cover the visibility around the fence.

#### 1.20.4. RECORD ROOMS:

- (a) Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.
- (c) All keys shall be handed over to the Department of Public Works and Infrastructure.

#### 1.20.5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office areas, and kitchens and ablution facilities should be brick-wall. The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

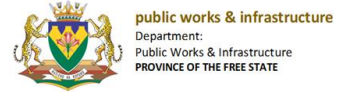
#### 1.20.6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1 - 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

#### 1.20.7. FLOOR TO CEILING HEIGHTS:

A clear floor to height of as close as possible to 2.4 - 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

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**1.20.8. DOORS, LOCKS AND KEYS:**

All offices shall be provided with a door of at least 900mm and each fitted with a good quality four lever mortice lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building.

**1.20.9. FLOOR COVERING:**

Floor covering, either in a form of carpets, and tiles, must be of an acceptable standard and quality to last at least 10 years.

**1.20.10. POWER POINTS:**

- (a) Office areas and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m<sup>2</sup> or part thereof. The Department of Public Works and Infrastructure shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.
- (b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.21.
- (c) The COC must be issued before the building can be occupied.

**1.20.11. LIGHTING:**

- (a) Each office shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.
- (b) The lighting levels all measured at working plane.

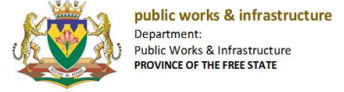
**1.20.12. TELEPHONES:**

- (a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.
- (b) The user department (s) itself will negotiate with accredited service provider as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

**1.20.13. TRUNKING:**

The trunking (Double power skirting) servicing the building must conform to the latest technological standards.

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#### **1.20.14. FACILITIES FOR CLEANERS:**

On every floor of a multi-story building or for every 750m<sup>2</sup> gross floor area a cleaner's room of not less than 6m<sup>2</sup> shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside, secured window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

#### **1.20.15. TOILET FACILITIES:**

The following norms shall be applied:

**(a) Males-staff and public**

One WC for every 15 persons to a total of 60 and thereafter one for every 20-person additional person's thereof.

**(b) Females- staff and public**

One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.

**(c) Physically challenged persons**

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

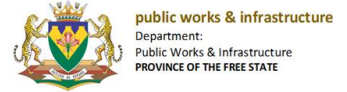
#### **1.20.16. MATERIAL AND FINISHES:**

- (a)** All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.
- (b)** Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works and Infrastructure.

#### **1.20.17. INSPECTION:**

The Department of Public Works and Infrastructure considers it a condition of contract that in contracting with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that they may wish to inspect. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works and Infrastructure.

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### 1.20.18. INSTALLATION OF INFORMATION AND COMMUNICATION TECHNOLOGY INFRASTRUCTURE

- (i) This scope is for the installation of network points, incl. trunking, network cabling, points, testing and labelling, network schematic and professional services.
- (ii) The installation and commissioning of information and communication technology must be installed according to SITA requirements and standards.
- (iii) Network points should correspond to the number of officials who are listed above and also fact points for other office equipment and machinery.
- (iv) The Department will make once-off payment for the installation of the ICT equipment at the time of occupation.
- (v) The bidders must not include the installation costs for ICT as part of the monthly payment for the duration of the lease period. The Department reserves the right to request the detailed cost break-down including third party invoices at the time of occupation before paying for these services
- (vi) Three quotes will be requested by the department to confirm ICT Infrastructure costs to obtain value for money.

#### 1.20.18.1. ICT Specification

Technical Specifications					
ITEM	DESCRIPTION	Unit of Measure	Quantity	Rate in Rands	Total
<b>(a)</b>	<b>Horizontal Cabling</b>				
(i)	Cat 6 Network Point				
(ii)	Cat 6 Patch Lead				
(iii)	Cat 6 Fly Lead				
(iv)	24-way patch panel				
(v)	50 x 50 Punch plate white				
(vi)	45 deg adapter				
(vii)	25 x 50mm Blank				
(viii)	1U Brush Panel				
(ix)	Testing and Labelling				
<b>(b)</b>	<b>Server Room</b>				
(i)	27U 19" 600 x 800 cabinet with 5-way power				
(ii)	27U 19" 600 x 800 cabinet with 5-way power				
(iii)	3 KVA UPS + SNMP Card and rail kit				
(iv)	4 Core M/M Fiber optic				
(v)	24-way splice enclosure complete				
(vi)	LC unjacketed pigtails m/m				
(vii)	LC – LC m/m Fiber patch cord				
(viii)	Splicing and OTDR				
(ix)	Install EGA Trunking				
<b>Total carried forward</b>					

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Technical Specifications					
ITEM	DESCRIPTION	Unit of Measure	Quantity	Rate in Rands	Total
<b>Total brought forward</b>					
<b>(c)</b>	<b>Routing Infrastructure</b>				
(i)	40 x 40 mm EGA Trunking				
(ii)	Install EGA Trunking				
(iii)	3.5m Power pole				
(iv)	Service outlet Kit				
<b>(d)</b>	<b>Professional Services</b>				
(i)	Project Management				
(ii)	Certification				
(iii)	Schematic Layout of network				
(vi)	Consumables				
<b>TOTAL [transfer this total to No.4 (ICT - payment of once-off costs under Section 3 – Bid offer)]</b>					R

## 2. SPECIAL CONDITIONS

### 2.1. INSPECTION

The Department of Public Works and Infrastructure considers it a condition of this bid that the landlord shall grant access of its inspectors to the building that they may wish to inspect after the closing of this bid.

**TENDER NUMBER:** DPWFS RFP 003/2026  
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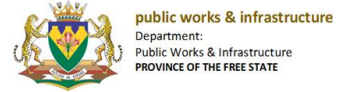


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## **SECTION 3**

## **BID OFFER**

TENDER NUMBER: DPWFS RFP 003/2026  
 DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



### 1. BID OFFER – OFFICE ACCOMMODATION

Bid no:	DPWFS RFP 003/2026	Closing date:	06 July 2026
Advertising date:	05 June 2026	Validity period:	120 calendar days

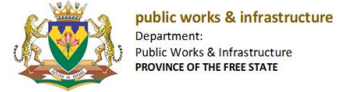
### 2. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Estimated costs of refurbishment to improve the building to Grade B (if applicable)	
Gross floor area of accommodation	m <sup>2</sup>
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

### 3. RENTALS (OFFICE ACCOMMODATION FACILITY, STORES AND PARKING)

	Office accommodation facility	Stores	Parking
Lettable Area	m <sup>2</sup>	m <sup>2</sup>	
Parking bays			
Rental per month	R		R
VAT per month	R		R
<b>Total per month</b>	R		R
Tariffs	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
VAT	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
Total (1)	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
Escalation Rate	%	%	%

TENDER NUMBER: DPWFS RFP 003/2026  
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Operating Costs ( <u>Provide / Attach details on what costs entail</u> )	R	/m <sup>2</sup>	R	/m <sup>2</sup>	
VAT	R	/m <sup>2</sup>	R	/m <sup>2</sup>	
Total (2)	R	/m <sup>2</sup>	R	/m <sup>2</sup>	
Escalation Rate (Max. rate of 7%)		%		%	
Total (1 + 2)	R	/m <sup>2</sup>	R	/m <sup>2</sup>	R each
Alteration Cost for Lessor:	R		R		

#### 4. ICT - PAYMENT OF ONCE-OFF COSTS

Note: This must be accompanied by detailed cost break-down

Description	Total amount
Installation of ICT Infrastructure Costs	R

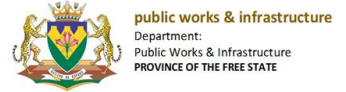
#### 5. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas. (Indicate where applicable)

a. Services	State	Lessor	Estimated cost per month
i. Water consumption			
ii. Electricity consumption			
iii. Sanitary services			
iv. Refuse removal			
v. Domestic cleaning service			
vi. Consumable Supplies			

b. Maintenance	State	Lessor	Estimated cost per month
i. Internal maintenance			
ii. External			
iii. Garden (If applicable)			
iv. Air conditioning			
v. Lifts			
vi. Floor covering: normal wear			

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c. Rates and Insurance	State	Lessor	Estimated cost per month
i. Municipal rates & Increases			
ii. Insurance & Increases			
iii. SASRIA insurance + Increase			

d. Other Responsibilities	State	Lessor	Estimated cost per month
i. Contract costs			
ii. Stamp duty			
iii. Firefighting equipment			
iv. Cost of alterations			

**Note:** State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

## 6. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 7. PARTICULARS FOR PAYMENT OF RENTAL:

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

## 8. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)		
Name of owner / Duly authorised representative	Signature	Date

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

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

I, \_\_\_\_\_ (name and surname) duly authorised to represent

\_\_\_\_\_ (the tenderers 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:

- i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- iii) The Municipal by-laws and any special requirements of the local supply authority.
- iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works and Infrastructure immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

#### 1. WITNESS:

Name of witness	Signature	Date

#### 2. WITNESS:

Name of witness	Signature	Date

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## **GENERAL CONDITIONS OF CONTRACT (GCC)**

### **LEASE AGREEMENT**

TENDER NUMBER:

DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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## Annexure A

# GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

## 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.

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DPWFS RFP 003/2026

DESCRIPTION:

REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



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- 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.

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- 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**
- 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

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- 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 and documents 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.

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- 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.

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|   | 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.   |
| <b>17. Prices</b>                               | 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.   |
| <b>18. Contract amendments</b>                  | 18.1 | No variation in or modification of the terms of the contract shall be amendments made except by written amendment signed by the parties concerned.   |
| <b>19. Assignment</b>                           | 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.  |
| <b>20. Subcontracts</b>                         | 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.  |
| <b>21. Delays in the supplier's performance</b> | 21.1 | Delivery of the goods and performance of services shall be made by supplier's the supplier in accordance with the time schedule prescribed by the performance 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.

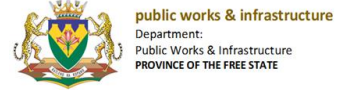
23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within 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

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(iv) the reasons for the restriction.

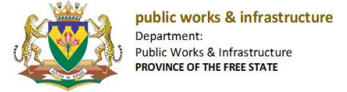
23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.  
 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities 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.

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| <b>24. Anti-dumping and countervailing duties and rights</b> | 24.1 | When, after the date of bid, provisional payments are required, or anti-dumping and countervailing duties are imposed, or the amount of a duties and rights 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 |
| <b>25. Force Majeure</b>                                     | 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.  |
| <b>26. Termination for insolvency</b>                        | 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.  |
| <b>27. Settlement of Disputes</b>                            | 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.  |



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- 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.

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- 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) / 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.

General Conditions of Contract (revised July 2010)

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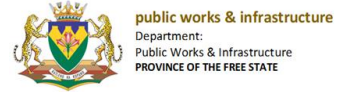


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**ALL THE RELEVANT ANNEXURES, AS LISTED  
HEREAFTER, SHOULD BE ATTACHED HERE:**

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## **Mandatory documents**

### **ANNEXURE A**

*The bidder must attach the following documentary proof here:*

Bidders must provide unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify the valid tax compliance status of the bidding entity. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate unique security Personal Identification Number (PIN). The successful bidder/s tax status will be confirmed, for compliance, at the time of award.

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Mandatory documents

### ANNEXURE B

*The bidder must attach the following documentary proof here:*

A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this bid. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months.

- However, Joint Ventures, Partnerships, including Unincorporated Partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Mandatory documents

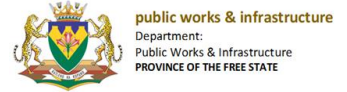
### ANNEXURE C

*The bidder must attach the following documentary proof here:*

Bidders must attach a valid original or certified proof of property ownership and registration (Deeds Registration under the name of the bidder) OR valid Sales Agreement between the bidder and the current owners of the property for the building which is exchanging hands and certified ID copies of the directors.

- The Sales Agreement should be valid at the date of closing of the bid as well as throughout the validity period of the bid.
  - The Department reserves the right to confirm the validity of the Sales Agreement before the appointment.
  - The Department will only occupy the building after the transfer of the property into the name of the bidder.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



## Mandatory documents

### ANNEXURE D

*The bidder must attach the following documentary proof here:*

The size of accommodation offered may not be less than the minimum lettable area specified in the tender documentation: 310m<sup>2</sup> Office accommodation (Attach SAPOA area certificate as proof).

- If the building is going to be occupied by any tenant other than the Department, the area that is offered to the Department must be completely isolated from the rest of the building with the separate entrance and exist points.
- Attach complete / tentative Space Planning Layouts clearly indicating internal floor area sizes as well as the overall building envelope sizes.

#### SAPOA Area Certificate

##### 1. Size of Offered Space (GLA m<sup>2</sup>) Building Name and Floor Number

Size: \_\_\_\_\_

Building Name: \_\_\_\_\_

Floor Number: \_\_\_\_\_

##### 2. Location of Building

	Description of particulars required	
1	Street address	
2	GPS co-ordinates	
3	Google Maps satellite print out clearly identifying the building	<b>Attach to this Annexure</b>
4	Stand/ERF number	

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Mandatory documents

### ANNEXURE E

*The bidder must attach the following documentary proof here:*

Attach a preliminary sample layout plan of the property which will accommodate the office needs of the Department. The bidder's preliminary sample layout plan should clearly indicate how the Department's needs will be accommodated or catered for by clearly indicating internal floor area sizes, and overall building envelope sizes.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Mandatory documents

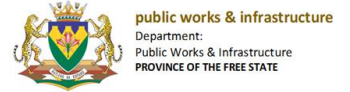
### ANNEXURE F

*The bidder must attach the following documentary proof here:*

The building must at least be a minimum of Grade C at the time of submission of this bid. Bidders must submit a certified SAPOA Grading Certificate at Grade C, issued by the South African Property Owners Association (SAPOA). This certificate must be valid and not be older than 12 months.

TENDER NUMBER: DPWFS RFP 003/2026  
REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT  
PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE  
DESCRIPTION: ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE  
PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL  
MUNICIPALITY.

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## Mandatory documents

### ANNEXURE G

*The bidder must attach the following documentary proof here:*

Bidders must attach a valid Letter of Good Standing, that is relevant to the required service to be rendered, which is registered with the Department of Employment and Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate Letter of Good Standing issued by the Department of Employment and Labour.

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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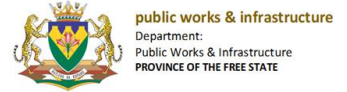
## Mandatory documents

### ANNEXURE H

*The bidder must attach the following documentary proof here:*

Bidders must attach Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). *(Note: Company registration documents must be certified).* Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC).

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



## Mandatory documents

### ANNEXURE I

*The bidder must attach the following documentary proof here:*

Bidders must attach duly completed and signed Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2026). Bidders must attach the income statement and the balance sheet as support for the declaration. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate duly completed and signed Annual Financial Statements Declaration in line with the aforementioned requirements. Bidders must ensure that the information reflected on the Annual Financial Statements Declaration is a true and correct reflection of the information contained in the income statement and the balance sheet. Bidders must further attach a document that indicates where the funding will be sourced, i.e.

- Attach audited Annual Financial Statements (AFS) clearly indicating the bidder's financial capability to execute the proposed work (e.g. for the financial year ended 28 February 2026); and must be accompanied by one of the following:
  - Bank Statement clearly indicating the bidder's financial capability to execute the proposed work, OR;
  - A confirmation letter from a registered funding institution to confirm the intention to fund.

**TENDER NUMBER:** DPWFS RFP 003/2026  
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## Mandatory documents

### ANNEXURE J

*The bidder must attach the following documentary proof here:*

The property must be zoned for purposes of accommodating office space of this nature according to the Setsoto Local Municipality land use scheme. Attach supporting documents i.e. zoning certificate.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Documents relating to Specific Goals

### ANNEXURE K

*The bidder must attach the following documentary proof here:*

Bidders will be required to submit certified CIPC documents or a certified security Personal Identification Number (PIN) issued by the South African Revenue Services (SARS) with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State based companies: 100% Free State based companies.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Documents relating to Specific Goals

### ANNEXURE L

*The bidder must attach the following documentary proof here:*

Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy / (ies) in order to claim points for specific goal on Gender: 51% to 100% owned by black Women.

**TENDER NUMBER:** DPWFS RFP 003/2026  
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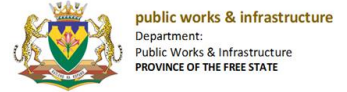
## Documents relating to Specific Goals

### ANNEXURE M

*The bidder must attach the following documentary proof here:*

Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Employment and Labour confirming the bidder's disability in order to claim points for specific goal on People living with a disability: 51% to 100% owned by people with disabilities.

**TENDER NUMBER:** DPWFS RFP 003/2026  
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## Documents relating to Functionality

### ANNEXURE N

*The bidder must attach the following documentary proof here:*

#### Space Requirements:

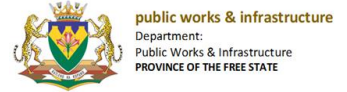
- Attach sample layout plans (Failure to submit sample layout plan on the closing of bid will lead to the bidder forfeiting these points).
- Layouts assessment: Bidders to provide indicative space planning layout for the building proposed as per Schedule A focusing on work, support, public and shared space.

More than 8 omissions from the Needs Analysis of accommodation	0 Points
8 omissions from Needs Analysis of Accommodation	15 Points
6 omissions from Needs Analysis of Accommodation	20 Points
4 omissions from Needs Analysis of Accommodation	25 Points
2 omissions from Needs Analysis of accommodation	30 Points
All items as per the Needs Analysis of accommodation are included in the space plans	35 Points

#### Note:

The bidder's preliminary sample layout plan should clearly indicate how the Department's needs will be accommodated or catered for by clearly indicating internal floor area sizes, and overall building envelope sizes.

**TENDER NUMBER:** DPWFS RFP 003/2026  
**DESCRIPTION:** REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



## Documents relating to Functionality

### ANNEXURE O

*The bidder must attach the following documentary proof here:*

**Parking Requirements:**

Secured Parking Bays which are easily accessible:

Attach sample parking layout plans (Failure to submit sample layout plan on the closing of bid will lead to the bidder forfeiting these points).

10 covered parking bays onsite	30 Points
8 covered parking bays onsite plus 2 offsite	25 Points
6 covered parking bays onsite plus 4 offsite	20 Points
4 covered parking bays onsite plus 6 offsite	15 Points
2 covered parking bays onsite plus 8 offsite	10 Points
No parking bay onsite plus 10 Offsite	5 Points

**Note:**

Attach valid proof to substantiate above. Not meeting the requirements, the bidder will forfeit these points.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Documents relating to Functionality

### ANNEXURE P

*The bidder must attach the following documentary proof here:*

**Maintenance Plan:**

- a) Provide the maintenance plan for the building for the preceding 3 years, clearly demonstrating the execution of planned maintenance as well as the % of maintenance that was deferred- and unplanned. If this is a new building, provide a maintenance plan for the next 3 years.
- b) Provide a copy of the maintenance plan for the period of lease. The plan has to provide details of maintenance categories, dates of planned maintenance, etc.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Documents relating to Functionality

### ANNEXURE Q

*The bidder must attach the following documentary proof here:*

**Accessibility:**

Property to meet requirements for people with disabilities (This should be reflected in the existing or proposed layout plan).

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE R

*The bidder must attach the following documentary proof here:*

The building should at least be Grade C, and must meet following minimum requirement:

- Insert Write up on the Building Condition, particulars of Maintenance that has been conducted in respect of the property and provide details of planned Maintenance.

TENDER NUMBER: DPWFS RFP 003/2026  
REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT  
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## Needs Analysis of accommodation

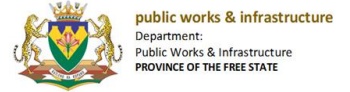
### ANNEXURE S

*The bidder must attach the following documentary proof here:*

- 1) **Security** (provide evidence i.e. pictures, approved drawings etc.)
  - a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points.
  - b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.
  - c) All window must have burglar guards and all doors must have security gate.
  - d) Office accommodation facilities must be secured with fence and have 3 gates.
  - e) All parameter fencing must at least be up to 2 meters high in terms of stand-alone buildings. Where there's an existing parameter wall fencing, it must include security features i.e. razor wire and barbed wire along the fence.
    - Where the building has no fencing, a Clearview or similar approved fencing is recommended with the following requirements:
      - reinforced barbed wire on top,
      - capability of electrical fencing with a trip wire so it can trigger a alarm system in the event that tempering with the fence occur,
      - installation of a light around the yard to cover the visibility around the fence.

TENDER NUMBER: DPWFS RFP 003/2026  
REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT  
PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE  
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## Needs Analysis of accommodation

### ANNEXURE T

*The bidder must attach the following documentary proof here:*

- 2) **Record rooms** (provide evidence i.e. pictures, approved drawings etc.)
  - a) Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure.
  - b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.

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## Needs Analysis of accommodation

### ANNEXURE U

*The bidder must attach the following documentary proof here:*

- 3) **Room areas and partitions** (provide evidence i.e. pictures, approved drawings etc.)
  - a) Partition walls shall be used to divide the total floor area of the building into office areas and areas such as kitchens and ablution facilities should be brick-wall.
  - b) The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE V

*The bidder must attach the following documentary proof here:*

- 4) **Passage width** (provide evidence i.e. pictures, approved drawings etc.)
  - a) As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE W

*The bidder must attach the following documentary proof here:*

- 5) **Floor to ceiling heights** (provide evidence i.e. pictures, approved drawings etc.)
  - a) A clear floor to height of as close as possible to 2.4 - 2.7m throughout shall be maintained in all general areas of the building.
  - b) Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE X

*The bidder must attach the following documentary proof here:*

- 6) **Doors, locks and keys** (provide evidence i.e. pictures, approved drawings etc.)
  - a) All offices shall be provided with a door of at least 900mm and each fitted with a good quality four lever mortice lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE Y

*The bidder must attach the following documentary proof here:*

- 7) **Floor covering** (provide evidence i.e. pictures, approved drawings etc.)
  - a) Floor covering, in a form of vinyl tiles, and ceramic tiles in ablution facilities and kitchens, must be of an acceptable standard and quality to last at least 10 years.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE Z

*The bidder must attach the following documentary proof here:*

- 8) **Power points** (provide evidence i.e. pictures, approved drawings etc.)
- a) Office areas and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m<sup>2</sup> or part thereof.
  - b) The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.
  - c) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.21.

TENDER NUMBER: DPWFS RFP 003/2026  
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## Needs Analysis of accommodation

### ANNEXURE AA

*The bidder must attach the following documentary proof here:*

- 9) **Lighting** (provide evidence i.e. pictures, approved drawings etc.)
  - a) Each office shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Needs Analysis of accommodation

### ANNEXURE AB

*The bidder must attach the following documentary proof here:*

- 10) **Telephone** (provide evidence i.e. pictures, approved drawings etc.)
  - a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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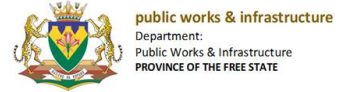
## Needs Analysis of accommodation

### ANNEXURE AC

*The bidder must attach the following documentary proof here:*

- 11) **Trunking** (provide evidence i.e. pictures, approved drawings etc.)
  - a) The trunking (Double power skirting) servicing the building must conform to the latest technological standards.

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.



## Needs Analysis of accommodation

### ANNEXURE AD

*The bidder must attach the following documentary proof here:*

**12) Toilet facilities** (provide evidence i.e. pictures, approved drawings etc.)

**a) Males-staff and public**

- i. One WC for every 15 persons to a total of 60 and thereafter one for every 20 person additional persons thereof.

**b) Females- staff and public**

- i. One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.

**c) Physically challenged persons**

- i. Toilet facilities for physically challenged persons have to be provided according to norms and standards.

TENDER NUMBER: DPWFS RFP 003/2026  
DESCRIPTION: REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY.

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## Needs Analysis of accommodation

### ANNEXURE AE

*The bidder must attach the following documentary proof here:*

- 13) **Generator and UPS** (provide evidence i.e. pictures, approved drawings etc.)  
Tenderer must make provision for backup power supply which the Department will decide with its own discretion on whether they will take it or not.

TENDER NUMBER: DPWFS RFP 003/2026  
REQUEST FOR PROPOSAL (RFP) TO INVITE BIDDERS TO SUBMIT  
PRICED OFFERS FOR THE LEASE OF 310m<sup>2</sup> OF OFFICE  
DESCRIPTION: ACCOMMODATION WITH 10 PARKING BAYS ONSITE OR IN CLOSE  
PROXIMITY OF THE BUILDING, WITHIN SENEKAL CBD, SETSOTO LOCAL  
MUNICIPALITY.

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## Other Documents relating to this bid / tender

### ANNEXURE AF

*THE BIDDER MUST ATTACH ANY OTHER DOCUMENTARY PROOF, NOT EARLIER LISTED,  
HERE:*