

RFT NUMBER:	RFT 10 2023_2024
DESCRIPTION:	APPOINTMENT OF SERVICE PROVIDER FOR FILM AND PUBLISHING HEAD OFFICE SPACE
PUBLICATION DATE:	27-November-2023
VALIDITY PERIOD:	120 days from the closing date
CLOSING DATE:	11- December -2023
CLOSING TIME:	11:00 am
COMPULSORY BRIEFING SESSION:	No Briefing Session
BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO FPB TENDER BOX LOCATED AT THE RECEPTION:	Film and Publication Board (FPB), Eco Glades 2, 420 Witch Hazel Ave, Eco Park, Centurion 0169 (PRETORIA)
SCM INQUIRIES: For all bidding related enquiries	Mr. Lastar Makhubela E-mail: tenders@fpb.org.za Tel: 012 003 1400
NAME OF BIDDER:	
CSD NUMBER:	
TOTAL BID AMOUNT (Including VAT): R	

TENDER INSTRUCTIONS

1. Bid documents should be completed with a black pen.
2. All pages of the tender documents should be initialed.
3. Tender documents should be fully completed and neatly binded.
4. All the necessary supporting documents should be attached to the tender documents.
5. On submission of bids, bidders should ensure that they sign a bids submission register at reception.
6. Bidders should ensure that along with the original bid documents, they should submit a USB and relevant supporting documents.
7. Late tenders will be regarded as unacceptable bid.
8. Online or electronics submission is not accepted, and those tenders not deposited in the relevant tender box, will NOT be accepted.
9. No briefing session.
10. Bidder should submit proof of BBBEE point claim for a specific goal in terms of regulation 2022.
11. The bid will be adjudicated in 80/20 or 90/10 refer to SBD 6.1 for points claim for specific goal.
12. All clarity seeking questions and enquiries should be directed to Supply Chain Management Division so that important information can be shared with other bidders.
13. Sub-contracting is not required in this bid.

“In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ/tender, you are consenting to the processing by FPB or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify FPB against any civil or criminal

action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.”

Name and Surname:.....

Signature:

A. CERTIFICATES OF AUTHORITY FOR SIGNATORY

Status of concern submitting tender (delete whichever is not applicable.)

COMPANY /PARTNERSHIP /ONE-PERSON BUSINESS /CLOSE CORPORATION/
JOINT VENTURE

B. COMPANIES

If the bidder is a company, a certified copy of the resolution of the Board of Directors, personally signed by the chairperson of the board, authorizing the person to signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid or contract on behalf of the company must be submitted with this Bid.

An example is shown below:

By resolution of the board of Directors on.....20....., Mr. / Ms
.....has been duly authorized to sign all documents in connection with

BID NO. RFT10 2023_2024

SIGNED ON BEHALF OF THE COMPANY:

.....

IN HIS CAPACITY AS:

.....

DATE:

.....

SIGNATURE OF

SIGNATORY:

WITNESSES:

1.....

2.....

D. ONE-PERSON BUSINESS

I, the undersign hereby confirm that I am the
sole owner of the business trading as.....

.....
Signature Date

E. CLOSE CORPORATION

If the case of a close corporation submitting a bid, a certified copy of the founding
Statement of such corporation shall be included with the Bid, together with a resolution by
its members authorizing a member or other official of the corporation to sign the
documents and correspondence in connection with this bid or contract on behalf of the
company must be submitted with this Bid.

An example is shown below:

By resolution of the members at the meeting on the20.....at
.....Mr. / Mswhose signature appear below,
has been duly authorized to sign all documents in connection with **BID NO.**

RFT10 2023_2024

SIGNED ON BEHALF OF THE CLOSE CORPORATION:

.....

IN HIS / HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES:1

2.....

Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in Joint Venture and hereby authorize Mr. /Ms....., authorized Signatory of the company....., acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation

TERMS OF REFERENCE: FPB HEAD OFFICE SPACE ACCOMMODATION

The Film and Publication Board (FPB) is a state entity established in terms of the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended (FP Act), whose main objective is to regulate, both on physical and online platforms, the creation, possession and distribution of films, games and certain publications. Such regulation is amongst others in order to protect children from disturbing and harmful content and to provide content information to adults that will enable them to make informed reading, viewing and gaming choices for both themselves and children in their care.

The FPB's current FPB Head office, located at 420 which hazel Avenue in Centurion, have been leased. This lease agreement is coming to an end on 28 February 2024. The FPB is seeking alternative office accommodation to house its Head office from the period 01 March 2024.

1. KEY INFORMATION

1.1. The proposed building must:

- 1.1.1. Be easily accessible to the public and preferably be within 5 kilometers from public transport (e.g. road and rail public transport).
- 1.1.2. Be located in close proximity to government departments and/or entities, retail shops, restaurants, banking facilities, public parking facilities, schools/day-care, gym facilities and other commercial nodes.
- 1.1.3. Comprise of one (1) stand-alone building or multi tenanted building to house all the FPB's requirements with up to 187 employees (see attached Annexure A).
- 1.1.4. Include a ground floor. If a multifloored building is proposed, all floors must have wheelchair access.
- 1.1.5. Be located within the vicinity of the current office which is located at 420 witch hazel avenue or in the Centurion area.
- 1.1.6. Be an A-Grade building of not more than 30 years old if an older building is proposed then upgrades/renovations must have been done within the last 15years. Building construction certificate of completion must be provided as proof.

- 1.2. The FPB's current premises are located at 420 Witch Hazel Avenue, Centurion. The prospective bidders are advised to make reference to Needs Analysis attached which sets out FPB's current staff complement and office/facilities requirements.
- 1.3. The duration of the lease will be 5 years with the option to renew if needed.
- 1.4. Prospective bidders are invited to provide comprehensive information on an existing building that can be refurbished to suit the FPB's requirements. The proposed building must be ready for occupation on 1 March 2024, after FPB's fit-outs and installations.
- 1.5. Prospective bidders must be prepared to provide a complete office accommodation solution, including fit-out of the premises (turnkey solution) as per the FPB's specific requirements (designs & specifications). This turnkey solution should take into consideration the stipulated occupation date.
- 1.6. Prospective bidders must indicate the time frame required to refurbish the building with beneficial occupation date as well indicative rentals.
- 1.7. Prospective bidder will be responsible for publishing the construction works with the Construction Industry Development Board (CIDB) for any/all refurbishments and/or office fit outs to be made as part of the bid at its own cost.
- 1.8. The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.
- 1.9. The proposed building must have appropriate security features such as physical guarding, physical and electronic access control, CCTV coverage of the building, if the building is part of an office park then perimeter fencing should be available. Provide full details of such security features (e.g. make & model where applicable).
- 1.10. Substitute/sub-standard materials and finishes may not be used to price this bid. The overall aspects of the proposed building will be assessed with the physical evaluation of the premises. This physical evaluation is an integral part of the bid process.

1.11. Maintenance on the exterior of the building, fire detection, fire extinguishers, and Heating and ventilation systems remains the responsibility of the bidder. The potential bidder may enter into a maintenance contract with the FPB for the maintenance and repair on the interior of the building (e.g. electrical, plumbing, faulty lighting, carpentry, handyman services etc., including supply and installation), as well as installed equipment on an "as and when required" basis, at prevailing market rates.

1.12. Prospective bidders must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.

2. BENEFICIAL OCCUPATION

2.1. For purposes of this bid, beneficial occupation means a rent-free period provided by the landlord, in order to give FPB time to do fit outs and installations and ready the premises before moving in.

2.2. The premises must be available for **beneficial occupation immediately after award of the bid to accommodate the duration required** for fit-outs and installations, for a period of outlined in the turnkey solution by the bidder.

2.3. The **lease commencement date is 01 March 2024** when the FPB should move into the building after the beneficial occupation period where all fit outs would have been completed.

3. ACCOMMODATION NORMS

3.1 PROPERTY

3.1.1. Type of Premises: - The premises should be:

3.1.1.1. Green certified by the Green Building Council of South Africa, well secured, with up-to-date security facilities/technology;

3.1.1.2. Suitable for typical office accommodation.

3.1.2. Broadband Infrastructure: - The building must have:

- High-speed Fiber to Business infrastructure should be available, FPB is currently contracted to MTN to deliver 30mbps line speeds
- Building must have clear Fiber Routes from the Street to the server Room, and sufficient manholes inside the yard for easy fiber installation (that's if MTN infrastructure is not yet in the building) as well as

- Fiber Routes should have dedicated Termination Points i.e., Buddy Boxes that are secured inside the Building with a key.
- Building must have a Clear Line of Site to MTN Towers for Microwave Connection, this is because FPB has active contract with MTN
- Clear Cable routes should be available from the Microwave to the server through Cable Trays that are independent of other Cables like Power etc

3.1.3. Property/Building: - The property offered should be able to provide a total lettable area of at least **3678m²(space as per annexure A attached)** of office space for lease purposes, preferably closer to the ground floor as net usable area. The proposed office space must be measured according to the latest South African Property Owners Association's (SAPOA) method for measuring floor areas in commercial buildings.

3.1.4. Space Planner & Interior Designer/Decorator: - The bidder is requested to avail a space planner and interior designer/decorator to assist the FPB with office layout planning and execution the cost of which are to be included in the bid. A budget provision must be made available in the quotation for office installations which will accommodate renovations to be made after space layout is approved.

Upon appointment of the successful bidder the Space planner must meet with the FPB Management to design the office layout and printed CAD drawings to cater for the FPB's space needs within 14 days after the signing of the SLA.

3.2 THE BUILDING

3.2.1. The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; and any other relevant legislation/regulations as applicable.

3.2.2. The building design should address lighting, indoor environmental pollutants, comfort factor/ergonomics, fire detection/prevention, fibre optic and associated connectivity requirements as well as mitigation of noise levels to ensure a working environment that increases productivity and reduces the occurrence of sick building syndrome. The FPB may make a request to take the identified building "as is" if it fits

FPB's space planning requirements and also to save time & costs. **Qualifying bidders may be requested to make presentations to the FPB on the proposed building.** Additionally, the bidder may be required to make the building available for site visit/inspection as may be deemed necessary by the FPB.

3.2.1. PARKING

3.2.1.1. A minimum of 150 parking bays (which includes 5 covered parking for persons with disabilities) must be made available for exclusive use of official vehicles, staff and visitors at the premises.

3.2.1.2. The parking bays provided shall be made available to the FPB on a 24-hour basis, daily, in a safe and secure environment.

3.2.1.3. If parking bays are not inside a sheltered area then the bidder should provide a rate for covered parking and for open parking to enable the FPB to choose.

3.2.1.2. Parking bays should be at a minimum size of 2.5 meters wide and 5 meters in length and 3.5 meters wide and 5 meters in length for disabled parking.

NB: as part of submission the bidder should indicate the security measures available for the parking area.

4. ACCOMMODATION STANDARDS

The proposed building must provide for the following, as prescribed by the National Building Regulations:

- 4.1. Adequate (HVAC) Heating, Ventilation and Air-Conditioning;
- 4.2. Implementation of smoking by-laws;
- 4.3. Toilet Facilities;
- 4.4. Water Supply;
- 4.5. Electrical Supply;
- 4.6. Fire Risk management;
- 4.7. Emergency evacuations;
- 4.8. Standby power supply;
- 4.9. Acoustics and noise standards;
- 4.10. Vertical movement;
- 4.11. Security;
- 4.12. The building must be declared gun-free;

- 4.13. Accessibility to the building (including for people with disabilities and adherence to OHS standards);
- 4.14. Parking facilities;
- 4.15. CAD¹ drawings or equivalent of the existing premise;
- 4.16. Full compliance certification must be supplied upon final works completion;
- 4.17. Allow the FPB to put up signage in strategic spots within or around the building to make the FPB visible to the public;
- 4.18. Rental, operating and parking costs should be market related; and
- 4.19. The term of the lease should be 5 years with an option for first right of refusal to renew.

5. IT INFRASTRUCTURE

- 5. 1. The building / office park should have an IT infrastructure, allowing tenants to utilise data/voice with an open access fiber-optic network.
- 5.2. The Building must have a dedicated server room that is fitted with a dry fire suppression system and fire alarm.
- 5.3 **Premise of Sever Room:** If the server room is set up within same building where FPB employees will be based, it should be at least in its own fire protection area. This is just to minimize the extend of damage or loss that could arise from the environment.
Server Room must be on the ground Floor.
- 5.4. **Power Supply:** the server room must have adapted circuits. More points if it is connected to its own circuit, separate from other systems. Otherwise socket strips with voltage filters should be used. If the power fails, ensure an uninterruptible power supply (UPS).
The Server Room should be connected to a UPS which ensures continued power supply until an emergency power generator/alternative power supply takes over in an emergency.
Computer equipment and HVAC should have separate power panels.
- 5.5. **Raised Floor System:** The server room must have an effective raised access floor system. To enable cabling, pipework, electrical wiring, data and telecoms wiring, security wiring and HVAC/air conditioning system,

¹ CAD drawings refers to computer-aided design of 3D or 2D building drawings, showing overhead views of building floor plans and outdoor landscapes

5.6. **Heat, Fire, Flame:** The Server Room should not have windows.

The server room must be protected from heat, fire and flame. Installed air conditioning systems, smoke detectors and fire alarm systems. fire extinguisher should be available.

Server room should contain fire, smoke, water and humidity monitors.

5.7. **Protection Against Burglaries:** entry and entry options into the server room should be secured so that they can withstand more time-intensive break-in methods. If windows can be reached from the public space, they must e.g. secured by grids, locks, safety glass. Hatches, light wells and similar parts of the building can also provide access and must be secured accordingly.

Access Control by means of Biometric devices.

5.8. **Cable Trays:** Server Room Must have dedicated cable trays for Data Cables and Power.

5.9. **Cooling System:** Server Room should have underfloor cooling; Use cooling equipment with variable speed fans; and HVAC/air conditioning system independent from the main building HVAC.

6. HEATING, VENTILATION AND AIR CONDITIONING

6.1. The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned, with all maintenance, repairs and replacements undertaken by the bidder. The ambient temperature required will be 22 degrees Celsius (with a variance of 8 degrees Celsius up or 6 degrees Celsius down). A Mechanical Engineer's assessment report on the condition of the air-conditioning installed in the building may be requested at the bidder's cost. The air-conditioning installation / units should at least have a remaining life expectancy of the lease term.

6.2. In this regard, provisioning must be made for the air-conditioning system to:

- be connected to a programmable HVAC building management system (BMS);
- be on a timer for different building zones;
- be able to control temperatures for each section of the building and different office spaces;
- comply with all SANS and South African Bureau of Standards (SABS) codes and Health and Safety codes;

- be energy efficient (in terms of design and functionality) with heat capture; and be of a low noise and low-vibration type.

7. ABLUTION FACILITIES

7.1. The bidder shall hand over modern, fully functional ablution facilities which are in good condition at beneficial occupation. The FPB will require the bidder to provide modern, hygiene equipment in instances where ablution facilities are shared with other tenants. The following norm shall be applied:

Sanitary Fixtures for Buildings (SANS 10400-1990)

	Number of sanitary fixtures to be installed relative to the population				
For a population of up to:	Males			Females	
	WC ²	Urinals	Washbasins	WC	Washbasins
≤ 8	1	1	1	2	1
≤20	1	2	2	3	2
≤40	2	3	3	5	3
≤60	3	4	4	6	4
≤80	4	6	5	9	5
≤100	4	8	6	12	6
≤120	5	9	6	14	7
≤140	5	10	7	15	8
≤180	5	11	8	16	8
>180	For a population in excess of 180 add 1 WC pan, 1 urinal & 1 wash basin for every 50 persons			For a population in excess of 180 add 1 WC pan for every 50 persons	For a population in excess of 180 add 1 washbasin for every 50 persons

² WC: a water closet/bathroom

7.2. The FPB may, under a separate contract, install additional sanitation equipment as needed after taking occupation.

8. PERSONS WITH DISABILITIES

Toilet facilities for persons with disabilities (Clients and Staff) have to be provided according to National Building Regulations, SANS 10400.

9. WATER SUPPLY

9.1. The municipal water supply where applicable shall be metered separately for the FPB.

9.2. The FPB requires a water pressure of at least 4 Bar, should 4 Bars not be available, FPB requires the bidder to provide water equipment(s) at own cost to achieve the desired water pressure.

9.3. The FPB will require standby water tanks with a capacity of 20 000 or more liters, with fully automated booster pumps or equivalent, to provide continuous water supply to FPB's premises, at the bidder's cost.

10. ELECTRICAL SUPPLY

10.1. The power supply where applicable shall be metered separately and power factor correction and Auto Vault Regulation (AVR) equipment shall be installed. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to meet demand at peak times in excess of up to 20%³ of normal use. It must be taken into account that all FPB staff will be equipped with a computer or laptop.

10.2. All main electrical supply shall be governed with class one and class two lightning surge protectors.

10.3. The building must be have a continuous emergency power supply enough to carry the electrical needs of the office during a power outage(i.e. back up generators/alternative power supply). This must be maintained by the bidder to ensure minimal interruption of electrical service.

11. UPS REQUIREMENTS

³ The electricity distribution box (DB) installed at the proposed building must have sufficient capacity to cater for this requirement

11.1. The FPB requires all electrical feeds to be linked to full Uninterruptible Power Supply (UPS) to ensure that there is no down time on any electrical equipment during power outages.

11.2. The proposed building must be connected to a back up power generator/alternative power supply which is able to carry all the electrical needs of the FPB in the event of a power failure. This alternative source of power should be able to take over from the UPS within 5minutes of a power outage.

12. POWER POINTS

The electrical (or building) design must make provision for power points to be provided as per FPB requirements with the following guidelines:

- Each person will be equipped with at least one single normal power point and one red dedicated power points.
- Each third person will have an additional white power point.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance task and shall be wired separately from the power supply to the main operational areas.
- The minimum distance for the repetition of these power points should not be less than 10m.
- Building's power must be connected to a back up generator.

13. LIGHTNING PROTECTION

The building shall have sufficient lightning/surge protection, which must be inspected regularly to ensure that it is and remain in good working condition, in line with SANS 62305 – All Parts, at the bidder's cost. Proof of installed lightning surge protection must be provided as part of building handover.

14. LIGHTING

14.1. All interior lighting shall be designed and installed to conform to SANS 10114-1:2005 Edition 3 or latest approved standards. A professional lighting design engineer shall certify the design and installation at bidder's own cost.

14.2. The lighting design shall take into consideration the type of work that will be performed which includes sorting, filing, data capturing and computer based work areas. Each functional area and/or teams shall have independent control of lighting while emergency lights shall comply with National Building Regulations.

14.3. The provision of automated light switching (occupancy sensors) as first stage energy saving is a requirement for this tender, for both interior and exterior of the building. Proof of such must be provided during the building handover.

15. FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system, including features which includes but not limited to the public address system, warning alarms, make and model. **It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report⁴ be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender.** The FPB requires that a dry air fire suppression system be installed in the ICT Server room by the time of building occupancy. Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the bidder, for the duration of the lease period.

⁴ ASIB report refers to an independent and unbiased inspection report for sprinkler protection and fixed fire protection systems maintenance service. The report ensures that all equipment has been designed and installed in accordance with the minimum accepted requirements of internationally recognised standards and criteria and are maintained and inspected according to this.

16. VERTICAL MOVEMENTS

16.1. STAIRS

Non-slippery stairs and accompanying handrails/banisters must be installed in line with National Building Regulations. They should allow free and safe movement of FPB staff and clients from one floor to another. They must have dimensions appropriate to its use, as prescribed by SANS 10400 or latest amendments and must be applied in conjunction with several other standards.

16.2. LIFTS, HOISTS & ESCALATORS

16.2.1. Taking into account rules contained in SANS 10400 4.44 to 4.47, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS), it is required that the building offered, if consisting of more than one floor, shall be provided with at least one (1) lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at a given time. The minimum clear entrance to the lift shall be of such dimension that it will be accessible for a wheelchair. The minimum recommended lift width and depth should respectively be 1000 mm and 1500 mm. If the building has a basement, the lift shall also serve that area.

16.2.2. All passenger lifts shall be equipped with voice sensitizers and braille buttons, as required by national elevator codes and recommended for all elevator applications. These features allow employees, visitors and clients access to crucial information in and outside of the elevator for safe use, in line with the EN81-70 standard and related standards, which define lift size, interior accessories and functionality. In addition, the lifts shall be connected to the control room of the service provider, for purposes of continuous communication in the event of lift stoppages.

16.2.3. The breakdown time allowed per lift or hoist per month shall not exceed 6 hours on a monthly basis. The breakdown times shall be recorded, reported and agreed with the FPB before raising the rental invoice. In the event of breakdowns exceeding the allowed breakdown time, the FPB shall be entitled to deduct a penalty equal to the monthly maintenance contract cost from the following month's rental payment.

16.2.4. If the response time for passenger or goods entrapment exceeds sixty (60) minutes, the FPB shall be entitled to deduct a penalty equal to 10% of the monthly maintenance contract cost from the following month's rental payment.

16.3. CARRYING CAPACITY OF FLOORS

The floors should allow a carrying capacity of at least 250kg/m² in normal office areas. The bidder shall issue a certificate, during the building handover, signed by an independent professional engineer (registered with Engineering Council of South Africa (ECSA) confirming the carrying capacity of such areas.

17. ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level (between 40 – 60 Decibels) that allows people to perform their functions.

The FPB requires an auditorium as per the attached space needs analysis which must contain noise levels between 40 and 50db which must be installed by the bidder prior to occupation.

18. SECURITY SERVICES

The proposal should include the bidder's contribution to the physical security requirements of the proposed building, in terms of Minimum Physical Security Standards. The supply of security installations, if needed, inside the building will be installed by the FPB.

19. ACCESSIBILITY TO THE BUILDING

The building shall accommodate persons with disabilities and comply with the relevant acts, regulations and municipal by-laws.

20. RATES

20.1. RATES AND MAINTENANCE

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the **adjustment date**. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:

- 20.1.1. Roofs;
- 20.1.2. HVAC including cleaning the diffusers inside;
- 20.1.3. Lightning protection;
- 20.1.4. Plumbing;
- 20.1.5. Electrical supply, up to DB board;
- 20.1.6. Fire Protection & Detection;
- 20.1.7. Common area electrical reticulation;
- 20.1.8. Grounds and gardens;
- 20.1.9. Storm water and drainage;
- 20.1.10. Parking; and
- 20.1.11. Washing the external windows & facades.
- 20.1.12. Security to be included if applicable
- 20.1.13. Repainting of the building interior and exterior should be accommodated
- 20.1.14. Pest control and routine fumigation services
- 20.1.15. Refuse collection

20.2. ADJUSTMENTS

Unless otherwise indicated, the annual escalation of the rental and operating charges shall not exceed the average escalation rates for similar properties in the similar area, as indicated in the most recent Rode's Report on the SA Property Market, which is published quarterly. The escalations must be market-related.

20.3. VARIATIONS

The proposal must indicate all variations to the escalation rate(s) and a complete list of Allowances must be provided to the FPB.

21. INFORMATION REQUIRED

21.1. PROPERTY INFORMATION

- 21.1.1. Property street address and stand number, as specified in zoning documents;
- 21.1.2. Landlord (lessor) name, address, city, postal code, telephone and fax numbers, and email addresses;
- 21.1.3. Leasing agent, representative and telephone and fax numbers and email addresses;
- 21.1.4. Details of all partners to this offer;
- 21.1.5. Detail of proposed rental options, indicating the sixty (60) months with an option to renew; and
- 21.1.6. The tenant installation allowance provided by the bidder.
- 21.1.7. Bidder must disclose any ongoing legal matters or land claims on the property if any.

21.2. LAYOUT DRAWINGS

21.2.1. The bidder shall provide a detailed as is layout drawing that includes all areas required for the building to be functional including the usable space listed. (Usable space in terms of South African Property Owners Association (SAPOA))

21.2.2. The layout drawing shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact on the configuration of workstation and surfaces. The layout drawing shall be provided as hard copies and in a Printed CAD format together with your response to this bid.

22.2.3. The bidder shall also provide the FPB with layout drawings once the premises have been finalised and agreed upon, according to the FPB's requirements, as well as furniture layout drawings once the seating arrangements have been finalised.

21.3. BUILDING AREAS

The bidder shall measure the building space as defined by The South African Property Owners Association Method for measuring floor areas in commercial and industrial buildings, at its own cost. The Gross Building Area (GBA), Rentable and Usable areas must be tabulated, split per floor and certified by a suitably qualified independent professional and the FPB shall have the right to audit the calculations. The certificate shall be on the professional's letterhead and shall include the Usable/Rentable ratio and Gross Building Area.

21.4. BUILDING RUBBLE

21.4.1. Any building rubble resulting from the demolition and building works/refurbishments must be cleared and such materials may not be the cause of inference to the office. The premises must be kept clean by the contractor during the fit-outs and installations, maintenance and/or renovations/refurbishments.

21.4.2. The bidder must ensure that the building proposed has a dedicated waste management area located away for general office use and must generally not be visible to the tenants/visitors.

21.5. PROPERTY AREA

The bidder shall provide the stand numbers with size/s.

21.6. PROPERTY/BUILDING INSURANCE

The bidder shall provide all necessary and valid building insurance information, if the building is not yet insured then a letter of intent from the respective insurer will suffice, as part of pre-qualification documents for this tender. The insurance cover should be confirmed within 14days of award of this tender and the insurance cover should be aligned to the value of the property. The bidder must ensure the building insurance remains valid for the duration of the lease period.

21.7. MANUFACTURERS' SPECIFICATIONS

All materials & equipment will be installed to manufacturer's specifications and relevant SABS & Building regulations specifications.

21.8. AVAILABILITY

Confirmation of when beneficial occupation can take place must be specified in the bid.

21.8.2. Bidders must confirm if the building can be made available for in person viewing and the notice period needed to make the necessary arrangements

22. STANDARD SPECIFICATIONS

22.1. SABS SPECIFICATIONS

The building shall comply with all laws, construction service standards, building regulations, which includes, but is not limited to:

22.1.1. Occupational Health and Safety Act 1993 (Act 85 of 1993);

22.1.2. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

22.1.3. Code of practice – Interior Lighting SABS 0114:1996 - Part I;

22.1.4. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400);

22.1.5. The Municipal by-laws and any special requirements of the local supply authority;

22.1.6. The local fire regulations; and

22.1.7. Building compliance certificates.

23. Mandatory documents

- a. Zoning certificates to confirm the proposed building is suitable to the needs of the FPB.
- b. Construction certificate of completion to prove the age of the proposed building or the last upgrades/renovation date.
- c. Proof of property ownership.
- d. In the event the bidder is not the owner proof of agreements between the owner(s) and the bidder.
- e. Provide the latest three statements will serve as Rates clearance certificate issued by local authority confirming the account status on all municipal rates/levies/tax payments which must be submitted with the bid.
- f. Electrical certificate of compliance for the building.
- g. Printed Computer-aided design (CAD) drawings for the proposed building.
- h. Proof of valid insurance/intent letter of intent(supported by a quotation from the insurer) to insure the proposed building.
- i. Provide at least three (3) reference letters/active lease agreement(s) which confirm that the bidder has provided a commercial leasing service. The FPB reserves the right to verify authenticity of leases/references provided by the bidder.
- j. Confirmation of office location and its proximity to public transport (e.g. road and rail public transport).
- k. Confirmation of office location and its proximity to government departments and/or entities, retail shops, restaurants, banking facilities, public parking facilities, schools/day-care, gym facilities and other commercial nodes.
- l. Written confirmation by the bidder which confirm that the proposed building has access to fibre optic internet connection and line of sight ,preferably to the MTN wireless broadband tower as the entity is contracted to MTN.

Please note that the above-mentioned information is a pre-qualification for this tender (MANDATORY). Failure to submit these documents/information will result in the bidder being disqualified during the pre-screening process.

Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	Applicable Value 3 (Good)	Applicable Value 4 (Very Good)	Applicable Value 5 (Excellent)
Distance from the current FPB Head Office located at 420 witch hazel Avenue, Centurion	15	No Score	No Score	10-20 kilometers	More than 5 kilometers but less than 10	0-5 kilometers
Accessibility to public transportation (also indicate main roads that link to public transportation)	20	No Score	more than 5 but less than 7 kilometers	More than 3 but less than 5 kilometers	More than 2 but less than 3 kilometers	Within 2 kilometers
proximity to government departments and other commercial nodes (entities, retail shops, restaurants, banking facilities, etc)	15	No Score	No Score	More than 5 but less than 7 kilometers	More than 3 but less than 5 kilometers	Within 3 kilometers
Building age/Upgrading – generally 10-30 years old and major renovations or upgrades in the last 15years	20	No Score	No Score	A-Grade Building or higher not older than 30 years in age or was upgraded/renovated in the last 15 years	A-Grade building or higher not older than 30 years in age or was upgraded/renovated in the last 10years	A-Grade building or higher that is not older than 30 years in age or was upgraded/renovated in the last 5years
The landlord or Leasing agent must have experience in a commercial leasing for at least three years and client reference letter / active lease agreements should be submitted as evidence from past or present client.	15	No score	Between 0-3 years experience in commercial property leasing	More than 3- but less than 5 years' experience in commercial property leasing	5-10 years' experience in commercial property leasing	More than 10 years' experience in commercial property leasing
Proposed building access to fibre optic internet and line of sight to MTN internet	15	No Score	No Score	Access to fiber connection	Access to fiber connection	Access to fibre connection points inside

towers (letter from the bidder should be provided to confirm this)				not more than 200meters outside the proposed building but less than 500 meters and clear line of sight to MTN towers outside the building	not more than 200meters outside the proposed building and clear line of sight to MTN towers outside the building	the proposed building and clear line of sight to MTN towers outside the building
--	--	--	--	---	--	--

- A minimum scoring threshold of 65 percent of the functionality criteria must be met for the bids to be considered for the next evaluation level.
- A 90/10 preferential point system will be applied.

LEASING PRICE SCHEDULE "A": YEAR 1, YEAR 2, YEAR 3, YEAR 4 AND YEAR 5

Lease/Rental Costs (including disbursements and annual escalations)

Description	Cost (Incl. VAT) Year 1 (12 months)	Cost (Incl. VAT) Year 2 (12 months)	Cost (Incl. VAT) Year 3 (12 months)	Cost (Incl. VAT) Year 4 (12 months)	Cost (Incl. VAT) Year 5 (12 months)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square meter (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Operating costs per month:					
Lifts					
Parking rent per month:					
Covered parking rent per month: _____					
Please specify any other additional costs					
Total Cost Incl. VAT (A)					

Note: the upfront deposit if required will only be applicable in the first year of this contract.

Annexure A

Head Office Space Needs Analysis as at August 2023

Job Title	# Employees Required (A)	SPACE CATEGORY (As per Norms Document) (B)	TOTAL SURFACE AREA NEEDED (=A*B)	Job Level	
CEO	1	20	20	CEO	PROGRAMME 1
PA to CEO	1	12	12	Assistant Manager/Specialist	
Manager: Internal Audit	1	16	16	Manager	
Internal Auditor	2	12	24	Assistant Manager/Specialist	
Manager: Risk & Compliance	1	16	16	Manager	
Specialist: Risk and Compliance	1	12	12	Assistant Manager/Specialist	
Senior Manager: Strategic Support & Partnership	1	16	16	Senior Manager	
Manager: Strategic Partnerships & Support	1	16	16	Manager	
Strategic Support & Coordination	2	10	20	Admin/Officer/Cordinator	
Strategic Partnerships & Collaborations Officer	1	10	10	Admin/Officer/Cordinator	
Council Secretary	1	16	16	Manager	
Assistant Secretaries	2	10	20	Admin/Officer/Cordinator	
Corporate Services Executive	1	18	18	Executive	
PA to CSE	1	12	12	Assistant Manager/Specialist	
Senior Manager: HC	1	16	16	Senior Manager	
Manager: HC	1	16	16	Senior Manager	
Assistant Manager: HC	1	12	12	Assistant Manager/Specialist	
Payroll & Employee Benefits Specialist	1	12	12	Assistant Manager/Specialist	
Talent Acquisition Specialist	1	12	12	Assistant Manager/Specialist	
Talent Management Specialist	1	12	12	Assistant Manager/Specialist	
Labour Relations Specialist	1	16	16	Manager	
Human Capital Officer	2	12	24	Assistant Manager/Specialist	

Senior Manager: Transversal services	1	16	16	Senior Manager	PROGRAMME 3
Facilities Manager	1	16	16	Manager	
Assistant Manager Facilities	1	12	12	Assistant Manager/Specialist	
General Assistant	3	10	30	Admin/Officer/Cordinator	
Security	1	10	10	Admin/Officer/Cordinator	
Non-Financial Asset Management	1	10	10	Admin/Officer/Cordinator	
Receptionist	1	10	10	Admin/Officer/Cordinator	
Driver	1	10	10	Admin/Officer/Cordinator	
Manager: Planning, Performance Monitoring & Evaluation	1	16	16	Manager	
Planning & Performance Specialist	1	12	12	Assistant Manager/Specialist	
Monitoring & Evaluation Specialist	1	12	12	Assistant Manager/Specialist	
Legal Specialist	1	12	12	Assistant Manager/Specialist	
Senior Manager: Communications & Marketing	1	16	16	Senior Manager	
Manager: Communications & Marketing	1	16	16	Manager	
Assistant Manager: Communications & Marketing	1	12	12	Assistant Manager/Specialist	
Digital Content Coordinator	2	10	20	Admin/Officer/Cordinator	
Marketing and Events Coordinator	1	10	10	Admin/Officer/Cordinator	
Events and Branding Coordinators	2	10	20	Admin/Officer/Cordinator	
Media Specialist	1	12	12	Assistant Manager/Specialist	
Chief Financial Officer	1	18	18	Executive	
PA to CFO	1	12	12	Assistant Manager/Specialist	
Senior Manager: Finance & Revenue Enhancement	1	16	16	Senior Manager	
Manager: Finance	1	16	16	Manager	
Assistant Manager: Finance	1	12	12	Assistant Manager/Specialist	
Senior Officer	1	10	10	Admin/Officer/Cordinator	
Finance Officer	2	10	20	Admin/Officer/Cordinator	
Finance Admin Assistant	1	10	10	Admin/Officer/Cordinator	
Manager Revenue Enhancement & Collections	1	16	16	Manager	
Assistant Manager	1	12	12	Assistant Manager/Specialist	
Revenue Officer	1	10	10	Admin/Officer/Cordinator	

Senior Manager: Supply Chain	1	16	16	Senior Manager	PROGRAMME 4
Manager: Supply Chain	1	16	16	Manager	
Assistant Manager: SCM	1	12	12	Assistant Manager/Specialist	
SCM Officer	4	10	40	Admin/Officer/Cordinator	
Travel Officer	1	10	10	Admin/Officer/Cordinator	
Executive: Technology support & Platform monitoring	1	18	18	Executive	
PA to Executive: Technology support & Platform monitoring	1	12	12	Assistant Manager/Specialist	
Senior Manager Child Protection, Cyber Abuse & prohibited content	1	16	16	Senior Manager	
Manager: Child Protection, Inspections & Consumer Advice	1	16	16	Manager	
Assistant Manager: Children protection, Inspections and Consumer Advise	2	12	24	Assistant Manager/Specialist	
Child Protection Officer	4	10	40	Admin/Officer/Cordinator	
Manager: Non-Regulatory Functions	1	16	16	Manager	
Coordinator Funding	1	10	10	Admin/Officer/Cordinator	
Coordinator: Digital Literacy & Teacher programmes & Outreach	1	10	10	Admin/Officer/Cordinator	
Coordinator: Online Safety	1	10	10	Admin/Officer/Cordinator	
Coordinator: Outreach & Awareness	2	10	20	Admin/Officer/Cordinator	
Manager: Regions	1	16	16	Manager	
Assistant Manager: Child Protection, Inspections & Consumer Advice	1	12	12	Assistant Manager/Specialist	
Regional Coordinator: Central	3	10	30	Admin/Officer/Cordinator	
Compliance Officer - Investigations	1	10	10	Admin/Officer/Cordinator	
Compliance Officer: Inspections & Monitoring	2	10	20	Admin/Officer/Cordinator	
Compliance Officer: Advocacy & Awareness	1	10	10	Admin/Officer/Cordinator	
Regional Admin Officer	1	10	10	Admin/Officer/Cordinator	
Manager: Public Complaints	1	16	16	Manager	
Coordinator: Public Complaints	1	10	10	Admin/Officer/Cordinator	

Hotline Officer	1	10	10	Admin/Officer/Cordinator
Admin Officer	1	10	10	Admin/Officer/Cordinator
Senior Manager: Platform Monitoring, Prohibited Content & Analysis	1	16	16	Senior Manager
Manager Platform Monitoring	1	16	16	Manager
Platform & Applications Specialist	1	12	12	Assistant Manager/Specialist
Online Monitoring	2	10	20	Admin/Officer/Cordinator
New Media Specialist	1	10	10	Admin/Officer/Cordinator
Content Analysis	1	12	12	Assistant Manager/Specialist
Manager: Data Management & Analysis	1	16	16	Manager
Cloud Applications Specialist	1	12	12	Assistant Manager/Specialist
Business Analyst	2	12	24	Assistant Manager/Specialist
Data Architect and Analyst	1	10	10	Admin/Officer/Cordinator
Knowledge Information Coordinator	1	10	10	Admin/Officer/Cordinator
Senior Manager: Classification & Consumer Affairs	1	16	16	Senior Manager
Manager: Licensing & Classification	1	16	16	Manager
Assistant Manager: Licensing & Classification	1	12	12	Assistant Manager/Specialist
Coordinator: Licensing	1	10	10	Admin/Officer/Cordinator
Coordinator: Classification	1	10	10	Admin/Officer/Cordinator
Licensing Officer	3	10	30	Admin/Officer/Cordinator
Classification Officer	2	10	20	Admin/Officer/Cordinator
Document Management	2	10	20	Admin/Officer/Cordinator
Manager: Consumer Affairs	1	16	16	Manager
Assistant Manager: Consumer Affairs	1	12	12	Assistant Manager/Specialist
Queries and Complaints Management Coordinator	1	10	10	Admin/Officer/Cordinator
Queries and Complaints Management Officer	2	10	20	Admin/Officer/Cordinator
Consumer Affairs Coordinator	1	10	10	Admin/Officer/Cordinator
Consumer Affairs Officer	3	10	30	Admin/Officer/Cordinator
Senior Manager: Operations and Information Security	1	16	16	Senior Manager
Manager: Development	1	16	16	Manager

Lead Developer	1	10	10	Admin/Officer/Cordinator	PROGRAMME 5
Developer	1	10	10	Admin/Officer/Cordinator	
Mobile App Developer	2	10	20	Admin/Officer/Cordinator	
Database Developer	1	10	10	Admin/Officer/Cordinator	
Tester	1	10	10	Admin/Officer/Cordinator	
Manager: Operations (ICT)	1	16	16	Manager	
Junior Security Administrator	1	10	10	Admin/Officer/Cordinator	
Desktop Support Technician	2	12	24	Assistant Manager/Specialist	
Database Administrator	1	12	12	Assistant Manager/Specialist	
Developer Maintenance & Support	1	12	12	Assistant Manager/Specialist	
Project Administrator	1	12	12	Assistant Manager/Specialist	
System Administrator	1	12	12	Assistant Manager/Specialist	
LAN Administrator	1	12	12	Assistant Manager/Specialist	
ICT Security Officer	1	12	12	Assistant Manager/Specialist	
Executive: Regulatory Development & Enforcement	1	18	18	Executive	
PA to ERDE	1	12	12	Assistant Manager/Specialist	
Senior Manager: Enforcements Registrar	1	16	16	Senior Manager	
Manager Legal: Regulatory Compliance and Enforcement	1	16	16	Manager	
Investigator	2	12	24	Assistant Manager/Specialist	
Senior Legal Officer	2	12	24	Assistant Manager/Specialist	
Legal Officer	1	10	10	Admin/Officer/Cordinator	
Legal Admin Assistant	1	10	10	Admin/Officer/Cordinator	
Case Management Specialist	1	12	12	Assistant Manager/Specialist	
Case Management Officer	1	10	10	Admin/Officer/Cordinator	
Enforcement Admin Officer	1	10	10	Admin/Officer/Cordinator	
Senior Manager: Regulatory Development & Research Analysis	1	16	16	Senior Manager	
Manager: Regulatory Development & Anlysis	1	16	16	Manager	
Assistant: Regulatory Development	1	10	10	Admin/Officer/Cordinator	
Assistant: Regulatory Analyst	1	10	10	Admin/Officer/Cordinator	

Co-Regulations and Industry Codes	1	10	10	Admin/Officer/Cordinator
Manager: Research	1	16	16	Manager
Research, Policy and Advocacy Officer	1	10	10	Admin/Officer/Cordinator
Senior Researcher	1	10	10	Admin/Officer/Cordinator
Researcher: Market Intelligence and Trends Analyst	1	12	12	Assistant Manager/Specialist
Interns	14	8	112	Intern
	187		2200	

Common Areas				
CEO BOARDROOM X 12 SEATER	14	1.82	25.48	CEO's Boardroom
BOARDROOM X14 SEATER	14	1.82	25.48	General meeting room
Auditorium that can be divided into two	100	1.82	182	Auditorium that can be divided into two smaller meeting rooms
COUNSELING ROOM	1	20	20	Counselling room
RESOURCE CENTER	1	40	40	Research Resource Library
STOREROOMS - Biometric Access Controlled	1	20	20	Facilities Management
STOREROOMS - Biometric Access Controlled	7	10	70	Consumer affairs, ICT, HC, Comms, Finance&SCM, CPU&Online Monitors, Classification & GP Compliance
FPB RECEPTION AND WAITING AREA	1	30	30	
SERVER ROOM	1	30	30	IT Server Room
Sick Bay room - Biometric Access Controlled	1	15	15	To allow first aiders space to assist and accommodate ailing employees
Isolated Virtual meeting pods	4	6	24	small meeting rooms to be used for virtual meetings where employees require privacy from open Plan work spaces
100 Pause Area	100	1	100	Space for staff to have lunch and meal requirements for all meetings

Debriefing room	1	20	20	Debriefing room (INHOPE Requirement)
Covered Parking	100	1	100	
Open Parking	50	1	50	
			601.96	

TOTAL ASSIGNABLE			2801.96	
Non-assignable areas (kitchens, bathrooms, partitioning, and unusable space)			876	Calculated by dividing the total assignable m ² divided by 80 and × by 25. (e.g. Assignable 959m ² ÷ 80 × 25 = 295m²)
GRAND TOTAL (Excluding 150 covered Parking bays)			3678	=Total Assignable + Non Assignable

-----END-----

24 PRICING INSTRUCTION

24.1 General

24.1.1 This section provides the tenderer with guidelines and requirements with regard to the completion of the Price Schedule. The Schedule has to be completed in black ink and the tenderer is referred to the Tender Specifications in regard to the correction of errors.

24.1.2 The Price Schedule shall be read with all the documents which form part of this Contract.

24.1.3 The following words shall have the meanings hereby assigned to them:

Unit: The unit of measurement for each item of work in terms of the Specifications and the Project Specifications.

Quantity: The number of units of work for each item.

Rate: The payment per unit of work at which the tenderer tenders to do the work.

Price: The product of the quantity and the rate tendered for an item.

Lump sum: An amount tendered for an item, the extent of which is described in the Price Schedule, the Specification and the Scope of Work, but the quantity of work of which is not measured in any units.

24.2 Units of Measurements

The units of measurement described in the Price Schedule are metric units.

Abbreviations used in the of Quantities are as follows:

Mm	=	millimetre	h	=	hour
M	=	metre	kg	=	kilogram
km	=	kilometre	t	=	ton (1000kg)
m ²	=	square metre	no.	=	number
m ² .pass	=	square metre pass	sum	=	lump sum
ha	=	hectare	MN	=	meganewton
m ³	=	cubic metre	MN.m	=	meganewton-metre
m ³ .km	=	cubic metre-kilometre	PC sum	=	Prime Cost
sum					
l	=	litre	Prov sum	=	Provisional sum
kl	=	kilolitre	%	=	Per cent
MPa	=	megaspascal	kW	=	kilowa

24.3 Rates

- 24.3.1 This price list has columns for quantity, rate and price for the goods. Entries in these columns are made as follows:
- 24.3.2 If the Supplier is to be paid an amount for the goods which is a fixed price for an item or a fixed price for each of a series of items, the tendering supplier enters the amount in the price column only, the other two columns being left blank.
- 24.3.3 If the Supplier is to be paid an amount for the goods which is the unit rate for each item multiplied by the quantity of the item supplied, (i.e., a 'Price Schedule' arrangement) - the tendering supplier enters the rate which is then multiplied by the quantity (which has been entered either by him or by the Purchaser) to produce the price which is also entered.
- 24.3.4 If the Supplier is to be paid an amount for an item of the goods which is the rate multiplied by the quantity supplied -whatever that quantity turns out to be (i.e., a 'Schedule of rates' arrangement) - the tendering supplier enters the rate only, the other two columns being left blank. The tendering supplier's offer cannot include a total of the prices which covers all the items which the Supplier has to supply if any of the supply is dealt with using items with a rate only.
- 24.3.5 Rate only entries must not be made for work covered by other items.

CORRECTION OF ENTRIES MADE BY TENDERER

Any entry made by the Tenderer in the Price Schedule, forms, etc, which the tenderer desires to change, shall not be erased or painted out. A line shall be drawn through the incorrect entry and the correct entry shall be written above in black ink and the full signature of the Tenderer shall be placed next to the correction.

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

Name of bidder.....	Bid number...RFT10 2023_2024.....
Closing Time 11:00	Closing date...11 December 2023.....

OFFER TO BE VALID FOR...120...DAYS FROM THE CLOSING DATE OF BID.

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

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

Description	Cost (Incl. VAT) Year 1 (12 months)	Cost (Incl. VAT) Year 2 (12 months)	Cost (Incl. VAT) Year 3 (12 months)	Cost (Incl. VAT) Year 4 (12 months)	Cost (Incl. VAT) Year 5 (12 months)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square meter (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Operating costs per month:					
Lifts					
Parking rent per month:					
Covered parking rent per month: _____					
Please specify any other additional costs					
Total Cost Incl. VAT (A)					

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

*Delete if not applicable

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFT10 2023_2024	CLOSING DATE:	11 DECEMBER 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR FILM AND PUBLICATION BOARD HEAD OFFICE SPACE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Film and Publication Board (FPB), Eco Glades 2, 420 Witch Hazel Ave, Eco Park, Centurion 0169 (PRETORIA)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	012 003 1400		TELEPHONE NUMBER	012 003 1400	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@fpb.org.za		E-MAIL ADDRESS	tenders@fpb.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication

between partners in a joint venture or consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

NB: This bid will be adjudicated either 80/20 or 90/10 based on the market offer.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned	5	8		
51% -99% Black owned	3	4		
100% women owned	3	8		
51% -99% women owned	2	4		
100% youth owned	1	3		
51% -99% youth owned	0	2		
2% Owned by Persons with Disabilities	1	1		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company

- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SCM Mandatory Document

Returnable Documents / Information	Checklist select each box		Annexure/ Page
	Yes	No	
SBD 1: Completed, attached and signed			
SBD 4: Completed, attached and signed			
SBD 6.1: Completed, attached and signed			
General Condition of contract: Initialed and attached			
ID Document/Passport			
CIPC			
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.)			
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.			
Tax compliant (CSD) Central Supplier Database			

MANDATORY/ LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

TENDER DOCUMENT MANDATORY REQUIREMENTS

Mandatory Documents / Information	Check list ✓ Tick each box (yes/no)	Annexure/Page
Zoning certificates to confirm the proposed building is suitable to the needs of the FPB		
Construction certificate of completion to prove the age of the proposed building or the last upgrades/renovation date		
Proof of property ownership		
In the event the bidder is not the owner proof of agreements between the owner(s) and the bidder		
Provide the latest three statements will serve as Rates clearance certificate issued by local authority confirming the account status on all municipal rates/levies/tax payments which must be submitted with the bid		
Electrical certificate of compliance for the building		
Printed Computer-aided design (CAD) drawings for the proposed building		
Proof of valid insurance/intent letter of intent (supported by a quotation from the insurer) to insure the proposed building		
Provide at least three (3) reference letters/active lease agreement(s) which confirm that the bidder has provided a commercial leasing service. The FPB reserves the right to		

verify authenticity of leases/references provided by the bidder		
Confirmation of office location and its proximity to public transport (e.g. road and rail public transport)		
Confirmation of office location and its proximity to government departments and/or entities, retail shops, restaurants, banking facilities, public parking facilities, schools/day-care, gym facilities and other commercial nodes		
Written confirmation by the bidder which confirm that the proposed building has access to fibre optic internet connection and line of sight ,preferably to the MTN wireless broadband tower as the entity is contracted to MTN		

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,
tests and
analyses**

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

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.