



## agriculture & rural development

Department:  
agriculture  
& rural development  
**PROVINCE OF KWAZULU-NATAL**

### INVITATION OF QUOTATION ABOVE R30,000.00

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY A **VALID TAX COMPLIANCE STATUS PIN AND VALID BBEE VERIFICATION CERTIFICATE/AFFIDAVIT**

QUOTATION NUMBER: R/N/1819/977	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: <b>25/10/2018</b>	CLOSING TIME:11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: <b>CONSTRUCT OF NCWABAKAZI DIPTANK AND ANIMAL HANDLING FACILITIES AT NCWABAKAZI</b>  <b>SEE ATTACHED SPEC</b>	COMPANY NAME:  TEL NO: FAX NO:  CONTACT PERSON:  <b>CSD REG NUMBER MAAA.....</b>
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R .....
COMPANY OFFICIAL STAMP (COMPULSORY)	..... SIGNATURE OF BIDDER  ..... DATE
NUMBER OF PAGES SUBMITTED BACK TO THE DEPARTMENT BY THE SUPPLIER	.....( Supplier to complete)

**NB: QUOTATION FOR THE ATTENTION OF: SAMKELISO ZITHA**

**TELEPHONE NUMBER: 033 343 8104**

**DOCUMENTS TO BE DEPOSITED AT THE BID BOX AT CEDARA: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT, 1 CEDARA ROAD**

**NB: THE ATTACHED SBD4 & SBD9 FORMS MUST BE COMPLETED IN FULL. THIS REQUEST FOR QUOTATION (RFQ) MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.**

COMPANY NAME :  
 ADDRESS :  
 CONTACT PERSON :  
 CONTACT NUMBER :  
 FAX NUMBER :

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1.	Construction of Ncwabakazi diptank and animal handling facilities as per attached specification.					
<b>* LABOUR (IF APPLICABLE)</b>						
<b>TOTAL</b>						
<b>*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT</b>						
<b>TOTAL PRICE</b>						

\*VAT Registration No. (Supplier) \_\_\_\_\_  
 When Required (Requester): 29/10/2018  
 Where Required (Requester): Ncwabakazi (Hlabisa/Big5 Local Office),  
 Contact details of requester: 082 4526982  
 TEL : 035 8381044

(COMPULSORY)  
 COMPANY STAMP



PRICES ARE VALID FOR..... DAYS  
 SIGNATURE .....  
 DATE .....



agriculture  
& rural development

Department:  
agriculture  
& rural development  
PROVINCE OF KWAZULU-NATAL

# CONSTRUCTION OF NCWABAKAZI DIP TANK PLUS ANIMAL HANDLING FACILITIES AT HLABISA LOCAL OFFICE

## PROJECT SPECIFICATIONS, CONDITIONS OF CONTRACT AND PRICING & PAYMENT SCHEDULES

April 2018

**NO. OF DIPTANKS TO BE BUILT** >>

**1**

**REQUIRED CIDB GRADING** >>

**2CE**

*This document contains:*

No.	Section	Pages
1	A - Project Particulars	2
2	B - General Conditions of Contract	3 - 13
3	C - Project Technical Specifications	14 - 17
4	ANNEXURE A: Pricing summary Dip tank 1 + 2	18
5	ANNEXURE B : Payment Schedule	19
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7	ANNEXURE D1: Schedule of Estimated Quantities Diptank	21
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10	DRAWING 1: Standard Dip tank plan	DR01
11	DRAWING 2: MBB Layout Plan of Cattle Dip Tank	DR02



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## A - PROJECT PARTICULARS

### 1) PROJECT DESCRIPTION / BACKGROUND

The project covers the supply of material, fittings & construction of a cattle dip tank and associated animal handling facilities at Hlabisa Local office.

The works include the excavation of the pit(s) (holes) according to specification on the plan, construction of the reinforced concrete lining of the pits and dry races using approved methods, construction of the crush pen, bypass and entrance kraal with poles. It also includes the casting of concrete in the kraal area as well as the entrances and exit areas of the bypass. Please refer to the attached **typical cattle dip tank plan**.

### 2) LOCATION

- Name of dip tank : Ncwabakazi
- Location and road access: EMDLETSHENI
- Co-ordinates: 27° 57' 18.5" S & 32° 00' 10.5" E

For exact location see attached map.

### 3) SCOPE

The contract covers the supply of all material and fitting and construction of all works relating to the new dip tank and animal handling facilities. The following are the detailed scope of works for the **new dip tank and animal handling facilities**: Details of these works are specified in *Section C: Project Technical Specifications*.

- **Site selection and establishment;**
- **Earthworks:** Excavate the pits to desired depth and width using suitable methods. Accuracy regarding the exit slope is very important. To ensure maximum accuracy final preparation must be done using picks and spades. See specifications and drawings.
- **Steel work:** the bending schedule for reinforcing the tanks is supplied with drawing and is to be followed precisely. This must be inspected and approved by the supervising engineer or his delegated representative. The base of the tanks must be prepared and cast first before any other concrete work is carried out. The base reinforcement must protrude from the base to ensure proper tying of the side wall reinforcing.
- **Form work:** pre-cut 20mm shutter boards must be used to do the form work. It must be supported in such a way that when casting commences, no "kick out" occurs. Form work must be inspected by the supervising engineer or his delegated representative before casting commences. Shuttering should be treated so that the concrete does not stick to it.
- **Concrete work:** mechanical concrete vibrator (petrol driven) must be used at all times and concrete should be cast in manageable amounts. If any defects occur, it must be patched to match the same finishing when the shuttering is removed.
- **Poles-** only pressure treated creosoted SABS approved standard poles to be used.
- **Strength of concrete - 30MPa**
- **Cover to reinforcement = 40mm**
- **Chamfer:** all sharp exposed edges to have chamfer of 25mm x 25mm.



## B - GENERAL CONDITIONS OF CONTRACT

### BID DOCUMENTATION

#### 1) COMPETENCY OF THE CONTRACTOR

This bid is open for contractors with a Construction Industry Development Board (CIDB) data base grading of 2CE. The following minimum CIDB gradings apply:

**Failure to provide the applicable CIDB registration certificate will invalidate the bid.**

The contractor is to submit evidence of his/her OWN registration. CIDB registration of possible sub-contractors would be recommended, but will not make up for non-registration by the contractor quoting/bidding for the work. The Department reserves itself the right to disqualify any quote/bid in the event of substantial unsatisfactory reports being obtained about the proponent of such a quote/bid. *ANNEXURE E gives the assessments criteria for the evaluation of the bid on functionality.*

#### 2) BIDDERS TO CHECK COMPLETENESS OF DOCUMENT

The Bidder is required to check the number of consecutively numbered pages and should any found to be missing or in duplicate, or the text of figures indistinct, or should there be any doubt or obscurity as to the meaning of any part of these documents, the Bidder must ascertain the true meaning or intent of the same prior to the submission of his/her Bid, as no claims arising from any incorrect interpretation will be admitted.

#### 3) COMPULSORY INFORMATION REQUIRED FROM BIDDERS

All schedules, which accompany the Bid Form, form an integral part of the Bid and must be duly completed in every detail. Failure to do so will render the Bid ineligible for consideration. The Bidder must submit his Bid with **all pages of the Bid document initialled**. Failure to initial each page may result in the Bid being disregarded. The Bidder must retain for his own use a copy of the Specification and all Schedules submitted.

#### 4) ALTERATIONS TO BID DOCUMENTS

No unauthorized alteration or addition shall be made to the Form of Tender, to the Schedule of Quantities or to any other portion of the original text in the Bid Documents. If any alteration or addition is made, or if the Schedule of Quantities is not properly completed, the Bid may be rejected.

Any amendment or correction in the Bid document of the Tendered amount/sum/rate or other entry must be affected only by deleting the incorrect entry and writing the correct amount/sum/rate just above it in INK. Each and every amendment/correction must be initialled by the signatory of the Bidder. The use of "TIPPEX" or any other similar substances to make corrections and/or alterations ANYWHERE in the Bid document is NOT permitted and any Bid altered/amended in such a manner may be declared invalid or disregarded.

#### 5) SCHEDULE OF VARIATIONS

If the Bidder chooses to suggest alternatives in his bid proposal, these should be *at least* of equal standards to the original specifications. All materials used must be SABS approved. In the case of variations being suggested, the Bidder must describe the full details of such qualification or variation on the appropriate form (See SBD: Section M). Should there be



insufficient space to fully describe the nature and details of the qualification or variations on the prescribed form (Section M of the SBD) then the details of the qualification or variation must be set out on separate sheets of paper which must be securely attached to the prescribed form and which must be referred to on the prescribed form (SBD: Section M). If subsequently required, the Bidder shall submit fully detailed plans and calculations of the variations or alternative bids in the form requested by the Department.

**6) APPLICABLE STANDARDS: SPECIFICATIONS & MATERIALS**

For the purpose of this Contract the relevant SANS specifications shall apply- specifically SABS 1200: *Standardized Specification for Civil Engineering Construction* specifications shall apply. The following sections shall in particular apply here: **SABS 1200 AA - 1986** (General - Small Works), **SABS 1200 DA -1988** (Earthworks - Small Works) and **SABS 1200GA - 1982** (Concrete - Small Works). All materials including concrete blocks, lintels, damp proofing, plumbing and drainage materials, steel structure, windows, doors, paints etc... to be SANS approved and installed to applicable standards specified by SANS, NBR, or the manufacturer. The Bid shall refer to “*the Standard (Abridged) Preamble for all trades*” which covers the following:

INDEX STANDARD (ABRIDGED) PREAMBLES TO ALL TRADES

1	EARTHWORKS	3
2	CONCRETE, FORMWORK AND REINFORCEMENT	3
3	BLOCK AND BRICKWORK	6

7)

**8) VALIDITY PERIOD FOR BID**

Bids shall remain valid for a period of 90 days from date of the closing of the Bid.

**SITE CONDITIONS AND FACILITIES AVAILABLE:**

**9) COMPULSORY PRE-BID BRIEFING MEETING**

A compulsory pre-Bid site briefing and consultation meeting will be held with prospective Bidders. Attendance at the meeting will be compulsory and non-attendance shall invalidate any Bid. (See attached Compulsory site inspection certificate to be completed) The date and time of the meeting will be published in the Bid Advertisement.

**10) HANDOVER OF SITE TO CONTRACTOR**

The Contractor will be introduced to the project participants following the Bid award. The site will be handed over to the Contractor who will control the site for the contract duration. Only the Contractor’s own employees, Contractor’s local labour and Departmental Representatives will be allowed on site. The Contractor is responsible for the administration, control and security on the site at all times during the contract duration.

**11) WATER AND POWER**

There is no power or piped water available on site. The Contractor shall make the necessary arrangements for the provision of any water and power. No payment will be made for the provision or use of these services and the cost of these shall be included in the tendered amount.



## **12) LOCATION OF CAMP**

The Contractor's camp may be erected on the site of the works but must meet the approval of the Engineer, project beneficiaries and land owners. No persons other than a night watchman may sleep in the camp, without the approval of the local participants and Chairperson.

## **13) HOUSING OF CONTRACTOR'S EMPLOYEES**

No housing is available for the Contractor's employees and the Contractor shall make his own arrangement for housing his employees and transporting them to and from the site. However it may be possible to arrange temporary local accommodation for the Contractor's staff with the participants. The Contractor is in all respects responsible for the housing and transporting of his employees, and for the arrangement thereof, and no extension of time due to any delays resulting from this, will be granted.

## **14) LOCAL LABOUR**

Unskilled labour may be available from the project participants or local community. The Contractor and the Departmental representative (local Extension officer) may negotiate with the participants in this regard to establish all the conditions for the utilization of the local labour, provided that at least official gazetted minimum wages for that area be paid. Nobody besides those directly involved with the project (i.e.: the Contractors workers and local labour) are allowed on site. The Contractor shall provide his own trained and skilled labour. The Contractor will be responsible for all hiring, payment, housing and transport of any and all labour used for the contract duration.

## **15) SECURITY & RISK**

Except for the necessary security personnel no person shall be allowed on the construction site after normal working hours. The Contractor shall be responsible for all plant, machinery, equipment and materials on site. The Engineer shall not be responsible for any lost, damaged or stolen property or materials. Should any of these situations arise; no allocations will be made in terms of finances or time.

## **16) MATERIALS: DELIVERY, ON & OFF-LOADING, STORAGE & RESPONSIBILITIES**

The approved contractor shall be responsible for the safe delivery, loading, off-loading, handling and storage of any equipment and materials on site. All equipment, materials and plant stored on site must be suitably protected against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The Contractor shall remain fully responsible for all material and plant etc. until the completed works are handed over and has been officially accepted by the Department.

## **17) EXISTING ROADS, MUNICIPAL PAVEMENTS, ETC.**

The Contractor is advised that he will be held responsible for any damage to the existing paving, roads, municipal pavements, fences, boundary walls, etc., and will have to make good at his own cost any damage caused by him or his staff to existing infrastructure.

## **18) DAMAGE TO PROPERTY**

If the Contractor or his workmen while engaged in the execution of the contract, shall break, deface, injure, destroy or allow to fall into disrepair any part of the Works or





property belonging to the Employer, or any private property including: buildings, paving, roads, fences, walls or grounds contiguous to the premises of the Employer on which he or they may be employed, the Contractor will be required to make good, in a perfect and workmanlike manner, at own expense all damage to the approval of the Employer. The Completion Certificate will not be issued until the Employer is satisfied that all necessary remedial work has been satisfactorily completed.

The Contractor shall take every precaution against damage or nuisance being caused by dust both to the properties of the Employer and all surrounding properties and shall indemnify the Employer against any claim that might arise there from.

#### **18) UNDERGROUND CABLES AND PIPES**

If such services is/are discovered, immediate notification must be made to the Employer and all work in the vicinity of such cables, pipes, etc., shall cease until safe to proceed. Should the Contractor damage underground cable or pipes such damage shall be repaired as soon as safe and possible by the Contractor. The cost of making good such damage will be met by the Contractor as this must be covered by the Contractors works insurance.

#### **19) DAILY RAINFALL RECORDS**

The Contractor shall keep **daily rainfall records** and submit them to the Department's representative at every site meeting, or fortnightly by fax in the absence of such visit. No additional payment shall be made for the supply and installation of the rain gauge or for the keeping of the rainfall records and all costs must be included in the scheduled items. Submission of rainfall figures is required for the granting of permission of extending the contract period on the basis of inclement weather.

#### **20) INSPECTION OF WORK**

The Head of Department or his Representative may at all reasonable times have access to the Works and/or the workshops or other place where work is being prepared for this Contract for inspection. The Engineer may request that evidence of the quality or strength of any materials be supplied by the contractor as may think necessary.

Should the Head of Department or his Representative consider any materials objectionable or if it shall appear to him at any time during the construction, or prior to the expiry of the defect liability period, that any part thereof has been executed with unsound or imperfect materials or with unskilled or imperfect workmanship, the Engineer will notify the Contractor who shall cause the objectionable materials to be instantly removed from the premises and to be replaced by good and suitable materials, and shall rectify or reconstruct the Works in whole or part, as the case may be at the Contractors own proper cost or charge.

- The engineer must inspect and approve all excavations prior to fixing any reinforcement;
- The engineer must inspect and approve all reinforcement prior to pouring any concrete.

#### **21) NOTICE OF COVERING WORK**

The Contractor shall give due notice to the Head of Department or his Representative whenever any work or materials are intended to be covered in with earth or otherwise in order that their correct dimensions and quality may be ascertained before being covered, and in the event of any such work or materials being covered without such notice having been given, the work or materials shall be uncovered at the Contractor's expense on instructions given by the Employer.



## **COMPETENCY OF THE CONTRACTOR**

### **22) CONTRACTOR TO PROVIDE EVERYTHING NECESSARY**

The Contractor shall provide everything necessary for the proper execution of the Works according to the true intent and meaning of the Drawings and Specification taken together. The Contractor shall provide without extra charge all assistance and everything reasonably necessary for proving the quality of work done as may be required by the Engineer.

### **23) SUB-CONTRACTED WORK**

The Contractor shall **not sub-contract the whole** of the contract. In case the Contractor decides to subcontract part of the work he shall obtain written consent of the Engineer. Any such consent shall not relieve the Contractor from any liability or obligation under the contract and he shall be fully liable for the acts, defaults and neglects of any sub-contractor, his agent or employees. The Contractor remains fully responsible and accountable for all aspects of the work (quality, timorousness and budget).

### **24) VARIATIONS / 'AS BUILT' DETAILS**

No variations or alterations may be made without the prior approval of the Regional Engineer. As the work progresses, the Contractor shall keep full records of all amendments to and deviations from the specifications as issued to the Contractor at the start of the contract. These details will, where appropriate, be noted on the supplied drawing. All alterations will be deemed to have a zero additional cost implication. If any additional works are required that have an additional cost implication then these must first be authorized in writing by the Regional Engineer. Refer to Clause 41: Ancillary Materials, Services And Equipment.

### **25) VERIFICATION OF EXPERIENCE**

The Bidder will be required to produce adequate and sufficient references to enable the Department to inspect previously completed projects and assess the capacity of the Bidder. The Bidder shall provide such information in **Annexure C - Additional Information**. **The Bidder must have extensive experience with dip tanks and/or reinforced concrete work** and will provide proof of this work experience which will be subject to verification by the Departmental Engineer or his delegated representative.

### **26) EQUIPMENT & RESOURCES**

The Bid shall in **Annexure C - Additional Information** and by way of supplementary information satisfy the Department that sufficient equipment is possessed to execute the services or an indication shall be given as to the manner in which such equipment would be sourced. Should the Bidder not be able to prove possession of or ability to access sufficient equipment, the Bid will be wholly disqualified. The Department reserves the right to investigate the existence and/or proposed sourcing of equipment.

### **27) LABOUR CAPACITY**

The Bidder will be required to satisfy the Department that a sufficient and experienced labour force is employed or that sufficient experienced labour can be acquired to complete the services and produce a fair quality of workmanship.



The Contractor shall only employ such persons on the Works as are thoroughly efficient and of good character. If in the opinion of the Head of Department or his Representative any person employed by the Contractor misconducts himself or is likely to cause or has caused quarrels, or delay, or is incompetent, the Contractor when so directed by the Head of Department or his Representative shall at once remove such person from the site.

### **PRELIMINARY CONDITIONS**

#### **28) LOCAL AND OTHER AUTHORITIES NOTICES AND FEES**

The Contractor shall comply with and give notices required by any Act of Parliament, Act of the KwaZulu-Natal Provincial Legislature, Laws, Regulations and By-Laws of any Local Authority and/or any public service company or authority relating to the Works or with whose systems the same are or will be connected, and he shall pay and indemnify the Employer against any fees or charges demandable by law there under in respect of the Works.

The Contractor, before making any variation from the Drawings and Specification necessitated by such compliance, shall give to the Regional Engineer written notice specifying and giving the reason for such variation and applying for instructions in reference thereto. If the Contractor within twenty-one days does not receive instructions he shall proceed with the work conforming to the provision, regulation or by-law in question, and any variation necessitated as aforesaid shall be deemed a variation and dealt with as such.

#### **29) INSURANCES**

All accepted approved contractors would be required to provide the following insurances for the project awarded to them:

- Registration with the Compensation Commissioner and compliance with the Compensation for Occupational Injuries and Diseases Act with regard to insurance.
- Unemployment insurance fund for all workers.
- Insurance against damage, destruction or loss caused by fire.
- Public Liability insurance.
- All risks (works) policy and Political for the value of the respective project plus 10%.

### **GENERAL CONDITIONS**

#### **30) PROTECTION OF THE PUBLIC**

The Contractor will be required to pay particular attention to watching and warning lighting and must provide any necessary barriers, etc., required for the protection of the public in terms of the existing Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) as amended.

#### **31) SITE SAFETY**

During the construction the regulations of the Occupational Health and Safety Act No. 85 of 1993 and Machinery and Occupational Safety Act (Act 6 of 1983) will apply. By submission of a Bid the Bidder acknowledges and agrees that, should this Bid be accepted, the Bidder, is an employer in his own right with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 and amendments thereto and the corresponding Construction Regulations 2003 will ensure that all Works to be performed or machinery and plant to be



used in the Works will be in accordance with the provisions of such regulations. The Bidder also agrees that he is aware of the fully understands all the provisions of such regulations. All equipment, machinery, tools and safety equipment used on site are to be in a safe operating condition and are to be used in a safe and considerate manner by suitably trained and experienced workers. The Contractor is responsible for all such monitoring and control of site operations and equipment throughout the works for the entire contract duration. All necessary safety equipment required to construct the facility must be used by the workers where appropriate and are for the contractor's responsibility and provisioning. A first aid box is to be provided and available at all times on site during working hours and is to comply with the requirements of the Occupational Health and Safety Act. The Contractor shall ensure the safety of all work left standing in an incomplete state during the construction and shall be responsible for all damage or loss caused by his failure to ensure the safety of such incomplete work.

Site operations requiring special attention include but are not limited to: Any excavations; plant, machinery and equipment operations; any chemical storage and usage whatsoever; any works requiring elevated personnel such as for roofing, elevated building works requiring ladders or scaffolding etc...; any works with overhead elevated operations or construction. Please also refer to item "Safety" in **Section C: Project Technical Specifications**.

### **32) PROTECTION OF THE PUBLIC**

The Contractor will be required to pay particular attention to watching and warning lighting and must provide any necessary barriers, etc., required for the protection of the public in terms of the existing Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) as amended.

### **33) INJURY TO PERSONS**

The Contractor shall be liable for and shall indemnify the Employer/Engineer in respect of any liability, loss, claim or proceedings whatsoever, whether arising in Common Law or by Statute in respect of personal injuries to or death of any person whomsoever arising out of or in the course of or caused by the execution of the Works.

### **34) DISAGREEMENTS**

#### **Notice of disagreement:**

The Contractor has the right by written notice to the Engineer to require him to consider any disagreement which he raises with the Engineer provided the said written notice shall be given within 14 days after the cause of disagreement has arisen.

#### **Ruling on disagreements:**

The Engineer shall give a ruling on the disagreement in writing to the Contractor no later than 14 days after his receipt of a written request from the Contractor requiring him to do so, failing which he shall be deemed to have given a ruling dismissing all the Contractor's contentions.

### **35) FIXED PRICE CONTRACT**

The contract shall not be subject to contract price adjustment. Bidders must therefore allow for increase cost for the contract duration, including possible delays in awarding the Bid in accordance with the validity period.



### 36) PRICING

The Bidders will be required to Bid for **all** services, products and commissioning as specified in this document and associated plans. Partial bids will not be accepted. **If a Bidder does not Bid on all items, his/her Bid may be rejected.**

All prices tendered are to be in South African currency. All prices must **exclude** Vat. Vat must be added in the pricing summary.

- All items as described in the project specification are to be priced in full.
- Prices to exclude VAT.
- The costs for labour must be included in the rates/amounts tendered for the work items 2-9. Wages will be at least the minimum gazetted wages for that area during the period the work is done.
- Transport/Delivery costs must be included in the pricing. It must not be a separate item.
- VAT must be filled in as the sub total followed by the complete price for the entire project.
- The tendered price must have your company stamp, date and be signed by an authorised person.

### 37) QUANTITIES OF WORK

The Contractor shall receive payment only for the works actually executed and approved by the Engineer. No claim for an extra or for any addition, or for any variation shall be entertained unless such extra, addition or variation was ordered in writing by the Head of Department. Such a variation will be dealt with under item 9: Ancillary Materials, Services and Equipment only if the variation has an additional cost implication. No objection to the description or terms of the Order in writing will be entertained unless lodged in writing with the Head of Department within twenty-one (21) calendar days of the date of the order.

### 38) PROGRESS PAYMENTS

- .1 The contractor may submit claims for progress payments only on completion of the hereunder listed levels. Payment shall only be paid for claims, which are commensurate with the works actually executed and complete. NOTE: Payment will only be made against the construction progress as pertaining to built items. Movable items and materials on site are excluded from progress payments until they have been fully installed, fitted or built up.
- .2 If any item or part of an item in an invoice is disputed by the Engineer, the Engineer shall give notice of such with reasons.
- .3 The contractor shall be paid in **up to a maximum** of five (5) instalments. Refer to ***ANNEXURE B: Work Phase Schedule for a New Diptank*** for the values of each phase. ***Please note these values are primarily estimates of what part the work phase constitutes of the entire project, and do NOT reflect the exact amounts paid per payment. Usually payment certificates reflect work done in several work phases, which have not necessarily all been completed.*** Verification of the % complete will be at the sole discretion of the Engineer.
- .4 ANNEXURE F presents a **pro forma payment certificate**. This will be used in conjunction with ANNEXURE B (Work phase schedule). The latter provides an approximate maximum to prevent over-payment of items that have been clearly over-priced.
- .5 Part payments will be made after the Department has approved the completion of each construction phase, in accordance with the retention clause (see Clause 39 below). The penultimate payment occurs after practical works completion. The final payment will be made after the 90 day retention period when the contractor has dealt with all defects.



- .6 If this contract involves the construction of more than one diptank, additional payments can be agreed upon and will be reflected in the Service Level Agreement.

### **39) RETENTION**

A 10% retention will be withheld on part payments for each of the 4 construction phases. The Department will pay out this retention as the fifth payment at final completion after expiry of the defect liability period (90 days after practical completion), the bidder having eliminated all defects, if any. *See also ANNEXURE B: Work Phases Schedule for the Construction of a New Dip Tank.*

### **40) DEFECT LIABILITY PERIOD**

The contractor shall unconditionally guarantee all materials, workmanship related to the works for a minimum period of three (3) months. The guarantee shall cover any defects due to inferior materials and/or workmanship of the Contractor, or any of his sub-contractors, fair wear and tear excepted. The Contractor shall repair, remedy or replace any such defects, part or complete works without delay and at his own cost.

If any defects are not remedied within the period specified by the Head of Department, then the Head of Department shall have such defect repaired at the risk and cost of the Contractor by another Contractor whom the Head of Department deems to be proficient in the work without prejudice to any rights the Head of Department has against the defaulting contractor. The Head of Department will give written notice to the Contractor of such instances where he appoints another Contractor to remedy defects in the works.

### **41) ANCILLARY MATERIALS, SERVICES AND EQUIPMENT**

A fixed amount of 10% of the sub total for all materials, services and equipment has been set aside as **Contingencies** in *ANNEXURE D: Pricing Schedule* (item # 9) to cover any unforeseen expenditure not provided for in the Schedule of Quantities and which could occur due to project specific circumstances. If such a situation were to occur according to the contractor, he will notify the Engineer and seek his approval for expenditure against this item. Provided that approval was given, the contractor will be paid proven expenditure, plus a 10% mark up.

### **42) SERVICE LEVEL AGREEMENT**

The successful Bidder and the Department will sign a Service Level Agreement prior to commencement of works. A proposed schedule of work must be provided by the contractor for the approval of the Engineer within 2 (two) weeks of receiving notification of a successful bid.

### **43) COMMENCEMENT OF THE WORKS**

The Department will organize a site hand-over to the contractor who will then be introduced to the project stakeholders and participants. The site shall only be accessible to contractor staff and Departmental representatives while work is in progress. If this contract entails the construction of more than one dip tank, work on all sites should commence simultaneously. The site(s) will be handed back after practical completion. Site establishment must start **within one week**, and the actual works **within one week** after hand-over of the site, provided that an official order has been issued and that no exceptional circumstances such as inclement weather or other outside the control of either party to the contract prevail. In the case the work has not commenced within three weeks of the hand-over and no



attenuating circumstances for the delay can be provided, the Department reserves itself the right to cancel the contract and appoint one of the other contractors that have works.

#### **44) COMPLETION OF THE WORKS**

Practical completion of the work must be within the time stipulated under “Special Conditions”.

#### **45) RATE OF PROGRESS**

The Works shall be completed within the time period indicated on the official order form. If the Works are delayed by cessation of work by any workmen, inclement weather, or by any omissions, additions, substitutions or variations of the Works, or of any items of work, labour or material, or by another causes beyond the Contractor's control then the Contractor shall have the right within twenty-one days of any such cause of delay arising, to apply in writing to the Department to extend the date of completion, stating the cause of delay and period of extension applied for. The Department upon receipt of such written application may by order in writing extend such date of completion by a period to be determined, or may refuse to extend such date of completion, or may postpone giving a decision upon such application until completion of the Contract period set out in sub-clause (a) of this clause. The date of completion will be extended only to the extent approved by the Department.

Should the Contractor fail to apply in writing for an extension within the time set out above, or should the Department refuse to grant any extension in writing, then the Contract period provided by sub-clause (a) of this clause shall not be exceeded.

When the Works are completed the Department will give a completion certificate and the date of such certificate shall be the date of commencement of the guarantee period.

#### **46) TIME TO BE OF THE ESSENCE**

Time shall be considered as the essence of the Contract. If, therefore, the Contractor fails to commence work or the Works or to proceed with and complete the Works in compliance with the projected timeframes, then the Head of Department shall have the right in his/her absolute discretion to adopt and exercise all or any of the following courses wholly or partly, viz: -

- To direct the Contractor, in writing, on any day named therein to suspend and discontinue the execution of the Works, and to withdraw himself and his workmen from the said Site or Sites, and thereupon: -
- To make any Contract or Contracts by calling for Bids or otherwise with any other Contractor or Contractors for the completion of the Works, or any part thereof, at such times and upon such terms as to the Department shall deem best.
- To provide such number of men, or purchase such materials, or both provide the men and purchase the materials as to him shall seem fit and proceed with and complete the said Works.

In relation to the foregoing provisions the Department shall charge any sums of money which may be paid by the Department for completing the said Contract against the Contractor and if such amount shall exceed this Contract, then the Department shall have the right to recover such excess or any balance thereof from the Contractor by legal proceedings.

#### **47) WORK SCHEDULE & PROGRESS PAYMENTS**



The contractor is to supply a Gantt chart with the proposed times of completion of each phase. The 5 progress payments suggested in **ANNEXURE B** serve as a guideline for part payments. However, the contractor, in consultation with the Engineer, may deviate from this as long as the claim does not exceed the actual progress made.

### **SPECIAL CONDITIONS**

#### **48) PERIOD OF COMPLETION**

The project is to be completed **within 4 months after the date of award of Bid (120 calendar days)**, provided that the order was received within two weeks after award of the Bid. In case of the construction of more than one dip tank, an extended period could be agreed upon, which will be part of the Implementation plan/Work schedule as drawn up by the contractor before commencement of the works and included in the Service Level Agreement.

#### **49) PENALTY CLAUSE / FINES FOR LATE OR NON-COMPLETION**

If the contractor does not complete the work **within the time stipulated** and no extenuating circumstances can be given for the delay, the Department may impose a fine as detailed below. The total will be subtracted from the retention allowance. If the contractor fails to complete the works and the Department is forced to employ another contractor to complete the works, the defaulting contractor will be held liable for the costs as far they exceed the original total Bid value. Refer also to the breach of contract and penalty clauses in ZNT 6, condition 4, section B.

In addition: Penalties for late completion may be deducted up to a maximum of **0.05% of the contract value** of the dip tank delayed per/working day delay.





## C) PROJECT TECHNICAL SPECIFICATIONS

### 1) CONTRACT SCOPE

Construction of a new dip tank and animal handling facilities as indicated in Section A: Project Particulars, clause 1. This is also the Pricing Schedules that has to be completed under ANNEXURE D (PRICING SCHEDULE)

- a. Supply and delivery all materials required for the structure.
- b. Excavation of the pit, steel and form work, lining the pit with the prescribed concrete.
- c. Casting and construction of the exit slope and dry race.
- d. Digging holes for the pole work, planting, aligning the poles to form the crush, bypass and kraal, bracing of the poles as per plan and fitting of neck clamp. Backfilling and compacting the soil around the poles.
- e. Clearing the sites from all rubble, spreading the excess soil from the pit and clear site of all excess material.

### 2) PRELIMINARIES AND GENERAL

The contractor is to note that all insurances (UIF, workman's compensation, works, public liability etc.); site and equipment safety; site establishment and security; services (water and electricity); testing of materials and any specialist services are for the contractors responsibility and attention throughout the contract duration until handover of the project. Please also refer to general conditions of contract. The Department reserves the right to stop progress of the works until these conditions are complied with.

### 3) EARTHWORKS AND SITE PREPARATIONS

Normal regulations regarding safety, municipal by-laws, contamination of water sources, erosion, siltation etc. will still apply.

- Site preparations & establishment: **SABS 1200 AA (4)**
  - Setting out of works: **SABS 1200 AA (5.1.1)**
  - Permissible deviations: **SABS 1200 GA (6.4)** Degree of accuracy II for all bases.
  - Restricted Excavations: **SABS 1200 AA (5); SABS 1200 DA (5.1; 5.2.2)**
- .1 The site(s) must be cleared and stripped of all plant materials, roots and topsoil.
  - .2 The cleared and stripped material is to be stockpiled away from the construction site and is to be levelled/replaced once all construction is complete.
  - .3 The site(s) is/are to be levelled prior to any construction. This includes excavation of in situ material to provide the pit.
  - .4 Materials excavated and suitable for backfilling will be placed in even, thin layers and compacted with thickness applicable to the compaction method/machinery used but not exceeding 150mm.

### 4) MATERIALS AND CONSTRUCTION

All materials must conform to SABS specifications for the products. This includes all items such as bricks, blocks, brick reinforcement, damp proofing, lintels, glazing, plumbing and drainage etc... All construction works must conform to the applicable standard specifications and installation requirements as per NBR requirements and manufacturers recommendations. All concrete works to conform to Cement & Concrete Institute standards and recommendations.



Steel shuttering must be used except for the bottom 1300 mm where steel shuttering is unable to accommodate the inside shape of the tank. Only a maximum of 500 mm of casting will be allowed and a minimum of 3 days will be allowed for curing before shuttering can be removed. Adequate support must be provided for shuttering to prevent buckling, twisting and bulging.

#### 5) STANDARD CONCRETE MIXES:

Mixing, pouring and curing of concrete: SABS 1200 GA (5.4)

Materials: SABS 1200 AA (3); SABS 1200 GA (3)

Cement : Common cement 32,5N or R to SANS 50197-1

Testing: SABS 1200 AA (7); SABS 1200 GA (7)

Quality control through the slump test SABS 1200 GA (5.4.1.2) SABS method 862. The contractor is to supply the slump testing equipment.

Tolerances to SABS 1200 GA (6.4)

Formwork: Refer to SABS 1200 GA (4.4; 5.2)

Reinforcing: SABS 1200 GA (5.1)

Refer to standard concrete mixes specification.

#### STANDARD CONCRETE MIXES:

Concrete for non-structural purposes shall be "Prescribed mix concrete" produced in accordance with the requirements indicated in table 5.1, and the Contractor is also referred to the foregoing preambles insofar as they apply: -

Class of Concrete	Estimated Minimum Compressive Strength in MPA at 28 Days	Maximum Nominal Size of Coarse Aggregate in mm	Proportion of Constituents		
			Cement (Parts)	Fine Aggregate (Parts)	Coarse Aggregate (Parts)
A	10	37,5	1 (=2 bags)	4	5
B	15	19,0	1 (=2 bags)	3	4
C	20	19,0	1 (=2 bags)	2½	3½
D	25	19,0	1 (=2 bags)	2	3
E	30	19,0	1 (=2 bags)	2	2½

Cement and aggregates shall be mixed by volume and the contents of a 50kg sack of cement shall be taken to be 0,033m<sup>3</sup>. Water addition should be kept to a minimum. Only sufficient water should be used to produce a workable mix of 60-100mm slump. A recommended maximum water: cement ratio is 1 for a 10Mpa; 0.8 for a 15Mpa; 0.65 for a 20Mpa; 0.59 for a 25Mpa; 0.53 for a 30Mpa mix, however the lower the ratio the better the durability of the concrete. Approximately 210 litres per m<sup>3</sup> of concrete is required for an average quality sand and optimum quantity 19mm stone.

#### FINISHES TO IN-SITU CONCRETE

##### Class U1 Ordinary Finish

Immediately after placing, the concrete shall be finished rough by screeding with the edge of a wooden board of straight and true line and working between guides set accurately to level.

No mortar shall be added and noticeable surface irregularities caused by the displacement of coarse aggregate shall be made good by re-screeding after removing or tamping down the offending aggregate.

##### Class U2 Wood Float Finish

The concrete surface shall first be brought to the standard Class U1 ordinary finish and then floated with a wood float. Floating shall be started as soon as the screeded finish



is stiffened sufficiently and bleed water has evaporated or been removed and it shall be the minimum necessary to produce a surface free from screed marks and uniform in texture.

#### Class U3 Coarse Brush Surface Finish

The concrete surface shall first be brought to a Class U1 ordinary finish. A coarse brush finish is then applied with a coarse bristle brush. "Brushing" shall be started soon after screeding to produce a uniform patterned coarse surface finish with a rough surface texture in the direction of the desired drainage direction.

#### Class U4 Steel Float Finish

The concrete surface shall first be brought to the standard Class U1 ordinary finish and then floated with a steel power float. Floating shall be started as soon as the screeded finish is stiffened sufficiently and bleed water has evaporated or been removed and it shall be the minimum necessary to produce a surface free from screed marks and uniform in texture.

MORTAR CLASS	MIX RATIO: (By Volume)	MASONRY CEMENT: kg	LIME: L	SAND: (loose and damp) L (max)
I	1 : 4	50	0-10	130
II	1 : 6	50	0-40	200
PLASTER CLASS	MIX RATIO: (By Volume)	MASONRY CEMENT: kg	LIME: L	SAND: (loose and damp) L (max)
Rich mix (foundations, wet areas)	1 : 4	50	0-10	130
General purpose	1 : 5	50	0-40	165

## 6) FILLING OF THE DIPTANK

- .1 After completion the dip tank should be filled with 17,000 litres of clean water. This water should be clear and visibly free of dissolved particles or pollution (vegetation, soil, animal or human waste), but need not be purified or treated.
- .2 The source of the water depends on the location of the site.  
Two methods could be used:
  - The tank is filled with water brought in by one or more water tankers. If this is the case the contractor can claim the invoiced amount from the water supplier and will receive a mark-up of the percentage indicated in item 8.1 of ANNEXURE D: the Schedule of Quantities/Pricing schedule. If THE INVOICE exceeds R 25,000 the contractor will have to prove that the invoice is reasonable and market related, for example, by submission of three quotes.
  - The tank is filled with water pumped from a borehole, dam or other water source. In this case the standard compensation (item 8.2) will be R 3000. Contractor to provide a mark-up.
- .3 ***Both options in the pricing schedule should be priced in case water availability is not known.***  
***If the water availability is known, the option not applicable should be scratched out at the site/bid briefing.***
- .4 ***Please note that only the amount for the applicable option will be paid out.***

## 7) SAFETY PRECAUTIONS ON SITE DURING CONSTRUCTION

- .1 One 5kg ozone friendly fire extinguisher and 1 fully fitted 1<sup>st</sup> aid box is to be available at all times.
- .2 All safety equipment required to construct the facility are for the contractor's responsibility and provisioning. Examples include: safety and protective clothing;



sound scaffolding; false work and bracing; ladders etc... all equipment, tools and safety equipment are to be in a safe operating condition and must be used by the workers where appropriate.

- .3 Refer to general conditions for site safety as included in the regulations of the ***Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)***. Site operations and conditions requiring special attention include but are not limited to:
- Equipment, machinery, tools: (stationary or mobile) such as vehicles, generators, pumps, drills, augers, picks, spades, hand tools, ladders, scaffolding to be in a safe operating condition and are to be used in a safe and responsible manner. The contractor is responsible for all such monitoring and control of site operations and equipment throughout the works for the entire contract duration.
  - Lifting and lowering of materials or personnel in any way whatsoever.
  - Personnel access and operations at raised levels or on raised platforms or scaffolding.
  - Excavation works and holes are to be clearly indicated to prevent injury to personnel.
  - Potential ingress of water on/through the site.
  - Potentially hazardous services may be present on site such as water and sewerage mains, electricity cables etc...
  - Chemical transport, storage and usage whatsoever - this includes chemical contact through equipment use such as fuels and oils; materials such as creosote, paints, solvents, cement, concrete...
  - Barriers and safety cordons, safety and warning signage, sirens, lighting etc. as required
  - Safety equipment: Safety and protective clothing, gloves, goggles, masks, hard hats, boots, harnesses etc.
  - A first aid box is to be provided and available at all times on site during working hours and is to comply with the requirements of the Occupational Health and Safety Act.
  - Additional risks associated with specific methods of construction selected by the contractor which are not necessarily covered in the above.

## 8 TOILET FACILITIES

- .1 Contractor to provide his own toilet facilities in compliance with the ***Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)***.

**ANNEXURE A : Pricing Summary New Dip Tank**

&gt;&gt;&gt;&gt; Bring forward amounts of page 22.

ITEM #	DESCRIPTION	Sub Total Value Grand Total ®
1	<b>Hlabisa Local office Dip Tank</b> <b>Location: District, Local Municipality along</b> <b>Dip tank and animal handling facilities (sub-total from Annexure D1)</b>	Sub total Page 22  R.....
<i>Amount to be used for comparison of bids by SCM &lt;&lt;&lt; SUB TOTAL (A)</i>		R
VAT (15%)		R
<i>Order value &lt;&lt; TOTAL</i>		R

**ANNEXURE C :****Additional Information**

- Failure to provide the information required below will make it impossible to score enough points to pass the functionality assessment the bid in terms of ANNEXURE E.
- Use additional pages if the space offered below does not sufficient.

**1. EQUIPMENT & RESOURCES**

Provide an indication of the equipment & resources which will be utilised to execute the services required.

#	EQUIPMENT & RESOURCES INTENDED TO BE USED TO IMPLEMENT THE WORKS	OWNED/HIRED/LEASED?
1		
2		
3		
4		
5		

**2. EXPERIENCE**

Please indicate your experience and expertise by completing the table. All Contractors need to prove that they have done dip tanks or similar work, i.e reinforced concrete works, in order to be considered.

#	NAME OF PROJECT + PERIOD	PROJECT DESCRIPTION <i>with particular reference to reinforced concrete applications</i>	ROLE (SELF OR SUB-CONTRACTED)	PROJECT VALUE	NAME AND CONTACT NUMBER OF REFEREE
1					
2					
3					
4					
5					

**3. SUB CONTRACTED WORKS**

Please list which parts of the works for this Bid will be sub-contracted.

#	Sub Contractor	Associated works	Percentage
1			
2			
3			
4			
5			

**ANNEXURE D1:****PRICING SCHEDULE – DIPTANK**

&gt;&gt; A copy of this Pricing Schedule is to be attached at every claim

Name of Dip tank:			Location:		
ITEM	DESCRIPTION	UNIT	QTY	Rate (Excl. VAT)	Amount (Excl. VAT)
<b>1 PRELIMINARY AND GENERAL/SITE ESTABLISHMENT</b>					
1.1	Insurance, project risk, workman's compensation, UIF. Project admin, provision of required equipment. Testing, safety, site establishment and site preparation, OSH reqs.	Sum	1		
<b>2 EARTHWORKS</b>					
2.1	Site clearance (removal of top 150mm of dip tank area & replacement where required)	m <sup>2</sup>	200		
2.2	Levelling of site where required and excavation of tank and drying race (crush pen) to specified slope.	Sum	1		
2.3	Excavation of the tank hole	m <sup>3</sup>	28		
2.4	Restricted backfill to 93% Mod AASHTO behind dip tank walls	m <sup>3</sup>	20		
2.5	Cart away surplus material to spoil	Sum	1		
2.6	E/O for rock ( <i>use of this item must be verified and approved by the Engineer</i> )	m <sup>3</sup>	3		
<b>3 CONCRETE</b>					
3.1	30 MPa concrete	m <sup>3</sup>	28		
<b>4 POLES</b>					
4.1	2.40m x 100-125mm Ø Posts	No.	85		
4.2	2.70m x 100-125mm Ø Posts	No.	35		
4.3	4.80m x 100-125mm Ø Posts	No.	125		
<b>5 STEEL REINFORCEMENT</b>					
5.1	R 10 x 0.350m - Pole bracing	No.	380		
5.2	R 10 x 1.625m – Pole bracing	No.	15		
5.3	Ref 311 mesh - 6m x 2.4m sheet for concrete	No.	4		
5.4	Ref 500 mesh – 6m x 2.4m sheet for concrete	No.	16		
5.5	R 8 (75m in total). See bending Schedule. Bars of 6m length	No.	13		
5.6	Y10 x 2.6m (See bending Schedule)	No.	1		
5.7	800mm x 102mm x 76mm x 10mm angle iron	No.	1		
<b>6 STONE PITCHING</b>					
6.1	Stone	m <sup>2</sup>	10		
<b>7 SHUTTERING AND FINISHING</b>					
7.1	Formwork in small works etc. Rough formwork (incl. narrow widths and raking)	m <sup>2</sup>	19		
7.2	Smooth formwork (incl. narrow widths and raking)	m <sup>2</sup>	148		
7.3	U2 finish to base of tank, steps and drying race	m <sup>2</sup>	33		
7.4	U4 finish to tops of walls	m <sup>2</sup>	3.1		
<b>8 FILLING OF THE TANK &gt; See Section C, clause 6). Both options to be priced, but only applicable 1 to be claimed</b>					
8.1	<b>Option 1:</b> Tank is filled with one or more water tankers	Sum	1		
8.2	<b>Option 2:</b> Tank is filled by pumping water from a nearby dam, bore hole or other water source.	Sum	1		
<b>SUBTOTAL ITEMS 1-8</b>				<b>R</b>	
<b>9 ANCILLARY MATERIALS, SERVICES &amp; EQUIPMENT</b>					
9.1	Ancillary Materials, Services & Equipment 10% of subtotal for items 1-8	Sum	1		
<b>&lt;&lt;&lt; (Amount to be carried forward to Annexure A) TOTAL EXCL VAT</b>				<b>R</b>	

**ANNEXURE E:****EVALUATION OF BIDS (FUNCTIONALITY)**

<b>CRITERIA</b>	<b>GUIDELINES FOR EVALUATION</b>
<b>ABILITY</b> Capacity	Access to equipment and resources to carry out the works to the standard as directed in the technical specifications.
<b>CAPABILITY</b> Competency Experience	Demonstration of competency to render the required service & providing proof of registration with the CIDB. Bidders to provide evidence of similar projects completed recently i.e. not less than 2 projects and not more than 5 projects in the past 5 years.
<b>METHODOLOGY</b>	Provide a short description of your intended implementation methodology indicating time frames to complete the work.

**NOTE:** In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned.

Submissions will be scored using the below scoring table. This bid will be evaluated on functionality which will determine the capability, ability and capacity of the prospective bidders to provide the required goods or services for the department. A **minimum score of 60%** must be obtained by the bidder in order to qualify to be evaluated further for price.

**TABLE 3: ASSESSMENT CRITERIA FOR THE EVALUATION OF THE FUNCTIONALITY**

<b>EVALUATION MATRIX (CTD ON NEXT PAGE)</b>	<b>Points %</b>	<b>Score</b>
<b>&gt;&gt; DEMONSTRATION OF COMPETENCY TO RENDER THE REQUIRED SERVICE</b>		<b>[20]</b>
A) <u>Submission of CIDB Registration Certificates</u>		<b>20</b>
1. Contractor has submitted a CIDB registration certificate with a grading that <b>exceeds the minimum required grading</b> as per table in Section B, Clause 1.		20
2. Contractor's registration has submitted a CIDB registration certificate with the <b>minimum required grading</b> as per table in Section B, Clause 1, <b>plus has a registration pending for a grading that exceeds the minimum required one.</b>		18
3. Contractor has submitted a CIDB registration certificate with the <b>minimum required grading</b> as per table in Section B, Clause 1.		16
4. Contractor has submitted a CIDB registration certificate with the <b>minimum required grading</b> as per table in Section B, Clause 1, but the registration has expired <b>less than 3 months ago.</b>		12
5. Contractor has submitted a CIDB registration certificate with the <b>minimum required grading</b> as per table in Section B, Clause 1, but the registration has expired <b>more than 3 months ago.</b>		8
<b>To be continued on next page &gt;&gt;&gt;&gt;</b>		





<b>EVALUATION MATRIX (CTD)</b>		<b>Points % Score</b>
<b>&gt;&gt; DEMONSTRABLE EXPERIENCE OF THE PROSPECTIVE SERVICE PROVIDER'S ENGAGEMENT IN SIMILAR WORK:</b>		<b>[70]</b>
	<b>B) <u>Verifiable experience (e.g. CIDB assessments/reference letters) with diptank construction and/or reinforced concrete work as listed under ANNEXURE C2, AND/OR completion to the full satisfaction of the Dept of 1 or more dip tanks</u></b>	<b>50</b>
	1. 2 dip tanks or more, plus other reinforced concrete works > 10 m <sup>3</sup>	50
	2. 2 dip tanks or more, no projects with reinforced concrete works > 10m <sup>3</sup>	45
	3. 1 dip tank, plus 2 or more projects with reinforced concrete works > 10m <sup>3</sup>	40
	4. 1 dip tank only, no other projects with reinforced concrete works > 10m <sup>3</sup>	35
2	5. 2 or more projects with reinforced concrete works > 10 m <sup>3</sup>	30
	6. 1 project with reinforced concrete works > 10 m <sup>3</sup>	25
	7. Two or more projects with reinforced concrete works ≤ 10 m <sup>3</sup>	20
	8. One project with reinforced concrete works ≤ 10 m <sup>3</sup>	15
	<b>C) <u>Ownership &amp; Use of Equipment and resources (ANNEXURE C1)</u></b>	<b>20</b>
	1. Contractor lists all crucial equipment & resources and owns all	20
	2. Contractor lists all crucial equipment & resources, owns some & hires some	16
	3. Contractor lists all crucial equipment & resources and hires all	12
	4. Contractor lists some crucial equipment & resources and owns all	8
	5. Contractor lists some crucial equipment & resources, owns some & hires	4
<b>&gt;&gt; SUBMISSION OF A SHORT DESCRIPTION OF THE INTENDED IMPLEMENTATION METHODOLOGY INDICATING TIME FRAMES TO COMPLETE THE WORKS.</b>		<b>[10]</b>
3	1. Implementation methodology has been submitted with original bid and methods and time frame are realistic.	10
	2. Implementation methodology plan has been submitted with original bid, but methods and time frame are unrealistic or show lack of capability.	6
	3. Implementation methodology was only submitted after a follow up request.	4
	4. Implementation methodology plan was not submitted.	n/a
<b>TOTAL</b>		<b>100%</b>



**ANNEXURE F: PRO FORMA PAYMENT CERTIFICATE FOR DIPTANKS**

<b>Name of Dip tank:</b>				<b>Location:</b>			
<b>Claimant:</b>				<b>Date:</b>		<b>Claim No.</b>	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>Rate (Excl. VAT)</b>	<b>Amount</b>	<b>% Completed</b>	<b>Claim (F x G)</b>
<b>1 PRELIMINARY AND GENERAL/SITE ESTABLISHMENT</b>							
1.1	Insurance, project risk, workman's compensation, UIF. Project admin, provision of required equipment. Testing, safety, site establishment and site preparation, OSH reqs.	Sum	1				
<b>2 EARTHWORKS</b>							
2.1	Site clearance (removal of top 150mm of dip tank area & replacement where required)	m <sup>2</sup>	200				
2.2	Levelling of site where required and excavation of tank and drying race (crush pen) to specified slope.	Sum	1				
2.3	Excavation of the tank hole	m <sup>3</sup>	28				
2.4	Restricted backfill to 93% Mod AASHTO behind dip tank walls	m <sup>3</sup>	20				
2.5	Cart away surplus material to spoil	Sum	1				
2.6	E/O for rock ( <i>use of this item must be verified &amp; approved by the Engineer</i> )	m <sup>3</sup>	3				
<b>3 CONCRETE</b>							
3.1	30 MPa concrete	m <sup>3</sup>	28				
<b>4 POLES</b>							
4.1	2.40m x 100-125mm Ø Posts	No.	85				
4.2	2.70m x 100-125mm Ø Posts	No.	35				
4.3	4.80m x 100-125mm Ø Posts	No.	125				
<b>5 STEEL REINFORCEMENT</b>							
5.1	R 10 x 0.350m - Pole bracing	No.	380				
5.2	R 10 x 1.625m – Pole bracing	No.	15				
5.3	Ref 311 mesh - 6m x 2.4m sheet for concrete	No.	4				
5.4	Ref 500 mesh – 6m x 2.4m sheet for concrete	No.	16				
5.5	R 8 (75m in total). See bending Schedule. Bars of 6m length	No.	13				
5.6	Y10 x 2.6m (See bending Schedule)	No.	1				
5.7	800mm x 102mm x 76mm x 10mm angle iron	No.	1				
<b>6 STONE PITCHING</b>							
6.1	Stone	m <sup>2</sup>	10				



A	B	C	D	E	F	G	H
ITEM	DESCRIPTION	UNIT	QTY	Rate (Excl. VAT)	Amount	% Completed	Claim (F x G)
<b>7 SHUTTERING AND FINISHING</b>							
7.1	<b>Formwork in small works etc.</b> Rough formwork (incl. narrow widths and raking)	m <sup>2</sup>	19				
7.2	Smooth formwork (incl. narrow widths and raking)	m <sup>2</sup>	148				
7.3	U2 finish to base of tank, steps and drying race	m <sup>2</sup>	33				
7.4	U4 finish to tops of walls	m <sup>2</sup>	3.1				
<b>8 FILLING OF THE TANK &gt; See Section C, clause 6). Both options to be priced, but only applicable 1 to be claimed</b>							
8.1	<b>Option 1:</b> Tank is filled with one or more water tankers	Sum	1				
8.2	<b>Option 2:</b> Tank is filled by pumping water from a nearby dam, bore hole or other water source.	Sum	1				
<b>9 ANCILLARY MATERIALS, SERVICES &amp; EQUIPMENT</b>							
9.1	<b>Ancillary Materials, Services &amp; Equipment (Contingencies)</b> <i>PLEASE NOTE</i> <i>Only pre-approved items will be paid from this. This item may therefore not be claimable in its entirety.</i>	Sum	1				
<b>SUB-TOTAL EXCL VAT</b>							
<b>SUBTRACT: TOTAL OF PREVIOUS CLAIMS&gt;&gt;&gt;</b>							
<b>TOTAL THIS CLAIM EX VAT</b>							
<b>SUBTRACT 10% RETENTION &gt;&gt;&gt;</b>							
<b>TOTAL EX VAT</b>							
<b>VAT 15 %</b>							
<b>TOTAL AMOUNT OF THIS CLAIM</b>							

## **TERMS OF REFERENCE**

### **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND CONSTRUCT OF NCWABAKAZI DIP TANK (NEW) AND HANDLING FACILITY AT OBONJENI AREA UNDER HLABISA LOCAL MUNICIPALITY IN UMKHANYAKUDE DISTRICT**

#### **1. BACKGROUND**

- 1.1 Achieving and maintaining high levels of growth in the agricultural sector is a key national policy objective that holds a high priority in the programmes of the KwaZulu-Natal Department of Agriculture and Rural Development (herein after referred to as Department). The Department endeavors to contribute to economic growth within the agricultural sector and in the process promote commercialization in the smallholder farm sector, increase opportunities for skilled and relatively unskilled employment, and increase food security. The Department has therefore prioritized the need to assist resource-poor and emerging farmers with dip tank and facility requirements.

#### **2. OBJECTIVES**

- 2.1 To appoint a suitably qualified Service Provider to supply, deliver and construct one dip tank with animal handling facility.
- 2.2 To ensure cost effective, timely and correct supply of layer unit to resource-poor and emerging farmers.
- 2.3 To create sustainable food production in poverty-stricken rural communities.

#### **3. SCOPE OF SERVICES**

- 3.1 The Department requires a Service Provider that shall supply, deliver and construct one dip tank structure with animal handling facility, test leaks and train beneficiaries at EMDLETSHENI area in Hlabisa local office.

## **SPECIAL TERMS AND CONDITIONS**

### **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND CONSTRUCT OF NCWABAKAZI DIP TANK (NEW) AND HANDLING FACILITY AT EMDLETSHENI AREA UNDER HLABISA LOCAL MUNICIPALITY IN UMKHANYAKUDE DISTRICT**

#### **1. INTRODUCTION**

- 1.1 Tenderers must ensure that they are fully aware of all the Terms and Conditions contained in this bid document.
- 1.2 Only tenderers that fully meet the prequalification shall be considered.

#### **2. ACCEPTANCE OF BID**

- 2.1 The Departmental Bid Adjudication Committee is under no obligation to accept any bid.

#### **3. AMENDMENT OF CONTRACT**

- 3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to the Departmental Bid Adjudication Committee approval.

#### **4. AWARD**

- 4.1 Bidders who meet the prequalification shall be scored on functionality and only bidders with a minimum score of 70 shall be evaluated on price and preference points.

#### **5. BASIS OF QUANTITIES**

- 5.1 Quantities are as reflected on the Bill of Quantities.

#### **6. BBBEE CERTIFICATE**

- 6.1 A bidder claiming BBBEE points must submit a valid BBBEE certificate or a sworn affidavit together with the bid.

## **7. CHANGE OF ADDRESS**

- 7.1 Bidders must advise the Departmental Supply Chain Management, Contract Administration should their ownership or address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

## **8. COMPETENCY OF THE SERVICE PROVIDER**

- 8.1 CIDB 2 CE grading is a requirement for this bid.
- 8.2 For evaluation processes, the Department shall apply the evaluation criteria as outlined in the Bid Evaluation Criteria of this bid.
- 8.3 It shall be vital for the appointed supplier to have sufficient financial resources and capacity to finance and execute as per terms and conditions of the contract.

## **9. COMPULSORY SITE BRIEFING MEETING**

- 9.1 A compulsory site briefing meeting will be held with prospective Bidders. Attendance at the meeting will be compulsory and non-attendance shall invalidate any bid. The date and time of the meeting will be published in the Bid Advertisement or, in the case of a quote, be communicated when the prospective service provider is invited to quote.

## **10. COUNTER OFFERS**

- 10.1 Counter offers shall not be considered.

## **11. DELIVERY CONDITIONS**

- 11.1 Delivery of services must be made in accordance with the instructions appearing on the official purchase order.
- 11.2 All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against the delivery that has been affected.
- 11.3 In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.
- 11.4 The instructions appearing on the official purchase order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 11.5 All invoices submitted must be original.
- 11.6 Deliveries not complying with the order form shall be returned to the contractor at the contractor's expense.
- 11.7 No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of the Departmental Bid Adjudication Committee.

## **12. DETAILS OF RELATED CONTRACTS AWARDED TO THE BIDDER PAST/CURRENT (ANNEXURE B)**

- 12.1 The bidder must furnish the following details of all verifiable past and current contracts.
  - (a) Date of commencement of contract/s;
  - (b) Value per contract; and
  - (c) Contract details; that is, with whom held, phone number and address/s of the companies.

## **13. ENTERING OF DEPARTMENTAL OFFICES**

- 13.1 No representative from a company shall be permitted to enter Departmental premises, buildings or containers where stores are kept unless he/ she is accompanied by the responsible official in charge of stores.

## **14. EQUAL BIDS**

- 14.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- 14.2 If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 14.3 If two or more tenderers score equal total points in all respects, the award shall be decided by the drawing of lots.

## **15. INVOICES**

- 15.1 All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.
- 15.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
  - (a) The name, address and registration number of the supplier;
  - (b) The name and address of the recipient;
  - (c) An individual serialized number and the date upon which the tax invoice is issued;
  - (d) A description of the goods or services supplied;
  - (e) The quantity or volume of the goods or services supplied
  - (f) The value of the supply, the amount of tax charged and the consideration for the supply; or
  - (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged

## **16. IRREGULARITIES**

- 16.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.



## **17. JOINT VENTURES**

- 17.1 In terms of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated BBBEE Status Level Verification Certificate for every separate bid.
- 17.2 Should this bid be submitted by a joint venture, the joint venture agreement must accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 17.3 The non-submission of a BBBEE Certificate by a trust, consortium or joint venture shall result in zero (0) preference points being allocated for evaluation purposes.
- 17.4 Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance Certificate together with the bid before the closing date and time of bid.
- 17.5 The joint venture or consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the joint venture or consortium, nomination of an authorised person to represent the joint venture or consortium in all matters relating to this bid and the details of the bank account for payments to be effected.
- 17.6 The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

## **18. LATE BIDS**

- 18.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 18.2 A late bid shall not be considered and, where practical, shall be returned unopened to the Bidder, accompanied by an explanation.

## **19. NOTIFICATION OF AWARD OF BID**

- 19.1 The successful tenderer shall be notified via an advert in the same media as the invitation to tender.

## **20. PAYMENT FOR SUPPLIES AND SERVICES**

- 20.1 A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.
- 20.2 Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.
- 20.3 Any query concerning the non-payment of accounts must be directed to the Department. The following protocol shall apply if accounts are queried:
- (a) Contact must be made with the officer-in-charge of the District Office;
  - (b) If there is no response from the District Office, the Director: Finance must be contacted;
- 20.4 Information as contained on the Central Suppliers Database must be valid/correct. Non-compliance with Tax Requirements shall affect payment.

## **21. PERIOD OF CONTRACT**

- 21.1 The contract is ad hoc / once off.

## **22. PREQUALIFICATION CRITERIA**

- 22.1 Only tenderers who meet both of the following prequalification criteria may respond:-
- (a) BBBEE level 1 (as per the provisions of section 4(1)(a) of the PPPFA Regulations, 2017); and**
  - (b) EME (as per the provisions of section 4(1)(b) of the PPPFA Regulations, 2017)**
- 22.2 Tenderers must submit documentary proof of compliance with the above prequalification criteria.
- 22.3 Tenderers who fail to comply with the above-stipulated prequalification criteria or fail to submit documentary proof of the compliance with the prequalification criteria shall not be considered for this bid.

## **23. QUALITY CONTROL/ TESTING OF PRODUCTS**

- 23.1 The Department reserves the right to inspect and verify the quality and specifications of the supplied dip tank material and equipment, as well as other items listed on the Bill of Quantities, **before** installation. In case of deviations in terms of dimensions, strength, numbers or otherwise, the Contractor shall replace these goods for the correct ones at his/her own expense.
- 23.2 The same replacement obligation to the Contractor would apply during installation and during and after commissioning. See also clause 2.15 of the PTS.
- 23.3 In the case of sustained or repeated non-adherence to the specifications of the materials and/or equipment, as well as in the case of general negligence during the implementation process, the contract may be cancelled. The Department will in such cases seek compensation from the contractor for the estimated costs for completion.
- 23.4 In cases of deliberate negligence or unwillingness to adhere to the Departmental specifications, the Service provider will be reported to the Provincial and/or National Treasury for listing on the Restricted section of the Central Suppliers database.

## **24. SPECIAL CONDITIONS OF CONTRACT**

- 24.1 This invitation to register on the panel is issued in accordance with the provisions of the Public Finance Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions shall prevail.

## **25. SUPPLIERS DATABASE REGISTRATION**

- 25.1 A bidder submitting an offer must be registered on the Central Suppliers Database at National Treasury. A bidder who has submitted an offer and is not

registered on the Central Suppliers Database shall not be considered at the time of award. No pending registrations shall be considered.

- 25.2 A Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

**NB: IF A BIDDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIERS DATABASE, THE BIDDER SHALL BE DISQUALIFIED.**

## **26. TAX AND DUTIES**

- 26.1 During quotation stage, prices offered and paid must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable at the current rate).

## **27. TAX COMPLIANCE PIN**

- 27.1 The bidder must submit a valid Tax Compliance Pin with the bid. Bidders should note that their tax compliance status shall be verified through the Central Supplier Database and SARS.
- 27.2 Where a Tax Compliance Pin is not submitted with the bid, the Department shall use the Central Supplier Database to verify the tax matters of the bidder.

## **28. UNSATISFACTORY PERFORMANCE**

- 28.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- 28.2 The Departmental official shall warn the contractor in writing that action shall be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning, the official shall:
- (a) Take action in terms of its his/her delegated powers; and
  - (b) Make a recommendation to the Accounting Officer for cancellation of the contract concerned.

28.3 When correspondence is addressed to the contractor, reference shall be made to the contract number/item number/s and an explanation of the complaint.

## **29. VALIDITY PERIOD OF BID AND EXTENSION THEREOF**

29.1 The validity (binding) period for the bid shall be 120 days from close of bid. However, circumstances may arise whereby the Department may request bidders to extend the validity (binding) period. Should this occur, the Department shall request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders. This request shall be done before the expiry of the original validity (binding) period.

## **30. VALUE ADDED TAX (VAT)**

30.1 Bid prices must be inclusive of 15% VAT.

30.2 Bidders who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of 1 March 2010) has been exceeded in the past 12-month period. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.

30.3 For the purposes of calculating preference points, VAT shall not be considered during quotation process.

## **31. SERVICE LEVEL AGREEMENT**

31.1 The successful Bidder and the Department will sign a Service Level Agreement prior to commencement of works. A proposed schedule of works must be provided by the contractor for the approval of the Engineer within two weeks of receiving notification of a successful bid.

31.2 The General Conditions and Technical Specifications as listed in this bid document, as well as the Drawings, are deemed to form part of the SLA.

## **32. CONDITIONS OF CONTRACTS FOR CONSTRUCTION WORKS**

- 32.1 The conditions of contract are the “General Conditions of Contract for Construction Works (2nd Edition 2010)” published by the South African Institute of Civil Engineering, Private Bag X200, Halfway House, 1685, Tel: 011 805 5947.
- 32.2 The amplifications of the Special Condition Conditions of Contract for Construction Works shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contracts for Construction Works.

## **33. AMPLIFICATIONS OF THE GENERAL CONDITIONS OF CONTRACT**

### **COMMENCEMENT OF THE WORKS**

- 33.1 The Department will organize a site hand-over to the contractor who will then be introduced to the project stakeholders and participants. The site shall only be accessible to contractor staff and Departmental representatives while work is in progress. The site will be handed back at works completion after a final inspection by the Engineer revealed no outstanding patent defects. Site establishment must start within two weeks, and the actual works within three weeks after hand-over of the site, provided that an official order has been issued and that no exceptional circumstance such as inclement weather or other outside the control of either party to the contract prevail. In the case the work has not commenced within three weeks of the hand-over and no attenuating circumstances for the delay can be provided, the Department reserves itself the right to cancel the contract and appoint the Contractor who would according to the outcome of the bid evaluation would be next in line for an appointment.

## **34. WATER AND POWER**

- 34.1 If there is no power or piped water available on site. The Contractor shall make the necessary arrangements for the provision of any water and power. No payment will be made for the provision or use of these services and the cost of these shall be included in the Bid/quoted amount.

### **35. LOCATION OF CAMP**

- 35.1 The Contractor's camps may be erected on the site of the works but must meet the approval of the Engineer, project beneficiaries and landowners. No persons other than a night watchman may sleep in the camp, without the approval of the local relevant Stakeholder.

### **36. HOUSING AND TRANSPORTING OF CONTRACTOR'S EMPLOYEES**

- 36.1 No housing is available for the Contractor's employees and the Contractor shall make his own arrangement for housing his employees and transporting them to and from the site. However, it may be possible to arrange temporary local accommodation for the Contractor's staff with the participants. The Contractor is in all respects responsible for the housing and transporting of his employees, and for the arrangement thereof, and no extension of time due to any delays resulting from this, will be granted.

### **37. LOCAL LABOUR**

- 37.1 The contractor is encouraged to source unskilled labour from the project participants or local community. The Contractor and the Departmental representative (Engineer or local Extension officer) may negotiate with the participants in this regard to establish all the conditions for the utilization of the local labour. Nobody besides those directly involved with the project (i.e. the Contractor's workers and local labour) are allowed on site. The Contractor shall provide his own trained and skilled labour. The Contractor will be responsible for all hiring, payment, housing and transport of all labour used for the contract duration.

### **38. SECURITY & RISK**

- 38.1 No one shall be allowed on the construction site after normal working hours except for the necessary security personnel. The Contractor shall be responsible for safeguarding plant, machinery, equipment and materials on site. The contractor shall also be responsible for any lost, damaged or stolen property or materials. Should any of these situations arise; no allocations will be made in terms of finances or time.

### **39. MATERIALS: DELIVERY, ON & OFF-LOADING, STORAGE AND RESPONSIBILITY**

39.1 The approved contractor shall be responsible for the safe delivery, loading, off-loading, handling and storage of any equipment and materials on site. All equipment, materials and plant stored on site must be suitably protected against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The Contractor shall remain fully responsible for all material etc. until the completed works are handed over and has been officially accepted by the Department.

### **40. EXISTING ROADS, MUNICIPAL PAVEMENTS, ETC.**

40.1 The Contractor is advised that he/she will be held responsible for any damage to the existing paving, roads, municipal pavements, fences, boundary walls, etc., and will have to repair at his expense.

### **41. DAMAGE TO PROPERTY**

41.1 If the Contractor or his/her employees, while engaged in the execution of the contract, shall break, deface, injure, destroy or allow to fall into disrepair any part of the Works or property belonging to the Department, or any private property including: buildings, pavings, roads, fences, walls or grounds contiguous to the premises of the Department on which he or they may be employed, the Contractor will be required to repair, in a perfect and workmanlike manner, at own expense all damage to the approval of the Department. The Completion Certificate will not be issued until the Department is satisfied that all necessary remedial work has been satisfactorily completed. The Contractor shall take every precaution against damage or nuisance being caused by dust both to the properties of the Employer and all surrounding properties and shall indemnify the Employer against any claim that might arise there from.

### **42. UNDERGROUND CABLES AND PIPES**

42.1 If such services are discovered, immediate notification must be made to the Department and all work in the vicinity of such cables, pipes, etc., shall cease until safe to proceed. Should the Contractor damage underground cable or pipes such damage shall be repaired as soon as safe and possible by the Contractor. The cost of repairing such damage will be met by the Contractor, as this must be covered by the Contractors works insurance.



### **43. DAILY RAINFALL RECORDS**

43.1 The Contractor shall keep daily rainfall records and submit them to the Department's representative at every site meeting, or fortnightly by electronically communication in the absence of such visit. No additional payment shall be made for the supply and installation of the rain gauge or for the keeping of the rainfall records and all costs must be included in the scheduled items. Submission of rainfall figures is required for the granting of permission of extending the contract period because of inclement weather.

### **44. INSPECTION OF WORK**

44.1 The Departmental representative may at all reasonable times have access to the site where work is being executed for inspection purposes.

44.2 The Engineer may request that evidence of the quality or strength of any materials be supplied by the contractor wherever necessary.

### **45. COVERED/ BURIED SERVICES**

45.1 The Contractor shall give due notice to the responsible engineer whenever any work or materials are intended to be covered/buried. This is necessary to ascertain the correctness of dimensions and quality of material being covered/buried.

45.2 In the event of any such work or materials being covered without such notice having been given, the work or materials shall be uncovered at the Contractor's expense.

### **46. LABOUR CAPACITY**

46.1 The Contractor will be required to satisfy the Department that a sufficient and experienced labor force is employed or that sufficient experienced labour can be acquired to complete the services and produce an acceptable quality of workmanship.

## **47. PROTECTION OF THE PUBLIC**

47.1 The Contractor shall be responsible for the protection of the public in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

## **48. PROTECTION OF THE PUBLIC**

48.1 The Contractor will be required to pay particular attention to watching and warning lighting and must provide any necessary barriers, etc., required for the protection of the public in terms of the existing Occupational Health and Safety Act, 1993 (Act No.85 of 1993) as amended

## **49. DISAGREEMENTS**

### **49.1 Notice of disagreement**

49.1.1 The Contractor has the right by written notice to the Engineer to require him to consider any disagreement which he raises with the Engineer provided the said written notice shall be given within 14 days after the cause of disagreement has arisen.

### **49.2 Ruling on disagreements**

The Engineer shall give a ruling on the disagreement in writing to the Contractor no later than 14 days after his receipt of a written request from the Contractor requiring him to do so. The Engineer shall provide such a ruling with as little delay as possible. During the response time the Contractor shall undertake no actions that directly concern the contested work.

## **50. FIXED PRICE CONTRACT**

50.1 The contract shall not be subject to contract price adjustment. Proponents of Bids/Quotes must therefore allow for increase cost for the contract duration, including possible delays in awarding the Bid in accordance with the validity period.

## **51. PRICING - COMPLETENESS OF BID**

51.1 Bidders are required to Bid for all services, products and commissioning as specified in this document and associated plans. This includes those optional items that will be pointed out as required at the bid briefing (e.g. VIP toilet(s),

fencing and others. If he/she does not bid on all items, his/her bid will be rejected.

51.2 All bid prices for separate items are to be in South African currency and must at item level exclude VAT.

51.3 All items as described in the project specification are to be priced in full.

51.4 Transport/ Delivery costs must be included in the pricing. It must not be a separate item.

51.5 VAT must be filled in as the sub total followed by the complete price for the entire project.

51.6 The Bid price page must be signed by an authorized person

## **52. QUANTITIES OF WORK**

52.1 The pricing strategy is the re-measurable strategy. The Contractor shall receive payment only for the works actually executed and approved by the Engineer.

## **53. RETENTION**

53.1 A 10% retention will be withheld on payment for duration of the construction. The Department will pay out half of this retention, or 5% of the bid value, at practical completion of the works. The remainder, 5%, will be paid out at final approval after expiry of the defect liability period (12 months after practical completion), the bidder having eliminated all defects.

## **54. DEFECT LIABILITY PERIOD**

54.1 The defect liability period is 12 calendar months calculated from the date of the Certificate of Completion.

54.2 The expression "Defect Liability Period" In these conditions shall mean that period calculated from the date of the issue of the Certificate of Completion.

## **55. BID EVALUATION CRITERIA**

All bids received shall be evaluated on the following:

55.1 Only bids that meet the Special Terms and Conditions in all aspects as stipulated in the bid document shall be considered.

55.2 Correctness of information:

All information required in the bid document must be accurate and duly completed including all the appropriate signatures. The Department reserves the right to verify all information submitted. Non-compliance with the above shall result in elimination from further processes.

55.3 Compulsory administrative compliance requirements that must be submitted with the bid:

55.3.1. Central Suppliers Database registration number;

55.3.2. Proof of valid and active CIDB registration where applicable;

55.3.3. Certified Copies of the Identity documents for company members/service providers;

55.3.4. A certified copy of a valid B-BBEE certificate or valid sworn affidavit for purposes of confirmation of the bidder being a Level 1 BEE;

55.3.5. Documentary proof of bidder being an EME;

55.3.6. Documentary proof of bidder's experience in support of Annexure B;

55.3.7. Documentary proof of credit facility with manufacturer and/or Registered Financial Institution or evidence of access to any legal funding instrument;

NB. Non-submission of any of the above documents shall result in disqualification.

Where copies of original documentation are submitted, those copies must be certified and must not be copies of certified copies. Original certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the bid submitted.

## **56. FUNCTIONALITY EVALUATION CRITERIA**

56.1 The bid documents shall be evaluated individually on score sheets, by a representative evaluation panel, according to the below mentioned evaluation criteria.

56.2 All service providers who score less than minimum functionality score of (70%) shall not be considered for placement on any of the panels.

	FUNCTIONALITY EVALUATION CRITERIA	Max Points	Evidence	Bidders Score
1.	<p>Bidder's experience in construction of civil engineering works</p> <p>1 – 5 projects = 15 points &gt;3 projects = 25 points</p>	25	<p>Documentary proof of civil works/projects executed In support of <b>Annexure B</b></p>	
2.	<p>Financial Capacity</p> <p><i>Total Credit Facility (with financial institution and/or manufacturer of irrigation material)</i></p> <p><i>R250 000.00 - R500 000.00 = 15 points</i> <i>&gt;R500 000.00 = 25 points</i></p>	25	<p>Evidence of credit facility with manufacturer/supplier <b>and/or</b> Registered Financial Institution <b>Or</b> Evidence of access to any legal funding instrument</p>	
3.	<p>Access to LDV transportation facility</p>	10	<p>Letter of commitment from fleet company <b>Or</b> Confirmation from producer that delivery shall also be undertaken <b>Or</b> Documentary proof of transport or transportation facility (Log Books/ Letter of agreement supported by Log book)</p>	
4.	<p>Proof of Physical address</p> <p><i>Office of Bidder outside borders of KZN = 5 points</i> <i>Office of Bidder within borders of KZN = 20 points</i></p>	20	<p>Lease agreement; Municipal Utility Bill; or Copy of Bank Statement (first page only) with address</p>	
5.	<p><b>Company Ownership/ Business Or Shareholding</b></p> <p><i>≥ 50% Women = 10 points</i></p> <p><i>≥ 50% Youth = 5 points</i></p> <p><i>≥ 50% People with disabilities = 5 points</i></p> <p><i>≥ 50% Military Veterans = 5 points</i></p>	20	<p><b>CIPRO Registration</b></p> <p><b>(Ck documents or share certificates)</b></p> <p><b>Or</b></p> <p>Certificate issued by Department of Defence and Military Veterans</p>	

	FUNCTIONALITY EVALUATION CRITERIA	Max Points	Evidence	Bidders Score
	<b>TOTAL</b>	<b>100</b>		
	<b><i>Minimum Functionality Threshold</i></b>	<b>70%</b>		



**ANNEXURE B**

Previous/Current Experience (Documents and/or an extended list may be attached for further details)

Client Name	Project Description	Contract Value	Role (Self or Sub Contracted)	Contact (Work / Cell Number)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>TOTAL VALUE (Past 5 years)</b>				
<b>Signed on behalf of bidder:</b>			<b>Date:</b>	

**ANNEXURE B : Work Phases Schedule for the Construction of a New Dip Tank**

***Please note these values are primarily estimates of what part the work phase constitutes of the entire project, and do NOT reflect the exact amounts per part payment. Usually payment certificates reflect work done in several work phases, which do not necessarily have been completed.***

<b>Work phase No.</b>	<b>PHASE DESCRIPTION</b>	<b>App. % of work/ contract</b>
<b>1</b>	<b>Preliminary and general/Site establishment</b> 1) Insurances, project risk, workman's compensation, UIF etc... 2) Project administration, services, external services, testing, safety, provision of all required equipment for works at required times etc... 3) Site preparation and establishment.  <b>Excavation of dip tank hole see Item 10, Annexure D</b>	<b>10%</b>
<b>2</b>	<b>Completion of concrete work for dip tank hole, Items 11, 12 and 13, Annexure D</b>	<b>25%</b>
<b>3</b>	<b>Excavation and Concrete work for dry race and kraal entrance</b>	<b>15%</b>
<b>4</b>	<b>Pole work and associated excavation and concrete work including by-pass entrance and exit (all pole holes, planting, compacting and bracing of poles, fitting of neck-clamp)</b>	<b>40%</b>
<b>5</b>	<b>Retention money 10% at final completion after 90 days</b>	<b>10%</b>
	<b>TOTAL</b>	<b>100%</b>



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
    - the bidder is employed by the state; and/or
    - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
  
  2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
    - 2.1 Full Name of bidder or his or her representative:  
.....
    - 2.2 Identity Number:  
.....
    - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....
    - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....
    - 2.5 Tax Reference Number:  
.....
    - 2.6 VAT Registration Number:  
.....
    - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.
-

1"State" means –

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

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

Please clearly indicate, with an 'X' only one box that is applicable to your business or firm

2.7 Are you or any person connected with the bidder presently employed by the state?

YES	NO
-----	----

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain

YES	NO
-----	----

the appropriate authority to undertake remunerative work outside employment in the public sector?

If yes, did you attach proof of such authority to the bid document?

YES	NO
-----	----

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

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

.....

.....

**2.8** Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES	NO
-----	----

2.8.1 If so, furnish particulars:

.....

.....

**2.9** Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

2.9.1 If so, furnish particulars.

.....

.....

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

YES	NO
-----	----

2.10.1 If so, furnish particulars.

.....

.....

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

YES	NO
-----	----

2.11.1 If so, furnish particulars:

.....

.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Pernal Number

**4 DECLARATION**

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Name of bidder

.....  
Position

.....  
Signature

.....  
Date

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder