



# Tender

## PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY

### AT THE

### EAST LONDON INDUSTRIAL DEVELOPMENT ZONE

**CONTRACT NO: NAM/ELEC/18 /Z1A**

**PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN  
EXISTING FACILITY**

### **ENVELOPE A: TECHNICAL PROPOSAL VOLUME 2 OF 2 - RETURNABLES**

East London IDZ  
Contact person: G Whittaker  
Fax No: 086 605 0942  
Email: [gary@elidz.co.za](mailto:gary@elidz.co.za)

Pulana Baxter and Associates  
30 Chamberlain Road  
Berea  
East London  
5214

Contact Person:  
Inga Jakauvula  
Tel : (043) 721 0984  
Fax : (043) 721 0987

**NOTE: DO NOT SPLIT/UN-BIND THIS DOCUMENT**

## **VOLUME 2 OF 2: RETURNABLE SCHEDULES**

## **PART T2: RETURNABLE DOCUMENTS**

## **T2.1 LIST OF RETURNABLE DOCUMENTS**



## **T2.2: RETURNABLE DOCUMENTS**

**TAX CLEARANCE CERTIFICATE**

**TENDERER TO ATTACH ORIGINAL TAX  
CLEARANCE CERTIFICATE TO THIS PAGE**

**LETTER OF GOOD STANDING FROM WORKMEN'S  
COMPENSATION OFFICER**



**SIGNED DECLARATION OF FORM OF  
ACCEPTANCE**

**Declaration of Form of Offer and Acceptance**

The Tenderer must declare that the Form of Offer and Acceptance in Envelope B “Financial Proposal” is completed and signed. Failure to complete and sign the declaration will render the tender non responsive

Tenderer: .....

Name of Representative: .....

Telephone number: .....

Fax number: .....

Designation: .....

I, the authorised signatory of the Tenderer, hereby declare that the Form of Offer and Acceptance in Envelope B “Financial Proposal” is completed and signed.

Signature of Tenderer : .....

Date : .....

## PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1 Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2 Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3 Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5 The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6 A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

## PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Item no	Description	Quantity	Stipulated minimum threshold %
1			
2			
3			

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES

NO

☐
☐

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
US Dollar	
Pound Sterling	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

# PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

## LOCAL CONTENT DECLARATION (REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. ....

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),

do hereby declare, in my capacity as .....

of .....(name of bidder entity), the

following:

- a) The facts contained herein are within my own personal knowledge.
- b) I have satisfied myself that:
  - i. the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

## PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS No. 1 \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS No. 2 \_\_\_\_\_

DATE: \_\_\_\_\_

**PROOF OF COMPANY REGISTRATION**

**TENDERER TO ATTACH PROOF OF COMPANY  
REGISTRATION TO THIS PAGE**

**PROOF OF COMPANY REGISTRATION WITH CIDB  
IN THE REQUIRED CATEGORY**



## **ELIDZ PROCUREMENT HANDBOOK**

PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO  
AN EXISTING FACILITY - NAM/ELEC/18/Z1A



ELIDZ Procurement Hand-Book

Supplementary Information

Company Name:.....

Latest Annual Turnover: R.....

Net Profit after Tax from Latest Financial Statements: R.....

Declaration

I understand that should my business be awarded a contract, said contract offered will be subject to the information given on this form being correct.

Any misrepresentation of facts may lead to disqualifications. Should such misrepresentation be uncovered after commencement of contract work, the ELIDZ reserves the right to terminate the contract and recover all payments made to the business.

Full Name:  Initials:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**TENDERER TO ATTACH ORIGINAL OR CERTIFIED  
COPY OF BBBEE VERIFICATION CERTIFICATE TO  
THIS PAGE**

## **FORM P01: CONTRACTOR GENERAL INFORMATION**

PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO  
AN EXISTING FACILITY - NAM/ELEC/18/Z1A

**FORM P01: CONTRACTOR GENERAL INFORMATION**

Name of tendering entity:	
---------------------------	--

**Section 1 : Contact Details:**

Address:	
Tel No:	(       )
Fax No:	(       )
E-mail address:	

**Section 2 : Legal entity: (Mark with an X)**

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint Venture	

(In the case of a Joint Venture, provide details on joint venture members:)

Joint Venture member	Type of entity (as defined above)

PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO  
AN EXISTING FACILITY - NAM/ELEC/18/Z1A

**FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

**Section 3 : General Particulars**

**Income Tax reference number:** .....

(In the case of a joint venture, provide for all joint venture members.)

**VAT registration number:** .....

(In the case of a joint venture, provide for all joint venture members.)

**District Municipality in which the enterprise is registered:** .....

(In the case of a joint venture, provide for all joint venture members.)

**Registration number at Department of Labour:** .....

(In the case of a joint venture, provide for all joint venture members.)

**Company or close corporation registration number:** .....

(In the case of a joint venture, provide for all joint venture members.)

**For joint ventures the following must be attached:**

- ☐ Written power of attorney for authorised signatory
- ☐ Pro-forma of the joint venture agreement.
- ☐ The major partner to satisfy at least 40 percent of the turnover amount given in P04, and each other partner at least 25 percent of the amount.

# PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

## **FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

### **Section 4 : Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**If any of the above boxes are marked, disclose the following:**

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

# PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

## **FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

### **Section 5 : Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                |   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**If any of the above boxes are marked, disclose the following:**

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months



PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO  
AN EXISTING FACILITY - NAM/ELEC/18/Z1A

**FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

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

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

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

## **FORM P02 : OWNERSHIP DETAILS**

# PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

## **FORM P02: OWNERSHIP DETAILS**

Details of proprietor, partners, close corporation members, or company directors.

Name	ID number	Relevant qualifications and experience	Years of relevant experience

(in the case of a joint venture, provide for all joint venture members)

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

## **FORM P03: CONTRACTOR FACILITIES**

## PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

### **FORM P03: CONTRACTOR FACILITIES**

#### **Physical facilities:**

Provide information on offices, factories, yards and warehouses occupied by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

Description	Address	Area (m <sup>2</sup> )

#### **Plant and equipment:**

Provide information on all plant and equipment owned by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

Description: Plant and Equipment owned	Number of units	Currently in use on contract.

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

**FORM P04: SIZE OF ENTERPRISE AND CURRENT  
WORKLOAD**

PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO  
AN EXISTING FACILITY - NAM/ELEC/18/Z1A

**FORM P04: SIZE OF ENTERPRISE AND CURRENT WORKLOAD**

What was your turnover in the previous financial year? . . . . .

What is the estimated turnover for your current financial year? . . . . .

List your current contracts and obligations:

Description	Value (R)	Start Date	Duration	Expected completion date

Do you have the capacity to supply the goods and services described in this tender should the contract be awarded to you? . . . . .

**BANKING DETAILS:**

Bank: . . . . . Branch: . . . . .

Account No.: . . . . . Branch Code: . . . . .

Account Name: . . . . .

**Name of Signatory:** . . . . .

**Capacity:** . . . . .

**Signed on behalf of Tenderer:** . . . . .

**Dated:** . . . . .

## **FORM P05: STAFFING PROFILE**



# PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

## **FORM P05: STAFFING PROFILE**

Provide information on the staff that you have available to execute this contract. (Attach to this page a separate list if the space provided is insufficient.) (List joint venture partner(s) separately if applicable.)

<b>Category * of Permanently employed staff for the project:</b>	<b>Number of Staff</b>	<b>HDI Y/N</b>
<b>Category * of Temporary staff to be employed for the project:</b>	<b>Number of Staff</b>	<b>HDI Y/N</b>

Provide information on key staff you intend utilising on this contract, should it be awarded to you. (In the case of engineering construction projects key staff are defined as staff of foreman level and above).

<b>Name</b>	<b>Position in your organisation</b>	<b>Qualifications</b>	<b>Experience</b>	<b>HDI Y/N</b>

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

**Note:** \*Category refers to the job designation of the person listed  
(eg. Manager, Foreman, Admin, Mechanic, etc.)

## **FORM P06: PREVIOUS RELEVANT EXPERIENCE**

# PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO AN EXISTING FACILITY - NAM/ELEC/18/Z1A

## **FORM P06: PREVIOUS EXPERIENCE**

Provide the following information on **relevant** previous experience of the company (indicate specifically projects of similar or larger size, and/or which are similar with regard to type of work).

Description	Value (R) (VAT excl)	Year(s) executed	Reference		
			Name	Organisation	Tel. No.

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

**FORM P07: RECORD OF ADDENDA TO TENDER  
DOCUMENTS**

PROVISION OF ELECTRICAL UPGRADE AND ADMIN ACCOMMODATION TO  
AN EXISTING FACILITY - NAM/ELEC/18/Z1A

**FORM P07: RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

## **BANK RATING**

**Letter from Bank indicating A,B,C or D Rating**

**NOTE : YOUR TENDERED PRICE MUST NOT BE  
STATED IN THE BANK'S DOCUMENT**

**ATTACH CV'S OF PROPOSED KEY STAFF**

**CONTRACT MANAGER  
SITE FOREMAN  
OHS OFFICER**

**PROOF OF REGISTERED OFFICE WITHIN THE  
CONFINES OF THE BUFFALO CITY METROPOLITAN  
MUNICIPALITY**

**ALTERNATIVELY PROOF OF REGISTERED OFFICE  
WITHIN THE EASTERN CAPE**



**ATTACH PRELIMINARY CONSTRUCTION  
PROGRAM (GANT CHART) HERE**

**ATTACH IMPLEMENTATION METHODOLOGY HERE**

**ATTACH YOUR COMPANIES OHS POLICY HERE**