	REQUEST FOR QUOTATION CIDB	
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BID NUMBER:	RFQ-2024/010-003	CLOSING DATE:	30 October 2024	CLOSING TIME:	11:00
DESCRIPTION:	THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF TWO (2) YEARS				
NONCOMPULSORY BRIEFING SESSION DATE AND TIME	N/A	BRIEFING SESSION VENUE	N/A		
ISSUE DATE	15 October 2024				

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			
SCM PRACTISIONER			
CONTACT PERSON	Penelope Soyingwa	CONTACT PERSON	Simon Fete
TELEPHONE NUMBER	012 432 1414	TELEPHONE NUMBER	012 432 1515
E-MAIL ADDRESS	penelope@nlcsa.org.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION			
SUPPLIER ENTITY NAME			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
E-MAIL ADDRESS 1			

E-MAIL ADDRESS 2			
VAT REGISTRATION NUMBER		CIDB GRADING	
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	CENTRAL SUPPLIER DATABASE No:	MAAA_____
B-BBEE LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT (EMEs and QSEs)	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

BID SUBMISSION:

- a. Submissions must be made by the stipulated date and time to the email address stipulated above. Late submissions will not be accepted for consideration.
- b. **All submissions must be made on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.**
- c. **Fully complete and sign Form of Offer**
- d. No submissions 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.
- e. *National Lotteries Commission will provide any clarifications / addenda / extension of closing date by no later than **three (3)** calendar days before the closing date.*

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SECTION A: BID

PART T1: BIDDING PROCEDURES

T1.1. BID NOTICE AND INVITATION TO BID

THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF TWO (2) YEARS	
The technical requirements for the equipment are fully stated in the bid documentation. Potentially emerging or other enterprises that satisfy criteria stated in the Bid Data portion of the document may submit their bid offers	
Minimum Contractor CIBD Grading Required	It is estimated that tenderers must have a CIDB contractor grading designation of 2GB or higher
Contracting Strategy	Develop and Construct
Classification	Complex work
Procurement Procedure	National Lotteries Commission uses a single volume approach.
Awarding Strategy	The maximum number of suppliers to be awarded this bid is ONE. <i>Where the award is made to more than one supplier, National Lotteries Commission shall negotiate with the highest ranking pre-determined number of suppliers to normalize the prices, prior to award</i>
Bid Submission	Bids must be submitted by the 30 October 2024 @11:00 The original bid document must be submitted at the below address via email for the attention of penelope@nlcsa.org.za (Compressed to 18mb)
Bid Validity	Validity period of not more than 12 weeks is required from closing date of this RFQ. NLC reserves the right to extend the validity period for a period reasonable for business requirements.

Subcontracting	Where CIDB related works are subcontracted, each Subcontractor must also be registered with the appropriate CIDB grading Designations in accordance with the value of the work to be undertaken by that Subcontractor.
Rotation of Suppliers	In the spirit of providing equal opportunities to potential suppliers and in view of not supporting monopolies, National Lotteries Commission shall apply rotation of suppliers to ensure equitable share in National Lotteries Commission's awarded contracts.

T1.2. BID DATA

The conditions of this bid are the Standard Conditions of Tender as contained in the document *CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019) Annexure C* and may be obtained from the CIDB.

The Standard Conditions of Tender for Procurement make several references to the Bid Data for details that apply specifically to this bid. The Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the Clause in the CIDB Standard Conditions of Tender to which it mainly applies.

CLAUSE NUMBER (CIDB)	BID DATA
C.1.1	The Employer is National Lotteries Commission.
C.1.2	The bid documents issued by the Employer are detailed on the contents page of this bid document.
C.1.4	The Employer's Representative/s is stated on the cover page of this bid document.
C.1.6.3	The Employer shall evaluate this bid in accordance with the evaluation criteria stated in this bid.

CLAUSE NUMBER (CIDB)	BID DATA
C.2.1	<p><i>Only those Bidders who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 2GB or higher class of construction work, are eligible to have their tenders evaluated.</i></p> <p><i>Joint ventures are eligible to submit bids provided that:</i></p> <ol style="list-style-type: none"> <i>1. every member of the joint venture is registered with the cidb;</i> <i>2. the lead partner has a contractor grading designation in the class of 2GB construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.</i> <i>3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a or 2GB class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.</i>
C.2.7	The arrangement for a non-compulsory site meeting (where applicable) is as stated in the Notice and Invitation to Bid.
C.2.8	The due date for seeking clarification is as stated in the Bid Notice and Invitation to Bid.
C.2.12	<p>In addition to the information appearing in C2.12 of the CIDB Standard Conditions of Tender, the following statements shall apply:</p> <ul style="list-style-type: none"> • Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative bid offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. • Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions.

	<ul style="list-style-type: none"> Pricing Data must reflect all assumptions in the development of the pricing proposal. <i>The pricing of the alternative bid offer may not exceed the pricing of the main bid offer.</i> <p>Acceptance of an alternative bid offer will mean acceptance in principle of the offer. In the event that the alternative bid offer is accepted, it will be a contractual obligation for the Bidder to accept full responsibility and liability that the alternative bid offer complies in all respects with the Employer's standards and requirements.</p>
C.2.13.5	Bidders must submit one (1) copy of the bid document and returnable.
C.2.13.9	Bid submission must only be submitted on On-Line Bid Submission Systems.
C.2.15	The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid.
C.2.16	The bid offer validity period is as stated in the Bid Notice and Invitation to Bid. <i>No bid substitutions will be allowed after the closing date and time.</i>
C.2.23	See 2.1 List of Returnable Documents for a comprehensive list of certificates and additional documents required for submission with this bid.
C.3.4	NLC will make available the names, prices and preference points for submissions to interested parties who make request for such information, at least one (1) week after the closing date. <i>(CIDB Best Practice Guideline #A3 Evaluation tenders offers, February 2008)</i>

C.3.11	<p><i>National Lotteries Commission's evaluation process comprises of the following steps. Specific criteria to be utilized for this bid are contained in <u>T1.3 Evaluation Criteria</u></i></p> <p>a) Test for Responsiveness / Pre-qualification</p> <p><i>Refer to the criteria as stated in T1.3 of this bid document. All test for responsiveness must be met for the bid submission to be considered further.</i></p> <p>b) Functionality evaluation</p> <p><i>Refer to the criteria as stated in T1.3 of this bid document. A minimum score of 70 points must be obtained for the bid submission to be considered further.</i></p> <p>c) Price</p> <p>i. Price Analysis</p> <p>NLC uses a Financial Tolerance Range to assess how reasonable the market response prices are. These ranges will assist with eliminating bid prices that are deemed to be excessively high or low to complete the works. The higher limit ensures that NLC does not pay more that it believes the value of service or goods is worth, and the lower limit ensures that NLC is not exposed to risk of work not being completed or prices increasing after the award because the award price was too low to complete said scope.</p> <p>ii. Specific goals</p>
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The following table will be used to calculate the score out of 20 for specific goals

1. Procurement from entities who are Black Owned	Sub - points	Maximum points for specific goals	To be co supplier
Tenderer who have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned			
Tenderer who have 100% women Ownership	4	4	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership			
Tenderer who have 100% black	4	4	

youth ownership					
Tenderer who have 30% to 99% black youth ownership	2				
Tenderer who have less than 30% black youth ownership	0				
4.Procurement from Disabilities					
Tenderer who have 20% or more owners with disability	4	4			
Tenderer who have less than 20% but more than 10% owners with disability	2				
Tenderer who have less than 10% owners with disability	0				
Total points for specific goals		20			

d) Objective Criteria

Refer to the criteria as stated in T1.3 Evaluation Criteria of this bid document.

A bid must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the bid to another bidder.

SUMMARY

The total number of functionality/ quality (PF) shall be the sum total of the product of quality criteria by weight allocated.

The total number of adjudication points (PT) shall equal the sum of the bid price points (Ps) and the Specific goals points (PP) i.e.

$$PT = Ps + PP$$

National Lotteries Commission does not bind itself to accept the bid with the highest number of adjudication points.

C.3.17 The number of paper copies of the signed contract to be provided by the Employer is 1 (one).

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T1.3. EVALUATION CRITERIA

T1.3.1. TEST FOR RESPONSIVENESS/ PRE-QUALIFICATION

1. Letter of Good Standing from the Department of Labor or an Accredited Institution.
2. Only those tenderers who are registered with the cidb or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a **2GB** or higher. class of construction work, are eligible to have their tenders evaluated.
3. Fully complete and sign Form of offer and Acceptance.
4. Completed and signed SBD 4.

T1.3.2. FUNCTIONALITY EVALUATION

Bid submissions will be evaluated on the criteria outlined in items (A-D) below. Each Item (A to D) has an assigned "Weight" and "Rating" scale. During the evaluation process, Bidders shall be assigned a "Rating" for each item in A to D.

The maximum "Score" that a Bidder can achieve will be equal to the "Weight" for a particular item. The Total Scores of each functionality criterion will be multiplied by its weight and then the total score summed up to a total score out of 100.

A detailed description of the "Rating" scales and associated adjudication documentation are as follows:

FUNCTIONALITY CRITERIA		WEIGHT
1.	<p>Previous Related Experience (Similar to current RFQ Scope/Work)</p> <p>The rating of this item is based on a four-point scale (out of a total of 5):</p> <ul style="list-style-type: none"> • None = 0 - No submission • Weak = 1 - 1 Company reference letters • Moderate = 3 - 2 Company references letters • Good = 5 - 3 Company references letters 	25
2.	<p>Human Resource Capacity Adjudicated based on Human Resource Capacity Schedule required for the execution of the scope of work. The purpose is to establish an overall picture of the company's human resource capacity and ability to undertake the work. The Human resource capacity must address the trades man and relevant qualification in the following trades. Electrician, Plumber, Air-conditioning, fire systems, general building maintenance</p> <p>The rating of this item is based on a four-point scale (out of a total of 5):</p> <ul style="list-style-type: none"> • None = 0 - No submission • Weak = 1 - Company organogram not reflecting the resource needs for the scope of work • Moderate = 3 - Company organogram partially addressing the resource needs for the scope of work • Good = 5 - Company organogram adequately addressing the resource needs for the scope of work. 	25
3.	<p>Equipment Resource Capacity Adjudicated based on Equipment Resource Capacity (Plant, Equipment, vehicles, computers, software's etc.) The purpose is to establish an overall picture of the company's equipment resource capacity and ability to undertake the work and will therefore be services/goods specific.</p> <p>The rating of this item is based on a four-point scale (out of a total of 5):</p> <ul style="list-style-type: none"> • None = 0 % - No submission • Weak = 1% - Minimal capacity in relation to the scope • Moderate = 3% - Capacity meets the scope requirements with some gaps • Good = 5% - Capacity meets the scope requirements. 	25
4.	<p>Work Breakdown / Schedule / Project Programme Aligned with Contractual requirements, credible and acceptable</p> <p>The rating of this item is based on a four-point scale (out of a total of 5):</p> <ul style="list-style-type: none"> • None = 0 - No submission • Weak = 1 - The work breakdown/ schedule / project programme is submitted but is unclear. • Moderate = 3 - The work breakdown/ schedule / project programme is submitted and has some indication of the duration. 	25

FUNCTIONALITY CRITERIA		WEIGHT
	<ul style="list-style-type: none"> Good = 5 - The work breakdown/ schedule / project programme is submitted and has a clear indication of the duration and delivery date. 	
TOTAL		100

*Responses are required to meet a **minimum of 70 percent** to be further evaluated.*

T1.3.3. PREFERENCE POINT SYSTEM

The (80/20) Preferential Point System will be used to evaluate price and preference on this quotation.

WHERE PROCUREMENT VALUE IS R0 < R50 000 000 (INCL. VAT):

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

PART T2: RETURNABLE DOCUMENTS

T2.1. LIST OF RETURNABLE DOCUMENTS

1.1.1.1. All documentation listed in table T2.1 below shall form part of the Contract. *The Bidder must utilise this list as a checklist prior to bid submission.*

1.1.1.2. Non-submission of any item listed only under the column “Required for Bid Evaluation” may result in the bid being rejected by the Employer.

1.1.1.3. Attach additional pages if more space is required.

Table T2.1 List of Returnable Documents

ITEM	DESCRIPTION OF DOCUMENT TO BE RETURNED	REQUIRED FOR BID EVALUATION	ONLY REQUIRED AFTER BID AWARD
T2	Returnable schedules (supplied with the bid document)		
T2.2.1	Compulsory Enterprise Questionnaire including SBD 4	•	
T2.2.2	Record of Addenda to RFQ Documents	•	
T2.2.3	Proposed Subcontractors	•	
T2.2.4	Alternative Bid	•	
T2.2.5	Qualifications to Bid	•	
T2.2.6	Requirements with regard to fluctuations in the cost of labour and materials	•	
T2.2.7	FOB Prices of imported equipment/materials for which foreign exchange would be required and importing charges	•	
T2.2.8	Record of Previous Experience, Quality of Workmanship and Safety	•	
T2.2.9	Human Resource Capacity Schedule	•	
T2.2.10	Equipment Resource Capacity (Plant and Equipment)	•	
C1.1	Letter of Bid (Form of Offer and Acceptance)	•	
C1.2	Contract Agreement		•
C2.2	Pricing Schedule / Bill of Quantities (BoQ) The Bidder is required to submit the following: 1 Printed format and signed version of the completed pricing schedule or BoQ.	•	

C3.1	Dates for Delivery and Completion NOTE: A DETAILED PROJECT PROGRAMME MUST BE INCLUDED WITH THE BID SUBMISSION	.	
R 1	Required documentation not issued with the bid document:		
R 1.1	Certificate of Contractor Registration issued by CIDB OR A copy of the application form for registration in terms of the CIDB Act	.	
R 1.2	Prof of tax compliance status and a valid SARS Tax PIN	.	
ITEM	DESCRIPTION OF DOCUMENT TO BE RETURNED	REQUIRED FOR BID EVALUATION	ONLY REQUIRED AFTER BID AWARD
R 1.3	Letter of Good Standing from the Department of Labour or an Accredited Institution	.	
R 1.4	Resolution Letter for the Main Contractor (a letter authorizing the person completing the bid to sign on behalf of the company)	.	
R 1.5	Resolution Letter for the Subcontractor/s (a letter authorizing the person completing the bid to sign on behalf of the company)	.	
R 1.6	Subcontracting Agreement	.	
R 1.7	Certified copy of B-BBEE Certificate or Certified copy of Sworn Affidavit for EMEs or QSEs. <i>The DTIC B-BBEE Certificate</i> No acceptance of IRBA (Independent Regulatory Board for Auditors) BBBEE Certificate.	.	
R 1.8	Main Contractor's internal Safety and Health Policy and Project Specific SHE Plan (compliance with the project specific SHE specification)		.
R 1.9	Comprehensive SHERQ Plan (compliance with SHERQ Specification, including written agreement on Safety, Health and Environmental matters and all documents required for SHERQ compliance)		.
R1.10	Contractors' tools and Equipment Inventory		.
R 1.11	Staff list		.
R1.12	Site Clearance Certificate		.
R1.13	Job Creation Report/Statistics (To be submitted Monthly)		.
R1.14	Public Liability Cover to the value of 1 million rand	.	

R1.15	<p>Detailed Project Programme in the following:</p> <ol style="list-style-type: none"> 1) Gantt Chart Format 2) Level 2 schedule activities 3) Credible and Aligned to NLC's Programmed 4) Resource loaded schedule Monthly cash flows, project to completion. 	•	
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T2.2. RETURNABLE SCHEDULES

T2.2.1. COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:	
Section 2: VAT registration number, if any:	
Section 3: CIDB registration number, if any:	
Section 4: CSD Number:	

Section 5: Particulars of sole proprietors and partners in partnerships:

Name *	Identity Number *	Personal income tax number *

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 6: Particulars of companies and close corporations

Company registration Number:		
Close Corporation number:		
Tax reference number:		

Section 7: SBD 4 issued by National Treasury must be completed for this bid.

I the undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- authorizes the employer to verify the Bidders tax clearance status from the South African Revenue Services that it is in order;
- confirms that the neither the name of te enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- confirms that I / we are not associated, linked or involved with any other bidding entities submitting bid offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Name of Bidder: _____

Signed by or on behalf of Bidder: _____ Official Capacity: _____

Date : _____

BIDDER'S DISCLOSURE

- **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.

- **Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

If so, furnish particulars:

.....
.....

• **DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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.

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

T2.2.2. RECORD OF ADDENDA TO BID DOCUMENT

We acknowledge receipt of communications from the Employer amending the bid document before the submission of this bid offer. We confirm that these amendments have been taken into account in this bid offer.

Notice Number	Date	Title or Details
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		

Name of Bidder: _____

Signed by or on behalf of Bidder: _____ Official Capacity: _____

Date: _____

T2.2.3. PROPOSED SUBCONTRACTORS

We notify the Employer that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then on official award of Contract by the Employer to us, this list duly signed below shall be binding between us.

The appointment of the proposed Subcontractors shall be subject to the approval of the Employer.

Please note it is compulsory to declare the percentage of work to be completed by the Subcontractor.

Name and Address of Proposed Subcontractor	Nature and Extent of Work	Previous Experience with Subcontractor	CIDB Grading
1)			
2)			
3)			
4)			
5)			

Name of Bidder: _____

Signed by or on behalf of Bidder: _____ Official Capacity: _____

Date: _____

T2.2.4. ALTERNATIVE BID

T2.2.4.1. Alternative bids will be accepted on the conditions described in [T1.2 Bid Data](#) (CIDB Clause C.2.12)

T2.2.4.2. Should the Bidder wish to submit an alternative bid he shall set out his proposals clearly hereunder or alternatively state them in a covering letter attached to his bid and referred to hereunder, failing which the bid will be deemed to be unqualified.

T2.2.4.3. If no departures or modifications are described, the schedule shall be marked NIL and signed by the Bidder.

Page	Item	Proposed alternative	Price saving (if any) to the Employer if proposal is accepted

Name of Bidder: _____

Signed by or on
behalf of Bidder: _____

Official
Capacity: _____

Date: _____

T2.2.6. REQUIREMENTS WITH REGARD TO FLUCTUATIONS IN THE COST OF LABOUR AND MATERIALS

T2.2.6.1. The Bidder shall delete whichever of the following statements are not applicable to the bid. *Where the Bidder has not indicated the applicability of fluctuations, NLC shall regard the fluctuations as not applicable.*

FLUCTUATIONS IN - Wages and allowances: *TO APPLY/NOT TO APPLY
Price of materials: *TO APPLY/NOT TO APPLY

* Delete whichever is not applicable.

FORMULAE OR BASIS FOR THE ADJUSTMENT OF THE BID PRICE

If firm prices are not quoted the Bidder shall supply the following information:

T2.2.6.2. Formula by which the bid price is to be multiplied in order to arrive at the adjusted price:

.....
.....

T2.2.6.3. Definition of all symbols used in the above formula:

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

T2.2.6.4. Any special materials or equipment to be excluded from the application of the formula stating the method and basis of price variation to be applied to such materials or equipment:

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

RECORDING OF WEATHER AND ABNORMAL RAINFALL

If during the time for completion of the works or any extension thereof abnormal rainfall or wet conditions shall occur then an extension of time in accordance hereof shall be granted by the

Employer calculated in accordance with the formula given below for each calendar month or part thereof.

$$V = (Nw - Nn) + ((Rw - Rn)/X)$$

V	Extension of time in calendar days in respect of the calendar month under consideration.
Nw	Actual number of days during the calendar month on which a rainfall of Y mm or more has been recorded.
Nn	Average number of days, as derived from existing rainfall records, on which a rainfall of Y mm or more has been recorded for the calendar month.
Rw	Actual rainfall in mm recorded for the calendar month under consideration.
Rn	Average rainfall in mm for the calendar month as derived from existing rainfall records.

For purposes of the contract Nn, Rn, X and Y shall have those values assigned to them in the Contract Data and/or the Specification. The total extension of time shall be the algebraic sum of all monthly totals for the period under consideration, but if the total is negative the time for completion shall not be reduced due to subnormal rainfall. Extensions of time for part of a month to be calculated using pro rata values of Nn and Rn. This formula does not take account of flood damage that could cause further or concurrent delays and will be treated separately as far as extension of time is concerned.

The factor (Nw-Nn) shall be considered to represent a fair allowance for variations from the average number of days during which rainfall exceeds Y mm. The factor (Rw-Rn)/X shall be considered to represent a fair allowance for variations from the average in the number of days during which the rainfall did not exceed Y mm but wet conditions prevented or disrupted work.

The Contractor shall be permitted to take his own rainfall measurements on site subject to the Engineer's approval, but access to the measuring gauge(s) shall be under the Engineer's control. The Contractor is to provide and install all the necessary equipment for accurately measuring the rainfall as well as to provide, erect and maintain a security fence plus gate, padlock and keys at each measuring station, all at his own cost.

Name of Bidder: _____

Signed by or on
behalf of Bidder: _____

Official
Capacity: _____

Date: _____

T2.2.7. F O B PRICES OF IMPORTED EQUIPMENT/MATERIALS FOR WHICH FOREIGN EXCHANGE WOULD BE REQUIRED AND IMPORTING CHARGES

- T2.2.7.1. The Bidder shall complete each schedule listing the F O B value of all items of equipment/materials for which foreign exchange would be required.
- T2.2.7.2. Bidders based on the supply of locally manufactured equipment and/or materials priced competitively, will be given preference by the Employer provided such equipment and/or materials, and the manufacture thereof, are of sufficiently high standard to meet the Employer's requirements.
- T2.2.7.3. If no items are to be imported or if firm prices are submitted the relevant section of the schedule shall be marked NIL. If the equipment contains imported equipment/materials then the Bidder shall complete the schedule listing the F O B value of all items of equipment/materials, which have been or are to be imported. Prices tendered for this imported equipment/material shall be quoted in **currency of origin**. It will therefore be the responsibility of the employer (NLC) to take out a Forward Cover for this imported equipment/material, when and if deemed prudent. All charges for the Employer's account referred to in the General Conditions of Contract and any changes in the rates of exchange will only be paid or allowed by the Employer in respect of items listed in this schedule. Bidder shall be expected to provide full documentation (i.e. Invoice, Bill of Lading, etc.) supporting foreign currency requirements for this imported equipment/material to support the Employer application to the SARB for the exchange control approval.
- T2.2.7.4. The Bidder shall sign each schedule.
- T2.2.7.5. For evaluation purposes, the prices of imported equipment/material sourced directly from outside South Africa quoted in currency of origin will be converted to Rand using the closing rate exchange rate published by SARB on the date, one week (7 day calendar days) prior to the closing date for the Bidder.

"Imported content" means that portion of the price represented by the cost of components, parts or materials which have been, or are still to be imported (whether by the Bidder or his suppliers or Subcontractors) and which cost includes the overseas cost plus direct importation costs, such as freight, all landing charges, dock dues, import duties and the like at the South African port of entry, as well as inward transportation and handling to the factory in the Republic where the equipment offered is produced, manufactured, processed, assembled, packed or otherwise prepared.

The Bidder shall state in the appropriate column the F O B values of equipment/materials, which have already been imported, and which still have to be imported.

Item	Description and country of origin	Rate of exchange	F O B value	
			Already imported	To be imported
			R	R

Total F O B values			

Table T2.2.7.1: F O B Prices

The exchange rate to be used for conversion of the foreign content to local content shall be the closing exchange rate published by South African Reserve Bank (SARB) on the date, one week (7 day calendar days) prior to the closing date of the Bid.

IMPORT PERMIT: The Bidder shall state what arrangements have been or are to be made to obtain the necessary import permit(s).

.....
.....

Item	Rate	Total
PORT OF LANDING	R	R
Freight on tons at		
Insurance on R		
Customs duty on R		
Landing charges on tons at		
Wharfage on tons at		
Forwarding and agency on tons at		
Railage on kg at		
Sundry importing charges		
.....		
TOTAL:		

Table T2.2.7.2: F O B Prices

Guaranteed date of shipping

Guaranteed date of delivery to railway authority

Name of Bidder: _____
 signed by or on behalf _____ Official
 of Bidder: _____ Capacity: _____
 Date: _____

T2.2.8. RECORD OF PREVIOUS EXPERIENCE, QUALITY OF WORKMANSHIP AND SAFETY

The Bidder shall provide details of **completed** works (similar to the work set out in this bid). Individuals listed as references must be contactable and willing to provide information relating to the performance of the Bidder (in terms of safety and health, workmanship, documentation, timeous completion, etc.). In order to verify the quality of workmanship, an inspection of the works may also be undertaken should NLC deem it necessary.

The Bidder must take into cognizance the functionality criteria in providing the record of previous Information must be provided in the following format:

Description of Works	
Project Title :	
High level project description:	
Client :	
Contract No. :	
Contract Value (excl. VAT) :	
Role ^(Note 1) :	
Award Date :	
Completion Date :	
Location of Works :	
Project Manager :	
Construction Manager :	
Contact Details of Reference at Client Company	
Name :	
Position Held :	
Tel :	Cell :
Fax :	email :
<small>Note 1 – Role refers to the Contractor’s responsibility w.r.t. the claimed experience. For example Single Contractor, Main Contractor but with electrical sub – contractor, Sub – contractor for civil construction etc.</small>	

Name of Bidder: _____ Official Capacity: _____
 Signed by or on behalf of _____
 Bidder: _____

T2.2.8.1 RECORD OF PREVIOUS EXPERIENCE, QUALITY OF WORKMANSHIP AND SAFETY

The Bidder shall provide details of **completed** works (similar to the work set out in this bid). Individuals listed as references must be contactable and willing to provide information relating to the performance of the Bidder (in terms of safety and health, workmanship, documentation, timeous completion, etc.). In order to verify the quality of workmanship, an inspection of the works may also be undertaken should NLC deem it necessary.

The Bidder must take into cognizance the functionality criteria in providing the record of previous. Information must be provided in the following format:

Description of Works	
Project Title :	
High level project description:	
Client :	
Contract No. :	
Contract Value (excl. VAT) :	
Role ^(Note 1) :	
Award Date :	
Completion Date :	
Location of Works :	
Project Manager :	
Construction Manager :	
Contact Details of Reference at Client Company	
Name :	
Position Held :	
Tel :	Cell :
Fax :	email :
Note 1 – Role refers to the Contractor's responsibility w.r.t. the claimed experience. For example Single Contractor, Main Contractor but with electrical sub – contractor, Sub – contractor for civil construction etc.	

Name of Bidder: _____

Signed by or on behalf of Bidder: _____ Official Capacity: _____

Date: _____

T2.2.8.2 RECORD OF PREVIOUS EXPERIENCE, QUALITY OF WORKMANSHIP AND SAFETY

The Bidder shall provide details of **completed** works (similar to the work set out in this bid). Individuals listed as references must be contactable and willing to provide information relating to the performance of the Bidder (in terms of safety and health, workmanship, documentation, timeous completion, etc.). In order to verify the quality of workmanship, an inspection of the works may also be undertaken should NLC deem it necessary.

The Bidder must take into cognisance the functionality criteria in providing the record of previous experience. Information must be provided in the following format:

Description of Works	
Project Title :	
High level project description:	
Client :	
Contract No. :	
Contract Value (excl. VAT) :	
Role ^(Note 1) :	
Award Date :	
Completion Date :	
Location of Works :	
Project Manager :	
Construction Manager :	
Contact Details of Reference at Client Company	
Name :	
Position Held :	
Tel :	Cell :
Fax :	email :
Note 1 – Role refers to the Contractor's responsibility w.r.t. the claimed experience. For example Single Contractor, Main Contractor but with electrical sub – contractor, Sub – contractor for civil construction etc.	

Name of Bidder:

Signed by or on _____ Official
behalf of Bidder: _____ Capacity: _____

Date: _____

T2.2.9. HUMAN RESOURCE CAPACITY SCHEDULE

The aspects covered by T2.2.11.1, T2.2.12.2 and T2.2.12.3 will be viewed in conjunction with each other to establish an overall picture of the Bidder's capacity and ability to undertake the work specified in this document.

T2.2.9.1. Project Team Organogram vs. Company Organogram

The Bidder shall detail in the block below their company organogram and the Resources dedicated to this contract must be clearly indicated. In addition, sub-contractor and Joint Venture arrangements must be clearly indicated:

.3. List of Current Contracts (Work Load)

Contract or Work Title	Client	Contract Value (excl. VAT)	Role <small>NOTE 1</small>	Progress
				Award Date: Completion Date: % Complete: Stage <small>NOTE2</small> :
				Award Date: Completion Date: % Complete: Stage <small>NOTE2</small> :
				Award Date: Completion Date: % Complete: Stage <small>NOTE2</small> :
				Award Date: Completion Date: % Complete: Stage <small>NOTE2</small> :
				Award Date: Completion Date: % Complete: Stage <small>NOTE2</small> :

NOTES

1. Role refers to the Contractor's responsibility w.r.t. the claimed experience for example Single Contractor, Main Contractor but with Electrical subcontractor, Sub-contractor for civil construction etc.
2. Stage refers to the current stage of the work (example design, procurement, construction, installation, commissioning, handed over, in Defects Liability Period etc.)
3. Attach additional signed copies of this schedule if insufficient space is available.

Name of Bidder: _____

Signed by or on
behalf of Bidder: _____

Official
Capacity: _____

Date: _____

PART C1: PRICING DATA

C1.1. PRICING ASSUMPTIONS

- 2 These Bills of Quantities (C1.1) shall be used to assist both parties in administering and agreeing any changes/variations, which may arise during the course of the Contract.
- 3 These Bills of Quantities shall be used to calculate the value of work completed in the evaluation of interim/final payments.
- 4 The Bidder is deemed to have allowed opposite each item contained in these Bills of Quantities whatever costs and charges it may consider necessary for the carrying out, complying with and due observance of the provisions, conditions and requirements set out in the Contract.
- 5 No claim whatsoever will be entertained in respect of errors or omissions in pricing due to the brevity of a description of any item contained in these Bills of Quantities which items are fully described or can reasonably be inferred when read in conjunction with the relevant clauses provided for in the Conditions of Contract, Specifications, Drawings or other relevant documentation.
- 6 Any item left un-priced will be deemed to be provided for elsewhere and no claim for any extras arising out of the Bidder's omission to price any item will be entertained.

C1.2. PRICING SCHEDULES / BILLS OF QUANTITIES (BoQ)

The Bidder must refer to **Annexure C1.2: Pricing Schedule / Bill of Quantities (BoQ)** provided with this bid document.

The Bidder is required to submit the following:

- 2 **Printed format and signed version of the completed pricing schedule or BoQ.**

PART C2: SCOPE OF WORK

C2.1. DATES FOR DELIVERY AND COMPLETION

- (i) It is estimated that the Contract will be placed on or **December 2024** access to undertake work will only become available after the issue of the Site Access Certificate.
- (ii) The Bidder shall state the proposed start and completion dates based on the above approximate date, these dates shall comply with the dates mentioned below in T2.2.1.4
- (iii) The Bidder shall simultaneously fill in the period required to complete the work in days or weeks from the date of acceptance of the offer by the Employer. This shall be used to adjust dates should the Contract placement date vary.

Item	Start Date	Completion Date	Working Period
PHASE 1:			
PHASE 2:			
PHASE 3:			
PHASE 4:			
PHASE 5:			

Table C2.1: Dates for delivery and completion

NOTE THAT A DETAILED PROJECT PROGRAMME MUST BE INCLUDED WITH THE BID SUBMISSION

Name of Bidder: _____

Signed by or on behalf of Bidder: _____

Official Capacity: _____

Date: _____

C2.2. SCOPE OF WORK

The Bidder must refer to **Annexure C2.2: Scope of Work (including drawings, where applicable)** provided with this bid document.

PART C3: SITE INFORMATION

C3. SITE INFORMATION

The Bidder must refer to **Annexure C3: Site Information** provided with this bid document.

ANNEXURE C2.2: PRICING SCHEDULE

The Supplier must complete the following pricing schedule:

	MILESTONES / LINE ITEMS	UNIT	QTY	UNIT PRICE	COSTING YEAR 1	COSTING YEAR 2
1.	P&G's are a fee that's issued on the total amount based on: Site establishment, contractors all risk insurance, public liability insurance, appointment of safety and risk management consultant and preparation of the safety file with all relevant occupational health and safety requirements ect.	No	1	10 000		
2.	ELECTRICAL WORKS					
2.1	Electrician per hour	No	1			
2.2	Assistant per hour	no	1			
3	PLUMBING WORKS					
3.1	Plumber per hour	No	1			
3.2	Assistant per hour	No	1			
4	AIR CONDITIONING WORKS					
4.1	Airconditioning Artisan per hour	no	1			
4.2	Assistant per hour	no	1			
5	FIRE PREVENTION AND PROTECTION SYSTEMS					
5.1	Fire Artisan per hour	No	1			
5.2	Assistant per hour	no	1			
6	GARDEN SERVICES					
6.1	Garden service per week	No	1			
7	GENERAL BUILDING WORKS					
7.1	Handyman per hour	no	1			
7.2	Assistant per hour	no	1			

8	CALL OUT FEES					
8.1	Call out normal hours (8 to 16h30)	No	1			
8.2	Call out After Hours (16h30 to 8am)	No	1			
8.3	Call out weekends and public holidays	No	1			
9	MATERIALS					
9.1	Percentage materials mark up	%				
TOTAL						
VAT						
TOTAL [VAT INCLUDED]						
TOTAL BIDDING PRICE						

Name of Bidder: _____

Signed by or on
behalf of Bidder: _____

Official
Capacity: _____

Date: _____

Annexure C2.2 - SCOPE OF WORKS

Description of the Works

The work to be carried out shall consist of, but not be limited to, the following general activities:

Preventive Maintenance - Work which must be done to preserve and extend the useful life of various elements of your physical property and avoid emergency situations.

Programmed Maintenance - Work which is important and is completed to the greatest extent possibly within time and budget constraint. Programmed maintenance is grouped and scheduled to make their completion as efficient as possible. Sources of programmed maintenance will include:

- **Routine Work** includes those tasks that need to be done on a regular basis to keep the physical property in good shape.
- **Inspections** are the other source of programmed maintenance.
 - o Inspections are visual and operational, examinations of parts of the property to determine their condition.

Requested Maintenance - Work which is requested by residents or others does not fall into any category above and should be accomplished as time and funds are available.

The following are the scope requirements for the service provider:

- General reactive maintenance of fixtures and fittings (cupboards, benches, desks, drawers, doors) throughout the above identified property as requested by the Provincial Manager.
- Replacement works associated with the above fixtures and fittings.
- Repair and replacement work to minor partitioning, floor covering, ceiling and any internal structures as well as fixtures and fittings.
- General handyman duties through the identified properties on request of the Provincial Manager.
- Preparation and submission of service/activity reports.
- Attendance for urgent and emergency works needed to general infrastructure.
- Other minor works not specifically identified but necessary for the effective completion of the specified tasks and procedures; and
- Provide quotes for works on request of the Provincial Manager.

Deliverables

- Minor and major Plumbing works,
- Minor Electrical Works – Proof of Qualification required (Wireman’s license etc.),
- Minor and major Glazing works.
- Provision of Lock Smith.
- Domestic Water Filtration System.
- Minor and major Air-conditioning works
- Minor and Major Standby generator services
- Diesel Supply
- Garden maintenance and external cleaning services – Weekly
- Minor and major Fire detection system inclusive of fire extinguishers
- Waste Management




Sourcing Strategy

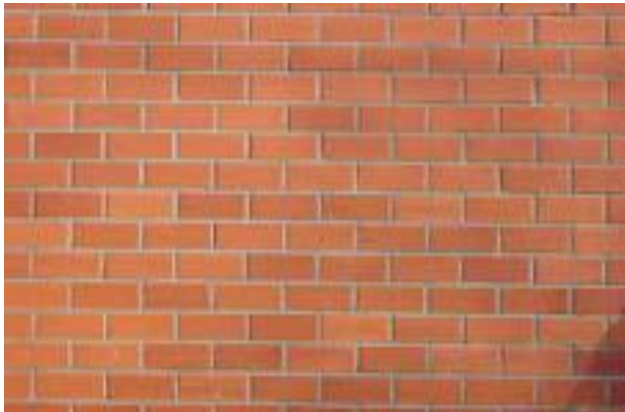


The NLC aims to appoint one (1) service provider per provincial office as per annexure C4 for the following Disciplines.

1. General Building Maintenance
2. Electrical Engineering Works
3. Water supply and drainage for buildings (Plumbing Services)
4. Mechanical Engineering/ Airconditioning Services
5. Fire prevention and protection systems
6. Garden Services

1. Maintenance Scope of works / approach

GROUND MAINTENANCE WORK, LANDSCAPING, ETC.		
LANDSCAPING	<p>General maintenance of existing lawn,</p> <p>Walk property-pick up trash</p> <p>Mow lawn (trim); edges if needed</p> <p>Rake leaves (Fall, spring)</p> <p>Snow (Shovel, low)</p> <p>Treat (Walkways)</p> <p>Seasonal cleaning (Spring and Fall)</p>	



<p>PAVING</p>	<p>Existing paving:</p> <p>Sweep paving blocks</p> <p>Wash paving blocks</p> <p>Wash out the grout</p> <p>Repair grouting in-between the pavers</p> <p>Redirect water to flow away from the paving</p> <p>This will also prevent moss from growing from the paving</p> <p>Seal paving</p>	 
<p>MASONRY, BRICKWORK, PLASTERED WALLS, FACEBRICK, ETC.</p>		
<p>STOCK BRICK, PLASTERED WALLS</p>	<p>Plastered walls –</p> <p>Patch small holes as they occur and ensure that the correct material is used to patch the holes on cement slurry plastered walls</p> <p>If the cracks are large, uneven in width, or recessed, a structural assessment is required to carry a feasible structural integrity assessment as the problem may be structural.</p>	


<p>FACEBRICKS</p>	<p>Face bricks wall are to be inspected annually</p> <p>Clean face brick with mild detergent</p> <p>Unclog weep holes</p> <p>Use and/or evenly apply bleach to banish moss, Mold and mildew</p> <p>Clean and wash off pesky plant growth</p> <p>Use sealants to protect masonry from water damage</p> <p>Repoint aging facebrick</p>	
<p>WATERPROOFING, ETC.</p>		
<p>DAMP-PROOF COURSE</p>	<p>Derbigum – Roof concrete slabs</p> <p>Floated concrete surfaces are to be finished smooth without voids and/or protrusions.</p> <p>One-layer Derbigum SP4 waterproofing membrane, with 75mm side laps and 100mm end laps, sealed to primed surface to falls and crossfalls by torch-fusion finished with two coats bituminous aluminium paint. Waterproofing to be installed by an approved derbigum contractor under a ten-year guarantee.</p> <p>The weep holes allow water to escape from behind the wall, to</p>	 


	<p>also allow moisture to escape from your wall cavity and provide ventilation. With weep holes, you can relieve pressure on your concrete slab and avert a lot of problems.</p> <p>Clear weep holes to ensure excess water flows into the drainage system.</p> <p>Pour ¾ cup baking soda into the drain, sprinkling some of it down the weep hole, immediately follow with ½ cup of vinegar. Cover the drainpipe opening and surrounding weep holes with a flat rubber plug or old rag and let it sit for about 20minutes.</p>	
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WATERPROOFING, ETC.



<p>DAMP PROOF COURSE</p>	<p>SABS 250 MICRON DPC UNDERWALLS</p> <ul style="list-style-type: none"> • Crumbling or blistering plaster due to salt crystallisation, Peeling or lifting plaster and paint - Apply a generous coat of Damp Seal and leave to dry for 24 hours. You can apply a second coat if required, again leave to dry. - Plaster Primer and paint over the treated area – make sure all cracks and joints are well sealed. 	
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	<p>Repaint your wall with your colour-matched paint.</p>	
<p>FLOOR COVERINGS, ETC.</p>		
<p>LAMINATED FLOORING</p>	<p>Laminated flooring: a relatively low – maintenance flooring choice</p> <p>Use microfiber mops every two months to mop laminated flooring</p> <p>Follow up with a dry, absorbent cloth</p> <p>1 part rubbing alcohol + 3 parts water + a squirt of dish soap, applied using a lightly dampened cloth.</p>	
<p>LAMINATED FLOORING</p>	<p>Laminated flooring: a relatively low – maintenance flooring choice</p>	

	<p>Use microfiber mops every two months to mop laminated flooring</p> <p>Follow up with a dry, absorbent cloth</p> <p>1 part rubbing alcohol + 3 parts water + a squirt of dish soap, applied using a lightly dampened cloth.</p>	
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<p>FLOOR COVERINGS, ETC.</p>		
<p>CARPET, ETC.</p>	<p>Commercial offices should have their carpets cleaned every 6 months to a year, depending on the number of employees and the conditions they walk in on the way to the building.</p> <ul style="list-style-type: none"> • Keep outdoor areas clean • Provide walk-off and walk in mats • Vacuum regularly • Use desks and/or chair mats • Clean carpets • Prevent common stains • Encounter proper spot cleaning • Arrange for regular deep cleanings 	

ROOF COVERINGS, ETC.

<p>IBR ROOF SHEETING</p>	<p>Periodically check and replace your screws and fasteners, Loose or broken fasteners should be removed completely, and new ones put in to replace them.</p> <p><u>Uncoated IRB Roof Sheeting</u></p> <p>Clean and prime before applying any suitable metal paint</p> <p><u>Coated IBR Roof Sheeting</u></p> <p>Required recoating</p> <p><u>Rusted IRB Roof sheeting</u></p> <p>Use rust converter and rust stripper to neutralise areas of rust</p>	
<p>RIDGES, FASCIA BOARDS, BARGE BOARD,</p>	<p>Paint where applicable</p> <p>Remove old and replace with new</p> <p>Fasten barge boards where they are loose</p>	

ROOF COVERINGS, ETC.

GUTTERS, DOWNPIPES, GULLEYS, ETC.

If gutters, downpipes can no longer flow correctly or are completely blocked and no water can flow through the gutters, cleaning once a year is recommended.

In a place where there are trees, it is recommended to clean gutters every six months. This is because gutters quickly get dirty due to falling leaves, twigs, moss, dirt and soil.


Cleaning gutters, downpipes, is best done at the end of autumn or at the beginning of spring




1. First, scoop all the loose waste with a garden scoop from the roof gutter. This is best when the material is slightly damp as this way the leaves and dirt all stick together and is easier to scoop. Spray it first with a garden hose.
2. You then flush the gutter with the garden hose. Place the hose in the gutter and then slowly move the nozzle towards the pipe. You can possibly remove stubborn waste with a sourer or wire brush. Be careful not to spray your roof full of mud.
3. Rinse the gutter well.







	<p>Regularly clean out gutters, inspect your downspouts for clogs, Perform routine needed maintenance, Install gutter guard to protect your gutters from debris, And install downspout extensions, Paint where applicable, Remove old and replace with new, Fasten barge boards where they are loose</p>	
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CARPENTRY AND JOINERY, ETC.



<p>ROOF TRUSSES</p>	<p>Structural problems are common in roof trusses of older buildings. An informed layperson or building professional should inspect wood trusses annually and the entire structural system of a building every three years. A structural engineer should inspect the entire structural system at least once every ten years. When performing the annual inspection of roof trusses look for: Physical deformities, such as horizontal and vertical deflection (bending in one direction or another) and bowed members Loose or separated connections new cracks or splits in wood members (particularly at connections) Shrinkage checks (small cracks running parallel to the grain of wood) Moisture deterioration Fungus or insect infestation</p>	
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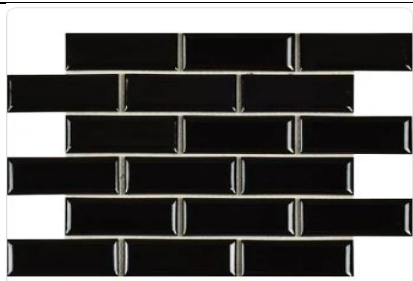
<p>DOORS</p>	<p>Thoroughly clean doors twice a year with damp cloth.</p> <p>Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt.</p> <p>Make sure you dry the surface after washing it with water.</p>	
<p>CUPBOARDS</p>	<p>Thoroughly clean cupboards twice a year with damp cloth.</p> <p>Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt.</p> <p>Make sure you dry the surface after washing it with water.</p>	
<p>CEILING, PARTITIONING AND ACCESS FLOORING, ETC.</p>		
<p>SUSPENDED CEILINGS</p>	<p>1. 600 x 1200 x 15mm thick acoustic white square edged ceiling tiles, laid on 24mm wide x 38mm high pre-painted exposed grid tee suspension system, including all necessary hangers, grids and hold down clips. Ceiling perimeter to be finished with pre-painted wall angle, all in accordance with the manufacturer's recommendations and SABISA guidelines.</p> <p><u>Ceiling wall trim:</u> Aluminium shadow wall trim, fixed to plastered</p>	

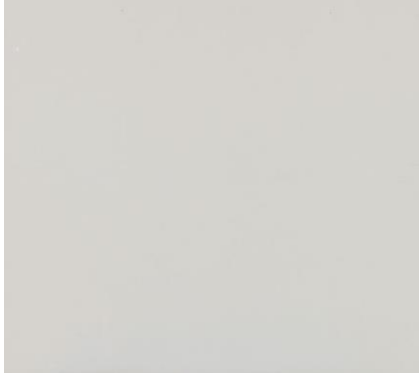


	brickwork with 5 x 25mm wall anchors at 450mm centres.	
<p>GYPSUM PLASTERED BOARD, BULKHEADS, ETC.</p>	<p>2. Skimmed ceiling system with 9mm thick plasterboard fixed at right angles using 25mm drywall screws at 150mm centres to steel branding comprising steel branding at 400mm centres in one direction only. All joints to be covered with fiba tape and the entire surface plastered with 3mm to 6mm thick skimming plaster.</p> <p><u>Cornice:</u> Cove moulded gypsum cornice, overall size 75 x 75mm high, fixed using a utility adhesive, all in accordance with the manufacturer's recommendations.</p>	
<p>IRONMONGERY, ETC.</p>		
<p>IRONMONGERY (EXTERNAL DOORS)</p>	<p>HANDLES: Handle (as pictured) on 150 x 45mm pressed backplate with Anodised Silver finish including Euro Profile cylinder upright lock case and 66mm Euro Profile double cylinder.</p> <p>HINGES: Two ball bearing butt hinges with Stainless Steel finish.</p> <p>DOORSTOP: Aluminium doorstop with Anodised Silver finish.</p> <p>DOOR CLOSER: Medium duty cam action overhead door closer with slide channel and hold open and necessary mounting brackets, etc.</p> <p>SIGNAGE: "Female/Male" engraved grade 304 Stainless Steel sign, size</p>	







	<p>150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws.</p>	
<p>IRONMONGERY, ETC.</p>		
<p>IRONMONGERY (INTERNAL DOORS)</p>	<p>HANDLES: Handle (as pictured) on 152 x 76mm backplate with Anodised Silver finish including mortice latch.</p> <p>HINGES: Two ball bearing butt hinge with Stainless Steel finish.</p> <p>HOOK: Aluminium hat, coat, and robe hook with Anodised Silver finish.</p> <p>DOORSTOP: Aluminium doorstop with Anodised Silver finish.</p> <p>INDICATOR BOLTS: Aluminium indicator bolts with Anodised Silver finish.</p> <p>INDICATOR BOLTS (PARA): Aluminium helping hand disabled facility indicator bolt with Anodised Silver finish.</p> <p>PUSH PLATE: Anodised Silver 152 x 76mm push plate, size 152 x 76mm.</p>	
<p>METALWORK, STEELWORK, PLATEWORK, ETC.</p>		



<p>ALUMINIUM</p>	<p>Clean glass and/or window panes twice a month to minimise streaks and ensure the glass dries evenly.</p> <p>Powder – finished aluminium does not corrode easily and as such, it is a very easy material to maintain to good effect with minimal effort.</p> <p>Clean aluminium frame once a month, as the powder coating protects the aluminium frame from scratches and abrasions.</p> <p>Avoid using abrasive sponges or cloths when scrubbing.</p>	
<p>STEELWORK</p>	<p>Perform and/or conduct bi-annual maintenance checks, the checks must be seasonal checks after episodes of severe weather conditions</p> <p>Make minor repairs</p> <p>Fill all holes and use primer and paint to repair scratches.</p> <p>Corrosion is likely to damage steel piles, regular maintenance is advise by</p> <p>Reinforcing of H-piling by welding steel plates onto flanges, reinforcing rods welded along the main axis of the repaired member across the damaged area.</p>	
<p>PLASTERWORK, ETC.</p>		


<p>SOFFITS OF SLABS</p>	<p>Inspect regularly for leakages</p> <p>Apply correct plaster to repair cracks and/or leakages</p>	
<p>PLASTERED WALLS</p>	<p>Inspect regularly for cracks and plaster peeling off</p> <p>Apply correct plaster to repair cracks</p>	

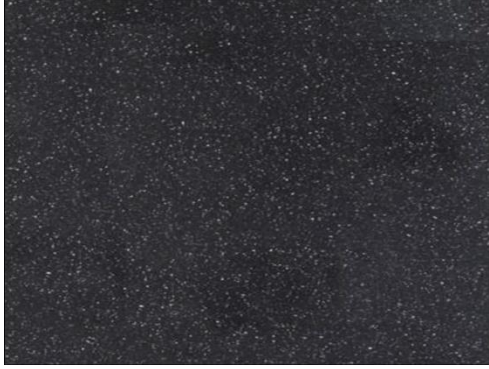
<p>TILING WORK, ETC.</p>		
<p>WALL TILING</p>	<p>Polished tile, fixed to internal wall plaster backing with TAL tile adhesive with joints continuous in both directions and grouted with tile grout, excess grout on the surface to be cleaned with water as work proceeds, all in accordance with the manufacturer's recommendations. (technical specification to be issued)</p>	

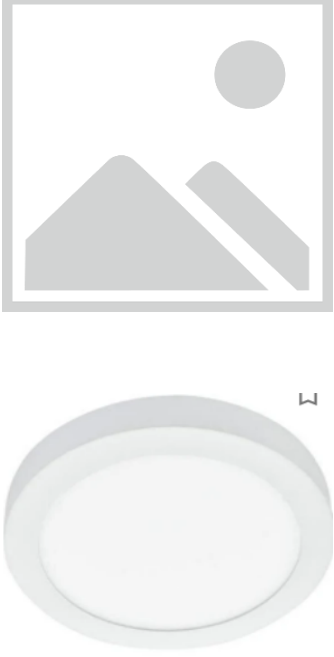
<p>FLOOR TILING</p>	<p>Porcelain tiles, fixed to internal floor screed with TAL tile adhesive mixed with TAL Bond® in lieu of water with joints continuous in both directions and grouted with TAL tile grout, excess grout on the surface to be cleaned with water as work proceeds. (technical specification to be issued)</p>	
<p>TILE SKIRTING</p>	<p>100mm Cut Tile skirting to match floor tile</p> <p>Trim: 12mm Aluminium tile trim fixed to substrate with an approved adhesive.</p>	
<p>PLUMBING AND DRAINAGE, ETC.</p>		
	<ol style="list-style-type: none"> 1. WC (WC): Low level pan colour White, 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxo silicone sealant. 2. FV: 20mm BSP, exposed, lever operated, chrome toilet flushing valve with back entry flush pipe. 3. URINAL (UR): 60cm urinal colour White, with back or top inlet and waste outlet including wall mounting brackets and connected to water supply, sealed with silicone sealant where urinal meets wall. 4. URINAL DIVIDERS: 12mm compact high pressure laminate urinal screen colour Pastel Grey, overall size 450 x 750mm fixed to 	

	<p>wall with 304 grade stainless steel brackets.</p> <p>5. UNDERCOUNTER BASIN (WHB): Undercounter wash basin colour White, fixed with 3 fixation brackets, and sealed with acetoxysilicone sealant fixed to undercounter. Height: 560mm x Width: 420mm x Depth: 210mm.</p> <p>6. BASIN MIXER (M): Deck mounted basin mixer, overall size 136.93 x 43.38 x 123.74mm, installed in accordance with the manufacturer's recommendations.</p>	  
<p>PLUMBING AND DRAINAGE, ETC.</p>		
	<p>1. TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws.</p> <p>2. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high.</p> <p>3. SOAP DISPENSER (SD): Hand Cleanser and Sanitizer Dispenser - Cassette 1L colour White, overall size 235 x 116 x 114mm high.</p>	  


	<p>4. BIN: Plastic / Medium size colour White. Dimensions : 56.9cm (L) x 42.2cm (W) x 28.7cm (D)</p> <p>5. SANITARY BIN (bin FEMALE WCs): 12L Pedal-operated Dimensions: 46.3(D) x 14 (W) x 48cm (H). Colour – White</p> <p>6. MIRROR: 450mm x 650mm Bevelled edge mirror fixed to walls with mirror dome screws.</p> <p>7. BLINDS (ONLY WHERE APPLICABLE): 50mm Wood Grain venetian blind, colour Alu Oak, size (as per window reveal dimensions), reveal fixed in accordance with manufacturer's recommendations.</p> <p>BATHROOM SHELF (STAFF ABLUTIONS ONLY) (SH): White glass shelf, overall size 110 x 53 x 450mm high, plugged and screwed to wall with dome head screws, installed in accordance with the manufacturer's recommendations.</p>	
<p>PARAPLEGIC</p>	<p>1. WC (WC2): Raised paraplegic CC WC with side lever and grab rails combo colour White 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxysilicone sealant.</p> <p>2. BASIN (WHB2): 50cm Medical basin with brackets colour White fixed with stainless steel screws and washers to plugs in wall with optional concealed wall brackets sealed with acetoxysilicone sealant where basin meets wall.</p>	

	<ol style="list-style-type: none"> 3. BASIN MIXER (M2): Chrome finish Medical Pillar Tap with Blue/Red indices deck mounted basin mixer, overall size 63mm (h) x 41mm (d) x 79mm (l), installed in accordance with the manufacturer's recommendations. 4. HAND DRYER (HD): Electric hand dryer, colour white. Power 550W, 20 000RPM Drying time – 5 to 10 Seconds 5. TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws. 6. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high. 7. SOAP DISPENSER (SD2): Elbow operated soap dispenser frame. High-grade stainless-steel satin finish. Dimensions: 295 (H) x 70(W) x 290(D) 8. DOGLEG GRABRAIL: Dog Leg grab rail colour Silver fixed to walls with fixation bolts. 	
PLUMBING AND DRAINAGE, WATER SUPPLIES, ETC.		
COUNTERTOPS	12mm thick non-porous, homogeneous natural minerals and pure acrylic polymer solid surfacing sheet, joined inconspicuously with matching adhesive and bonded to substrate with an approved silicone, fabricated and constructed by an approved fabricator in accordance with the drawings, all in accordance	

	<p>with the manufacturer's recommendations.</p> <p>JOJO TANKS WITH PRESSURE BOOSTER PUMPS</p> <p>All jojo polyethylene products come with a 10-year guarantee, the tanks are manufactured with good-grade, quality virgin LLDPE, with a UV – stabilizer outer layer, designed to withstand African climate, the food-grade, black inner lining prevents algae growth and keeps water fresher for longer</p> <p>The pump must run at least once a week to stop the impeller from getting stuck (this is normally caused by sediment in the water)</p> <p>With the pump outlet facing you, remove the 3 x 6mm screws from the front casing Split the front cover from the pump Move the cover away from the pump and be careful not to damage the electric cord.</p>	 
ELECTRICAL WORKS, ETC.		
LIGHT FITTINGS	<p>LED Baton Linear Luminaire.</p> <p>Lamp source: LED 49W, 6000Lm, 3000K, CRI>80</p> <p>Dimensions: 1140mm. IP Rating of 20.</p> <p>Colour: White</p> <p>LED recessed Downlight.</p>	

	<p>Lamp source: LED 28W, 3000Lm, 4000K, CRI>80</p> <p>Dimensions: 238mm diameter. IP rating of 65.</p> <p>Colour: White</p> <p>LED Bulkhead.</p> <p>Lamp source: LED 24W, 2000Lm, 4000K, CRI>80</p> <p>IP rating of 54.</p> <p>Colour: White.</p>	
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ELECTRICAL WORKS, ETC.

<p>SOLAR PANEL AND STANDBY GENERATORS, ETC.</p>	<p>The system component must go through a routine maintenance once or twice a year.</p> <ul style="list-style-type: none"> - Check the connections of wires - Testing voltage / current through wires and PV modules - Inspection components for moisture - Greasing actuator gears and topping off hydraulic fluid on tracker components - Testing of SCADA and meteorological system communications - Confirming settings on the inverter - Resealing of system components 	
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ELECTRICAL WORK

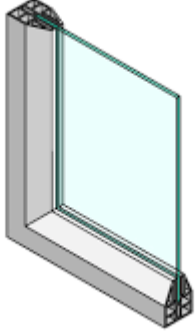


ELECTRIC FENCE AND ELECTRIC GATE MOTOTRS, ETC.

Look for and remove sources of "load." Mow or trim under bottom strand to prevent grass and weeds from touching the fence; watch for fallen limbs or other objects on the fence or caught in insulators. (Tips: Listen for the rhythmic snap that indicates a voltage leak; follow your ears to find the source. Drag a long stick on the ground beneath the bottom strand as you walk the fence-line; it may knock away an interfering object you don't even see.

Check insulators. A broken insulator can allow the fence strand to touch the post--not an immediate problem with a nonconductive wood post, but if you're using steel T-posts a broken insulator can cause the fence to go dead when the strand touches the metal



	<p>Check connections. Ground-rod wires can get knocked or kicked away. Wires attaching the cable to the fence may come loose.</p> <p>Check the charger. A spider's web built between terminals can cause it to spark.</p> <p>Check insulated cable. Look for places where the cable may be abraded, for instance where it passes through a hole cut in metal barn siding.</p> <p>Check fence strands. Look for frayed spots in poly tape--if metal fibres in the weave become separated, tape can't conduct current.</p> <p><u>Gate Motors</u></p> <p>Check bearing for abnormal temperature and vibration, Check oil level of bearing, Identify any leakages, Check for abnormal sound, Check for unusual noise.</p>	
<p>GLAZING, ETC.</p>		

WINDOWPANES	Clean glass and/or windowpanes twice a month to minimise streaks and ensure the glass dries evenly.	
PAINTWORK, ETC.		
VARNISH (SKIRTINGS)	Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an overcoating time of 18 hours.	
VARNISH (DOORS)	Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an over coating time of 18 hours.	
PAINT – METAL WORK	Polyurethane Enamel to interior new mild steel. Surface to be clean and dry. Remove surface contaminants using degreaser with	

	<p>bristle brush or Brillo pads. Rinse thoroughly with tap water until surface is water break-free. Remove rust and mill scale by abrasive blasting to ISO 8501 - 01:1988 - Sa2½ or by hand/mechanical wire brushing to St3 of the same standard. Allow to dry completely and prime within 4 hours of cleaning. Prime with one coat 75 Zinc Phosphate Epoxy Primer with an overcoating time of 4 hours and finish with two coats Polyurethane Enamel with 30 minutes drying time between coats, for a maintenance cycle of 8 years in a C1 - inland environment. (Colour: TBD)</p>	
<p>WALL PAINT</p>	<p>Low sheen acrylic emulsion paint (colour to later spec) to new cement plaster. Surface to be dry, sound, and clean and cured for a minimum of 14 days, with a moisture content measured with a Doser Hygrometer (or equivalent), of BD 2 scale - 8% or less. Prime with one coat Professional Plaster Primer with an overcoating time of 16 hours and finish with two coats colour with 16 hours drying time between coats. (Colour TBD)\</p>	

ANNEXURE C4: SITE INFORMATION

NATIONAL LOTTERIES COMMISSION

FREE STATE PROVINCIAL OFFICE

282 STATEWAY STREET

BEDELIA

WELKOM

9459

EASTERN CAPE PROVINCIAL OFFICE

7 ROCHESTER STREET

VINCENT

EAST LONDON

MPUMALANGA PROVINCIAL OFFICE

25 ROOD STREET

SONHEUWEL DORP

NELSPRUIT

1200

NORTHERN CAPE PROVINCIAL OFFICE

11 A SCHMIDTSDRIFT ROAD

KIMBERLEY

8301

NORTH-WEST PROVINCIAL OFFICE

12 VISSER STREET,

GOLFVIEW

MAFIKENG

2745

Potential Bidders who wish to attend the site visit must ensure that they abide with the below requirements.

DATA SECURITY

The site complies with the principle of Personal Access to Information Act (PAIA) and as such all data collected will be treated with the utmost confidentiality and used solely for security and access control purposes.