

NOTIFICATION OF TENDER ADVERT

Bid Number: SASSA: 02-26-CS-MP

Bid Description: The South African Social Security Agency hereby invites Service providers for the Acquisition of office accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga region for a period of five (5) years.

Name of Institution: South African Social Security Agency(SASSA)

Place where goods, works or services are required:
SASSA Mpumalanga Regional Office
18 Ferreira Street
1201

Date Published: 23 July 2026

Closing Date / Time: 14 August 2026 @11:00am

Enquiries:

Supply Chain Management

Contact Person: Fausto Shabangu
Email: FaustoS@sassa.gov.za
Telephone number: 013 754 9333

Project Manager

Contact Person: Michael Mashiane
Email: MichaelS@sassa.gov.za
Telephone number: 013 754 9463

Where bid documents can be obtained:

Website: <https://etenders.treasury.gov.za>
<https://sassa.gov.za>

Physical Address: Where bids should be delivered:

SASSA Mpumalanga Regional Office
18 Ferreira Street
1200

Compulsory Briefing Session to be held as follows:

Date: 04 August 2026
Venue: Virtual (Microsoft Teams)
Time: 10:00am

Join the meeting now

Meeting ID: 377 869 817 788 513
Passcode: 4cG9dc6g



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



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SASSA)					
BID NUMBER:	SASSA: 02-26-CS-MP	CLOSING DATE:	14/08 /2026	CLOSING TIME:	11:00 AM
DESCRIPTION	Bid Description: The South African Social Security Agency hereby invites Service providers for the Acquisition of office accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga region for a period of five (5) years..				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA Mpumalanga Regional Office , 18 Ferreira Street ,1201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Fausto Shabangu	CONTACT PERSON	Mr Michael Mashiane		
TELEPHONE NUMBER	013 754 9333	TELEPHONE NUMBER	013 754 9463		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	faustos@sassa.gov.za	E-MAIL ADDRESS	MichaelS@sassa.gov.za		
SUPPLIER INFORMATION					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.			
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.			
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			
2. TAX COMPLIANCE REQUIREMENTS			
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."			
SIGNATURE OF BIDDER:		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

DATE:

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number SASSA: 02- 26- CS- MP
Closing Time 11:00 am	Closing date 14 AUGUST 2026

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

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

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

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

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

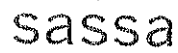
1. PURPOSE OF THE FORM

- 1.1 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.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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



STANDARD BIDDING DOCUMENT (SBD) 4

[illegible]

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STANDARD BIDDING DOCUMENT (SBD) 4

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:

.....

.....

.....

.....

.....

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;

STANDARD BIDDING DOCUMENT (SBD) 4

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the 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

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

STANDARD BIDDING DOCUMENT (SBD) 4

investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

- 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
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>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.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>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.</p> <p>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.</p> <p>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</p> |

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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

Terms of Reference (ToR) for Acquisition of office accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years



Terms of Reference (ToR) for Acquisition of office accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years.

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ANCRONYMS

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



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1. INTRODUCTION

The South African Social Security Agency (SASSA) was established in terms of Section 2 of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A statutory body in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999, as amended), which is responsible for the management, administration and payment of social assistance grants.

The vision for SASSA is to be a leader in innovative social security services. For SASSA to realize its objectives, amongst others, is the provision of reasonable and suitable accommodation to conduct its activities.

2. BACKGROUND

2.1 SASSA Mpumalanga Region has been rendering services to the community of Mpumalanga for numerous years. The Region has been rendering services directly from facilities procured from private landlords via internal SCM route of acquisition resulting in the implication that the current Lease Agreements being between the Landlord and SASSA.

2.2 The community of these areas are well established and therefore in need of uninterrupted availability of such services. Over and above the crucial service of poverty alleviation the Agency is rendering to this community.

3. DURATION

The required office accommodations is going to be for a period of five (5) years from the date of occupation.

4. PROJECT OBJECTIVES

SASSA seeks to enter into a lease agreement with a competent and reputable landlord who has knowledge and experience in the provision of office accommodation to government entities and departments.

5. PROJECT SCOPE

5.1. The service provider is required to have an existing building to be demarcated according to SASSA standards and specific accommodation requirements and to comply with Building Industry Regulations as follows:

OFFICE	SQUARE METRE (gross)	PARKING BAYS
Nkangala District and Emalahleni Local Office	1345	54 (16 locked up garages for government vehicles, 30 carports for staff vehicles and 08 Open parking base for visitors)



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5.2. Office Accommodation and Parking

- 5.2.1 The service provider is expected to provide office accommodation and parking Office space - refer to scope of requirements for office space (**Annexure A and Annexure A1**).
- 5.2.2 The service provider must maintain the facility.
- 5.2.3 The office space must comply with Occupational Health and Safety Requirements. The bidders are expected to attach a detailed Project plan for Tenant Installation (TI) to meet SASSA requirements within a period of 3 months. The timelines must also be clearly outlined.

6. PROJECT EXECUTION PLAN

The service provider would have to make the office space compliant to SASSA's approved office layout Model for the district and local office (**Annexure B**). It is a requirement that the proposed layout for the building tendered be submitted, as well as project plans showing how the service provider will meet the 3 months for tenant installation deadline.

7. CONTRACT MANAGEMENT RESPONSIBILITIES

7.1. SASSA shall:

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

7.2. The Service Provider shall:

- 7.2.1. Provide compliant office accommodation (as per bid specifications) for the period of the validity of the contract.
- 7.2.2. Conduct business in a courteous and professional manner.
- 7.2.3. Provide the necessary documentation as requested prior to the awarding of the contract.
- 7.2.4. Comply with all contract and Operational SLA provisions.
- 7.2.5. Provide Occupancy Certificate and Electricity COC
- 7.2.6. Finalise tenant installation within the period of three months.
- 7.2.7. Provide Alternative power supply (solar/generator) and Alternative drinkable water supply (Borehole/5 000 litres Jojo Tank).
- 7.2.8. Provide a funded maintenance plan (Letter of good standing from the financial institution) for the period of the validity of the contract.
- 7.2.9. Provide mental trunking for ICT cabling.

8. GENERAL CONDITIONS OF THE BID

8.1. Format of the Bid

Bids must be completed and submitted in line with the following:

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- 8.1.1. Copies of the certified copy are not acceptable.
- 8.1.2. Bidders must initial every page of the returnable documents including SBD forms, pricing schedules and bid proposal.

8.2 Contract Price Adjustments

The successful bidder(s) shall enter into an agreement with SASSA, and this contract will only be adjusted on the anniversary of the contract with the approved fixed escalation agreed to by both parties.

8.3 Price Template

- 8.3.1 Bidders must submit a detailed price structure. The pricing must be strictly done in line with the prescribed template (**Annexures C**).
- 8.3.2 The lowest offer will not necessarily be accepted
- 8.3.3 The price must be VAT inclusive.
- 8.3.4 All costs associated with this bid must be clearly stipulated on the prescribed template.
- 8.3.5 The completed Price Template must be enclosed in a sealed envelope.

9. BID REQUIREMENTS

- 9.1. The bidder must have an existing building.
- 9.2. Planned Joint Ventures related to this project. This will only be considered to be valid if there is proof of agreement signed by all parties involved. Submission of applicable: Resolution by the Legal Entity, or consortium / joint venture, authorizing a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. The Agency (SASSA) will enter into a single contract with the principal bidder.
- 9.3. Bids that are not accompanied by written proof that the bidder is the owner of the building or acts as an agent authorised to offer the office accommodation for leasing will not be considered.
- 9.4. Provide proof of experience in the provision of office accommodation that will include duration of the contract, contract value, square meters rented out, contact person and contact numbers. (**Annexure D**). This must be accompanied by reference letters with contactable referees. The reference letter must have the following minimum information:
 - Contract period (Start and Finish dates).
 - Size of the office accommodation in square meters.
 - Contract value.
 - The nature of the service provided.
 - Number of sites.
- 9.5. The bidder must provide proof that the building is compliant in terms of Occupational Health and Safety Act (OHS).
- 9.6. The bidder must provide proof that the building complies with the national building regulations and standards (SAPOA and NHBRC).
- 9.7. It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and requirements

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of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended. An occupancy certificate to this effect must be issued.

10. BID CONDITIONS

- 10.1. The lease agreement and payment will commence from the date of occupancy. Rental payments will be adjusted on a yearly basis in accordance with the agreed escalation rate starting at the beginning of the second year.
- 10.2. No bids sent by facsimile or email will be accepted
- 10.3. The bid form must not be retyped or redrafted, but photocopies may be used.
- 10.4. SASSA reserves the right to invite bidders that progressed to the functional evaluation phase to present their proposals to the relevant Bid Evaluation Committee.
- 10.5. SASSA reserves the right to conduct reference checks and site inspections during evaluation stage.
- 10.6. SASSA reserves the right to award the bid in whole or partially.
- 10.7. SASSA reserves the right to cancel the bid, should it be required to do so, at any time
- 10.8. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 10.9. SASSA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 10.10. SASSA is the sole adjudicator of the suitability of the accommodation for the purposes for which it is required. The Agency's decision in this regard will be final.
- 10.11. Drawings/Architects' plan of the accommodation offered must be submitted. In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document and SASSA's Approved District and Local Office Layout Model.
- 10.12. The commencement date from which rental will be payable or the lease shall begin is subject to the approval of SASSA.
- 10.13. The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of SASSA in accordance with the norm document and/or specified and minimum requirements.

11. SPECIAL CONDITIONS

- 11.1. The bidder must have an existing building including tenant installation which should be ready for occupation within 3 months after contract signed.
- 11.2. Lettable areas must be determined in accordance with the South African Property Owners Association (SAPOA) method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted

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12. EVALUATION OF THE BID

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

11.1.1 Stage One – Mandatory Requirements, Functionality Criteria and Administrative Compliance:

Phase One: Mandatory Requirements
Phase Two: Functionality Criteria
Phase Three: Administrative Compliance

11.1.2 Stage Two – Price and Preference Points

Stage One – (Phase One) Mandatory Requirements	
✓	The bidder must have an existing building including tenant installation which should be ready for occupation within 3 months after contract signed, and the bidder should include a certified copy of title deed not older than 6 months.
✓	Bidders must attend a compulsory briefing session.
✓	Lettable areas must be determined in accordance with the South African Property Owners Association (SAPOA) method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted
NB: Failure to comply with the above –mentioned conditions will invalidate a bid.	

EVALUATION CRITERIA	
1=Poor 2=Average 3=Good 4=Very Good 5=Excellent	
Stage One – (Phase Two) Functionality Criteria	Weighting
Site inspection	30
• Building in excellent condition, (requiring minor renovations) to suit SASSA needs within 3 months (5) • Building in good condition, (requiring minor renovations) to suit SASSA needs within 4 months (4) • Building in a fair condition, (requiring major renovations) to suit SASSA needs within 5 months (3) • Building in poor condition, (requiring reconstruction) to suit SASSA needs within 6 months (2)	
Accessibility	30
1. Property to be close to major routes and amenities 500m from taxi/bus/train rank in Nkangala District and Emalahleni Local Office. 2. Meet entrance and exit requirements 3. Property to meet requirements for people with disabilities (Ramps and Toilets) 4. Preferable ground floors office space.	

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5. Parking bays within the same premises. • All of the above five (5) • Four of the above (4) • Three of the above (3) • Two of the above (2) • One of the above (1)	
Suitability Existing office building with green building aspect among others: 1. Optimized Natural Ventilation 2. Optimized energy use 3. Reduced greenhouse emissions with windows able to open and designed to ensure there is through draft while ensuring that heated or cooled air does not escape unnecessarily – • All of the above (5) • Building partially compliant to green building (3) • Building without the above green building aspects (1) NB: SASSA will conduct reference checks and site inspections at this stage	30
Detailed Project Plan Project Implementation Plan (10) Project Implementation Plan that demonstrates how the project will be executed. The project plan must include all credible requirements and phases of a project not limited to the following: 1. Pre-Project Implementation Phase. 2. Project Implementation Phase. 3. Monitoring of the Project. 4. Project Close-Out Phase. 5. Methods for the execution of tasks. • All of the above five (5) • Four of the above (4) • Three of the above (3) • Two of the above (2) • One of the above (1)	10
Total Points	100

Bidders must score a minimum of 60 points on functionality. Bidders who score less than 60 points for functionality shall be disqualified and shall not be subjected to further evaluation.

Stage One: Phase Three: Administrative Compliance

- Tax Pin letter or Tax clearance Certificate
- Certified Copy of Proof of Registration with CIPC (Previously known as CIPRO) - (date of certification must not be older than 6 months)

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Terms of Reference (ToR) for Acquisition of office accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years

- Certified ID Copies of all Company Directors (date of certification must not be older than 6 months)
- Valid CSD report
- Completed and signed Standard Bidding Documents (SBDs):
 - ✓ SBD 1 Invitation to Bid
 - ✓ SBD 3.1 Pricing Schedule: Firm Prices (Purchases)
 - ✓ SBD 4 Declaration of Interest
 - ✓ SBD 6.1 Preference Points

NB: Bids who fail to comply with the administrative compliance requirements above may be disqualified.

11.2 PRICE AND SPECIFIC GOALS

Stage Two - Price and Specific Goals	100 Points
Price	80
Specific Goals	20

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

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)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 – 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others (non-compliant)	0
Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD report	

Bidders must submit an Original or certified copy of B-BBEE Verification Certificate from a

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Terms of Reference (ToR) for Acquisition of office accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years

Verification Agency accredited by South African National Accreditation System (SANAS) or an original sworn affidavit signed by Emerging Micro Enterprise (EME) representative and attested by Commissioner of Oaths.

13. BID DOCUMENTS CHECKLIST:

- 13.1. The contents of the BID/ TENDER document must be submitted according to the attached checklist ((**ANNEXURE E**)).

14. Briefing session

A compulsory briefing session will be held; date and time will be indicated on the advert.

15. ENQUIRIES

For more information, please contact the following persons:

Technical Enquiries:

Mr. MJ Mashiane
(013) 754 9463
MichaelS@sassa.gov.za

Bid Enquiries:

Mr. FT Shabangu
(013) 754 9333
FaustoS@sassa.gov.za

DEPOSIT/RETURN OF BID DOCUMENTS

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

**DEPOSITED IN THE TENDER BOX AT
GROUND FLOOR (RECEPTION)
18 FERREIRA STREET
NELSPRUIT, 1201**



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CORPORATE INTERIOR GUIDELINES

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

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Bidder's Initials.....



Always pass the complete signature and issues list to the `Print` method. We use a single `EventArgs` argument and our logic represents that in the `Signature` property. There are two ways to get our signature and issues and therefore we need this. So our `Print` method prints them. Note that the `Color` property is used as a `with` background color. If a signature object we are faced with a color background we then use the `Signature` property instead of our `with` property.



USE OF COLOUR FORMAT



Whenever possible the corporate signature should appear in full colour. If not possible, it is a bright and vibrant organisation and our logo represents that in full splendour. Therefore we would like to share our dynamism and spirit and therefore we would like to use our full colour logo at most times. Now that the full colour logo is to be used on a white background only, it should not matter we are faced with a colour background we then use the SASSA logo inverted white ink on our colour paper only.

SASSA: THE SOUTH AFRICAN SOCIAL SECURITY AGENCY

Bidder's Initials.....

Terms of Reference (ToR) for Acquisition of Office Accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years



OFFICE INTERIOR



By providing a professional image, it is important that we create a work environment that creates confidence and productivity. A work environment that reflects a high level of professionalism is essential. Our vision is to create a work environment that reflects the values and standards of the City of Johannesburg. We are committed to providing a work environment that is safe, secure, and comfortable for all employees.

Image courtesy of the City of Johannesburg, Joburg, 2014

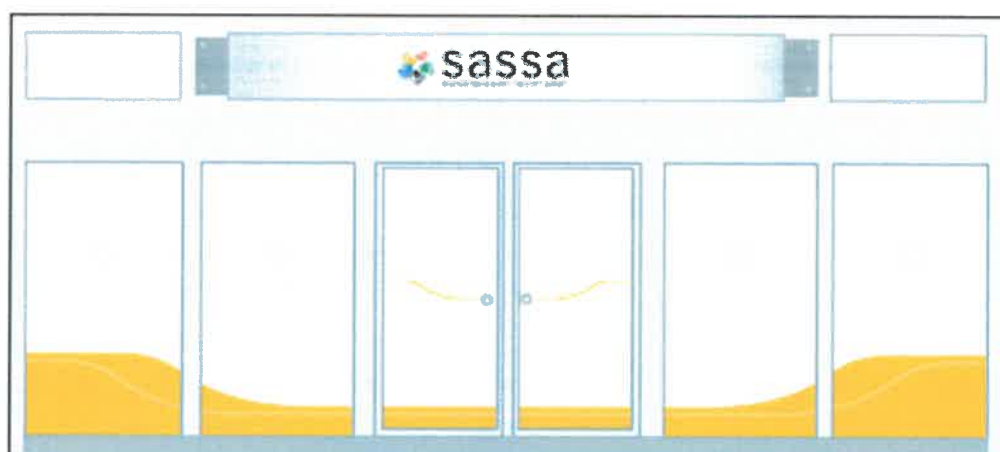
Bidder's Initials.....

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SHOP FRONTS

FRONT ELEVATION

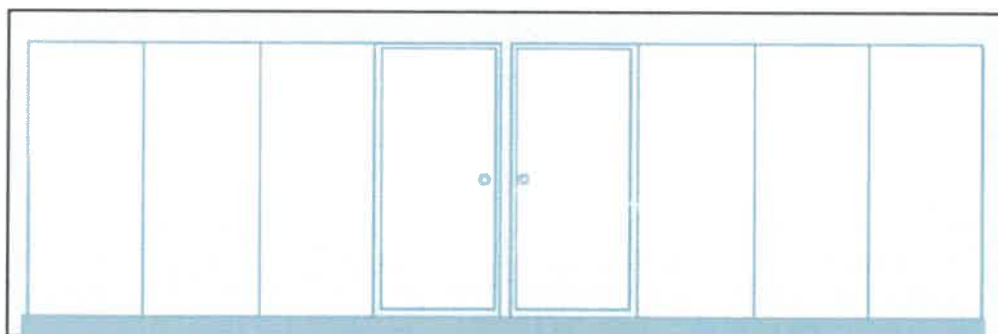


The shopfront drawing is just an example of a typical corporate identity application and serves as a guideline. The Aluminium frame work of new shop fronts to be provided should be made of metal. If new frame work are existing it may remain in the material aluminium or other colour. The finish must however be in the corporate colours as indicated above with details of the logo and the secondary curve graphic as indicated on the glass.

SASSA Corporate Identity Application - Shop Fronts

Bidder's Initials.....

FRONT ELEVATION

[illegible]

© 1999 American Psychological Association 0893-3200/99/\$12.00 DOI: 10.1037/0893-3200.13.4.565

Terms of Reference (ToR) for Acquisition of Office Accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years



CARPETS



All carpets to be carpeted with 600 x 900 x 6,5mm. Suppliers use Deep Pile carpet from 200 rds. The color of the carpet this has been chosen to obscure any dirt or any spillage, with at the same time being very grooving and durable. This due to the high volume area especially reception areas.

and all the relevant documents relating to this tender should be submitted to the relevant authority

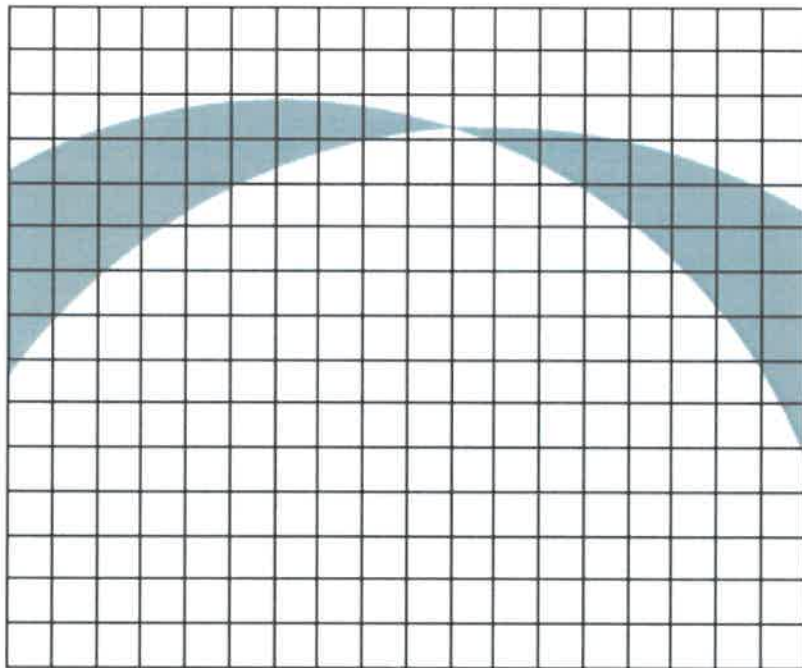
Bidder's Initials.....

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FLOOR PATTERN

PUBLIC AREAS



Pattern is a floor pattern and a color is that is chosen to be the color of the floor. The floor is a light blue and white and the pattern is a semi-circle. The pattern is a semi-circle and the color is a light blue and white. The pattern is a semi-circle and the color is a light blue and white. The pattern is a semi-circle and the color is a light blue and white.

SOUTH AFRICAN SOCIAL SECURITY AGENCY - DEPARTMENT OF SOCIAL DEVELOPMENT

Bidder's Initials.....

FLOORS

TOILETS



All toilets are to be tiled with 300 x 300 x 12.5 Marley Tiles Beige (Marley Tiles Beige 4500).
Other measures should then be taken to ensure compliance with the Manufacturer's instructions. This type of tile is designed for use in the toilet and kitchen areas. These are easy to clean and prevent moisture from entering the areas where germs may be hiding. They must also match the floor tile of the kitchen area. This is a very important part of our Internal Design Beige and dark brown tiles are placed on the wall and ceiling for a standard contrast in toilet or kitchen areas.

SKIRTINGS



Timon Natural is a solid skirting board made of 25mm thick skirting painted with high quality white paint. It is 100% timber skirting which is made to our customers has a very important role to play in the overall design ambience. Thus the skirting has been designed both in made to match the counters and desks and incorporates an elegant design to match the overall look and feel. It has also been designed specifically for the five five areas.

All skirting is to be black.

South African Social Security Agency
SASSA

Terms of Reference (ToR) for Acquisition of Office Accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years



CEILINGS



Ceilings can either be plastered or made of gypsum. Plasterwork or suspended ceilings, if plasterwork or board ceilings to be painted with white PVA paint. Suspended ceilings are always designed at a height of 2,7 m above the finished floor which is a mandatory standard for all projects. Note: Deviation for a lower height of 2,4 m for board ceilings may only be considered in extreme circumstances.

SASSA is a registered company with the Department of Labour, South Africa.

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Terms of Reference (ToR) for Acquisition of Office Accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years



WALLS



PJacoen
Rice Paper
VEL 45

Micasa
Kajsheri
BBO 3110

All interior walls are to be painted with PJacoen Rice Paper VEL 45, All exterior walls are to be painted with Micasa Kajsheri BBO 3110.

SASSA is a registered non-profit company (Pty Ltd) with registration number 2015/0000000/07.

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1000 2000 3000 4000 5000 6000 7000 8000 9000 10000

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LIGHTING

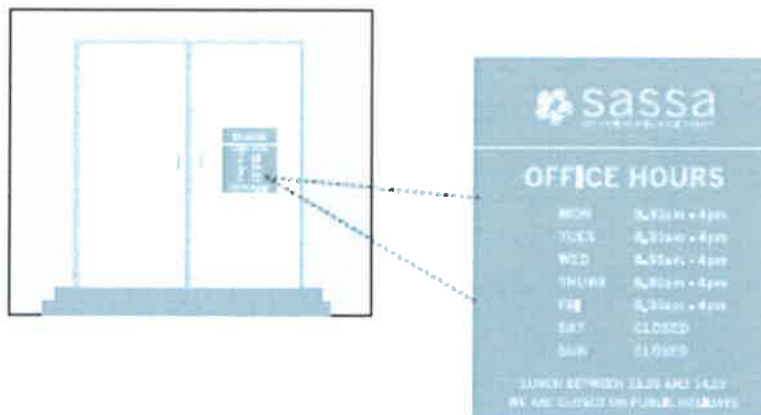


Lighting intensity to be a minimum 300 lux in offices and 500 lux in public areas. All areas to be ceiling fitted with recessed fluorescent light fittings with prismatic acrylic covers.

Lighting to be installed in accordance with the specifications in the Bill of Materials.

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BUSINESS HOURS DECALS



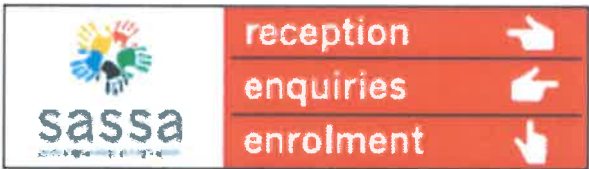
The Business Hours decal appears at the entrance doors.

South African Police Service - National Command and Control Centre - Pretoria

Bidder's Initials.....



INDICATORS



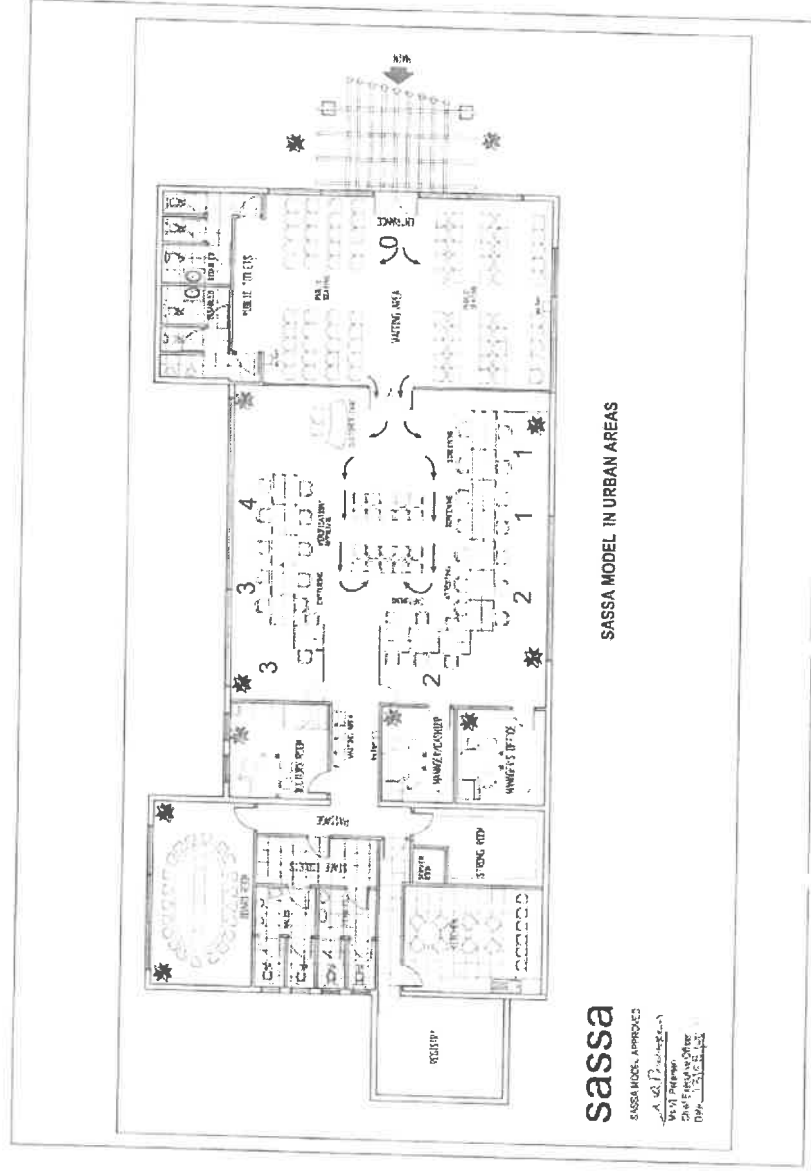
A list of approved suppliers are available from the Department Head Office.

used as to related services, which will be used within the region

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Terms of Reference (ToR) for Acquisition of Office Accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years

Bidder's Initials.....



Terms of Reference (ToR) for Acquisition of Office Accommodation for Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years

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Bidder's Initials.....

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Bidder's Initials.....

ANNEXURE C

BID OFFER - OFFICE ACCOMMODATION

Price Template (ANNEXURE C)

BID OFFER – OFFICE ACCOMODATION

Bid no:		Closing Date:	
Advertising date		Validity period:	90 Days

1. ACCOMMODATION PARTICULARS

Name of building	
Location of the building	
Gross floor area of accommodation	m²

Description	Size	Unit	R/Unit	Total
Office Area		M ²		
Store Rooms		M ²		
Open Patios		M ²		
Locked up garages for government vehicles		No		
Carports for staff vehicles		No		
Open parking base for visitors		No		
Operating Cost (Estimate)		M ²		
Sub-Total				
VAT @15%				
TOTAL				

Annual Escalation rate:

2. RESPONSIBILITIES

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

3.1 Services	SASSA	LESSOR	Estimated cost per month
3.1.1 Water consumption			
3.1.2 Electricity consumption			
3.1.3 Sanitary services			
3.1.4 Refuse removal			
3.1.5 Domestic cleaning services			
3.1.6 Consumable Supplies			
3.1.7 Fuel consumption			
3.2 Maintenance	SASSA	LESSOR	Estimated cost per month
3.2.1 Internal maintenance			
3.2.2 External maintenance			
3.2.3 Garden (if applicable)			
3.2.4 Air-conditioning			
3.2.5 Lifts (if applicable)			

3.2.6 Floor covering: Normal wear			
3.3 Rates and Insurance	SASSA	LESSOR	Estimated cost per month
3.3.1 Municipal rates and Increases			
3.3.2 Insurance & increases			
3.3.3 SASRIA Insurance +Increase			
3.4 Other Responsibilities	SASSA	LESSOR	Estimated cost per month
3.4.1 Contract Costs			
3.4.2 Stamp Duty			
3.4.3 Firefighting equipment			
3.4.4 Cost of alterations			

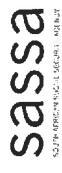
Does the building comply with the National Building Regulations?	Yes ☐ No ☐
--	--

3. NATIONAL BUILDING REGULATIONS:

7. ADDITIONAL BUILDING REGULATIONS:		
Electricity Compliance Certificate	Yes ☐ No ☐	
Fire Regulation	Yes ☐ No ☐	
Accessibility Regulation	Yes ☐ No ☐	
Health and Safety Regulation	Yes ☐ No ☐	
Name of owner /dully Authorised representative	Signature	Date

ANNEXURE D

COMPANY PROFILE - EXPERIENCE IN THE OFFICE ACCOMMODATION



COMPANY PROFILE

[illegible]



sassa

South African Social Security Agency

Name of client / organization where contract is/was executed	Contract period		Specify Nature of services rendered (Office Accommodation)	Contact persons and telephone numbers of your client		Total size of facility or facilities in Square Meters	Number of sites/ properties for the same contract.	Total Cost of the Contract
	(Start Date) Day/Month/Year	(End Date) Day/Month/Year		Name	Contact			

SIGNATURE

Full names and surname:

Designation:

Signature:

Date:

ANNEXURE E

LIST OF RETURNABLE DOCUMENTS

LIST OF RETURNABLE DOCUMENTS (Annexure E)

SCHEDULE 1: LIST OF RETURNABLE DOCUMENTS

Description	Terms of Reference (ToR) for Acquisition of Office Accommodation for the Nkangala District and Emalahleni Local Office within Mpumalanga Region for a period of five (5) years:		
	OFFICE	SQUARE METRE (gross)	PARKING BAYS
	Nkangala District and Emalahleni Local Office	1222.73	54 (16 locked up garages for government vehicles, 30 carports for staff vehicles and 08 Open parking base for visitors)
Property Manager			Bid / Quote no:

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

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

Bid Document Name	Number of Pages	Returnable Document
SBD 1: Notice and Invitation to Bid	7 pages	
Special Conditions of Contract	1 page	
SBD 3.1 Firm prices	1 page	
SBD 4: Declaration of Interest	5 pages	
Form-1: Resolution of board of Directors	2 pages	
Form-2: Resolution of Board of Directors to Enter into a Consortia or Joint Venture	2 pages	
Form-3: Special resolution of consortia or Joint Venture	3 pages	
Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022: SBD 6.1	5 pages	

Bid Offer – Office Accommodation	2 pages	
Compliance with all the Acts, Regulations and By-laws Governing the Built environment Certificate	1 page	

BIDDERS SIGNATURE

Name of Bidder	Signature	Capacity	Date