

Bid Specifications

IEC/RFQ-JHB-01/2023

Prefabricated Office Accommodation

**Electoral Commission's JHB – City of
Johannesburg (Diepsloot)
Local Office**

1. Background

The Electoral Commission maintains a network of local offices in two hundred and thirteen (213) municipalities throughout the country.

Local offices are responsible for implementing electoral related projects and programmes at a municipal level and also serve as a distribution point to voting stations during an Election Period.

However, municipalities are finding it increasingly difficult to accommodate the Electoral Commission's local municipal offices (due to their own operational challenges) and opportunities for suitable alternative rental properties are limited in the JHB – City of Johannesburg (Diepsloot) local municipality area.

The Electoral Commission is therefore desirous to acquire a prefabricated office block unit (similar to the design as contained in Annexure B) to be located within the municipal precinct of the Gauteng Province and therefore invites interested specialist manufacturers to submit written proposals to this requirement. The prefabricated office block units must be disability friendly.

2. Bid Requirements

- 2.1 Bidders are required to submit a comprehensive company profile that describes the nature of the organisation and its normal business activities with details of track record relating to the manufacturing of prefabricated office block units.
- 2.2 Bidders must submit written proposals which sufficiently address the office space requirements, as indicated in the detailed specifications stipulated herein (sections 3 and 4) and must include a floor plan of the proposed prefabricated office block unit. The written proposal must include confirmation that the required structural and electrical certificates will be provided during the project delivery process.
- 2.3 The pricing schedule as contained in section 15 of the specifications must be completed and submitted together with the written proposal. Bidders are required to submit details as itemised in the pricing schedule. Failure to complete and submit the pricing schedule will invalidate a bid. The total project price (inclusive of VAT) must be transferred and placed on the tender.
- 2.4 This information will be used in the evaluation and adjudication of the bid and the Electoral Commission will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Bid responses will be evaluated as submitted.
- 2.5 The Electoral Commission does, however, reserve the right to verify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bidder's proposal may be disqualified.
- 2.6 Where consortiums or joint ventures submit a response or where subcontractors are included in the response, full details must be provided of all the partners/participants and the letters of agreement of all the partners should be included with the bid submission. The approved service provider(s) shall be obliged to inform the Electoral Commission about all changes in nominated partners/participants during the contract and the Electoral Commission reserves the right to cancel the contract should the Electoral Commission consider any of the changes as operationally or materially significant.

Note: Where specific written submissions are called for in this bid, they must be provided. All such submissions will be used in the adjudication of the proposal. Failure to submit the correct written documentation and/or evidence may therefore lead to disqualification of a BID submission.

3. Production Requirements

The introduction of the new Preferential Procurement Regulations of 2022 (PPR2022), repealed the Preferential Procurement Regulations of 2017 and all its instructions and procedures. As a result, the application of the local content is no longer a compulsory requirement. The Electoral Commission in its preferential procurement has however adopted the use of local content as part of the specific goals together with the status levels of contribution as indicated below:

Specific goal	B-BBEE status level of contributor	Designated local content
Points out of 20 (refer to table below for breakdown)	10	10
Proof required	<ul style="list-style-type: none"> B-BBEE status level certificate, CIPC B-BBEE certificate or B-BBEE sworn affidavit (as applicable) Disclosure certificate (not older than 3 months) Proof of ownership Share certificates for companies CK1, CK2 or disclosure certificate for CCs Copies of IDs for owners 	<ul style="list-style-type: none"> Declaration Annexures B, C, D and E Bill of materials Questionnaire A

In the 80/20 scoring principle, local content will account for 10 points and the other 10 points will be for status level of contribution.

Specific Goals Points Breakdown for Local Content

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Local content	Number of Points
100% local	10
100% local with exemption from dtic	5
Not 100% local	0

Where local content production is applied, compliance with all the requirements must be adhered to for the purpose of claiming preferential points for scoring purposes. No preferential points will be awarded for the requirements not complying with the provisions of local content and production. No bid will be disqualified based on choosing not to adopt local production and content.

4. General Specifications

4.1 Objectives

The Electoral Commission is desirous to acquire one (1) prefabricated building (office block unit) that can meet its operational requirements at a municipal level in the municipal areas within the Gauteng provinces listed in **Annexure A**.

Suitable office accommodation at a municipal level is essential for the successful delivery of elections and based on the Electoral Commission's Space Planning Assessment to ensure operational functionality at a municipal level, the prefabricated office block unit should comply with the following requirements:

- 4.1.1 Based on the Electoral Commission's Space Planning assessment to ensure operational functionality at a municipal level, the accommodation should be in the order of **60m² to 70m²** and must provide for the following:
- Minimum of one (1) lockable offices
 - One (1) open plan lockable office
 - Ablution facilities
 - Kitchen area
 - Lockable storage area
 - Lockable equipment room
- 4.1.2 The office space should have enough water and electricity supply.
- 4.1.3 There should be enough uniform lighting in all areas of the office space.
- 4.1.4 The office space should be equipped with a separate kitchen area that has a sink with cold and hot water taps.
- 4.1.5 The office space should have appropriate flooring (**for example** ceramic tiling, carpeting, wooden floors, *et cetera*).
- 4.1.6 The office space should have air conditioning in the work station areas.
- 4.1.7 The office space should have stable power for the utilisation of electronic equipment such as computers, photocopiers, fax machines and other electronic goods and appliances.
- 4.1.8 The office space should be fitted with related fire protection systems as per the Occupational Health and Safety Act.
- 4.1.9 The office space should have burglar bars on the windows and entrance/exit doors.
- 4.1.10 The office space should have a burglar alarm system linked to armed response.
- 4.1.11 The office space on offer should be ready for occupation within three (3) calendar months from award of the tender.

4.2 Industry Standards Compliance

The construction of a prefabricated office block unit at the JHB – City of Johannesburg (Diepsloot) Local Municipality as described in the Scope of Works. The prefabricated office block unit and associated equipment shall be complete and functional and shall be as a minimum according to this specification and the latest revisions of the following standards and specifications:

Bidders are required to reply to each requirement by marking a "YES" or "NO". Additional information regarding these specific requirements should be provided in the written proposal(s).

Note: Failure to comprehensively complete the table below will invalidate your bid.

Industry Standards Compliance		Bidder to Confirm Applicability to the Prefabricated Specifications	Yes	No	Not Applicable	State Reason(s) if not applicable
4.2.1	SANS 10400 – The Application of the National Building Regulations					
4.2.2	SANS 10160 – Basis for Structural Design and Actions for Buildings					
4.2.3	Occupational Health and Safety Act and Regulations.					
4.2.4	Regulations Governing Hazardous chemical substances R1179 as amended by R930.					
4.2.5	Department of Public Works specification PW371-A (Edition 2.0): Construction Works: General Specification.					
4.2.6	SANS 10142 – The Wiring of Premises Part 1: Low Voltage Installations					
4.2.7	SANS 10252 – Water supply and drainage for buildings					
4.2.8	SANS 10162 – Structural use of steel.					
4.2.9	SANS 121/ISO 1461 and SANS 32/ISO 10240 – Hot dip galvanizing					
4.2.10	SANS 14713/ISO 14713 – Protection against corrosion of iron and steel in structures.					
4.2.11	SANS 10163 – Structural use of Timber					
4.2.12	SANS 204 – Energy efficiencies in buildings					

Industry Standards Compliance		Bidder to Confirm Applicability to the Prefabricated Specifications	Yes	No	Not Applicable	State Reason(s) if not applicable
4.2.13	SANS 10082 – Timber frame buildings					
4.2.14	SANS 517 – Light steel frame buildings					
4.2.15	National Environmental Management Waste Act (59/2008) and regulations					
4.2.16	National Environmental Management Act (107/1998) and regulations					
4.2.17	All other relevant specifications, standards and documents whether referenced in the above documents or not.					

The prefabricated office block unit and site facilities are intended for use on a daily basis as the local office for the Electoral Commission’s permanent staff, temporary staff and South African voters.

The appointed service provider to design, manufacture, deliver, install and commission all the facilities shall be responsible for the proper and safe functioning of the installation and any claim on the grounds of want of knowledge will not be entertained.

4.3 Bid Documents

All documents submitted must be clearly marked AND ALL PAGES MUST BE RETURNED WITH THE BID.

4.4 Legal Requirements

4.4.1 During the supply, installation and commissioning all work must be carried out according to the requirements of the Occupational Health and Safety Act and regulations. The completed prefabricated office block unit and surrounding site must comply with the Occupational Health and Safety Act as well as the national building regulations as per SANS 10400.

4.4.2 All registration certificates, written local authority approvals, test certificates and certificate of compliance shall be submitted to the Electoral Commission Representative before the installation will be accepted for first delivery.

4.5 Warranty

4.5.1 The service provider is to guarantee the new buildings, site works and workmanship for a period of 12 (twelve) months against any defects (latent or obvious), non-conformance and/or failure from date of works completion.

4.5.2 If the service provider does not attend to such defects after being notified, the Electoral Commission's Representative reserve the right to affect the rectification of the defect and recover the costs thus incurred from the service provider.

4.6 Construction Period

The supply and installation of the prefabricated office block unit facilities as specified is urgent. The construction period is as indicated in the bid specification and shall not exceed 90 days from the receipt of an official purchase order.

4.7 Making Good to Trades and Clearing Site

After completion of the installation the site and all trades shall be made good and left in a clean and neat condition. All packaging material, rubble, crates and items used for commissioning shall be removed from the site and disposed of in a correct and legal manner.

4.8 Penalty for Delay

Rapid completion of the project is essential. A penalty as indicated in the bid specifications and shall be imposed for late completion.

4.9 Scope of Work

This specification is for the design, manufacture, supply, delivery, installation, painting, testing and commissioning of prefabricated unit and associated site works to comply with **lighting efficiencies (SANS 204)**. The supply and installation require the following actions and requirements as well as any ancillary equipment mentioned below:

Bidders are required to reply to each requirement by marking a "YES" or "NO". Additional information regarding these specific requirements should be provided in the written proposal(s).

Note: Failure to comprehensively complete the table below will invalidate your bid.

Scope of Work		Compliant	Non-Compliant	Comment and/or Deviation
4.9.1	OHS Compliance	Comply with all health and safety requirements as per Occupational Health and Safety Act as well as this specification.		
4.9.2	Health and Safety Plan	Provide a health and safety plan for approval complete with all the requirements of the OHS Act and this specification.		
4.9.3	Walkways	Covered concrete walkways 2,2m wide along the length of the front facades of all units and wheelchair ramps with a maximum slope of 1:12. The walkways shall be 70mm lower than the finished floor levels inside the units.		
4.9.4	Paving	Do paving in the areas where excavations were done.		
4.9.5	Fire Extinguishers	Fire extinguishers and associated signage.		

Scope of Work			Compliant	Non-Compliant	Comment and/or Deviation
4.9.6	Compliance and Test Certificates	All test certificates, compliance certificates; local authority approvals including structural engineer's certificate; confirming that buildings and foundations conform to the engineer's design and is suitable for the loads and electrical COC for the system.			
4.9.7	Other Certificates and requirements	All other items and requirements, whether specifically mentioned or not, for a complete, functional, safe and durable prefabricated office block units complying with all the relevant codes and specifications.			
4.9.8	Maintenance	Full maintenance of the buildings and plumbing during the 3-month defects liability period.			
4.9.9	Safety and Signage including Electoral Commission's Wall Mounted Main Sign	All safety notices, health and safety plan and safety equipment. Electoral Commission's Wall Mounted Main Sign [Class A]. See Annexure C for detail regarding materials, colour specifications and finishing (sign material, logo application, illumination and finishing). Placement information will be communicated upon award.			
4.9.10	Documentation	Three sets of data books each with all data sheets, as built drawings, engineers' certificate, municipal approval, occupation certificate and inspection sheets with electrical COC and dismantling and re-location procedures.			
4.9.11	Drawings	Built drawings - One set in electronic .dwg and .pdf formats.			
4.9.12	Functionality	The service provider must include for all items that may be required to ensure a functional building to comply with the building regulations. If the service provider is unsure of what is required, he must contact the Electoral Commission Representative.			

Scope of Work		Compliant	Non-Compliant	Comment and/or Deviation
4.9.13	Construction Schedule, Material, Method, Installation	All bidders must submit a detail Construction Schedule, defining the construction Materials and Methods used to manufacture and install their product.		

4.10 General Requirements

- 4.10.1 All buildings offered shall comply with all aspects of the National Building Regulations as interpreted in SANS 10400 and SANS 204. Compliance with SANS 204 shall be achieved without the use of mechanical ventilation and/or air-conditioning.
- 4.10.2 The buildings shall be designed and constructed in such a way that each building can be relocated to another site without major dismantling.
- 4.10.3 The finished floor level of all the buildings shall be at least 250mm above the general surrounding ground level. The edges all-round the raised buildings shall be sealed off with a corrosion proof material capable of withstanding impact that can be expected at a prefabricated office block unit e.g. kicked with a boot or banged with a box of material with a 10kg load. The skirt shall be totally vermin and insect proof but any water that may accumulate during high rain fall, must be able to drain away.
- 4.10.4 All supports and adjusting mechanisms shall be hot dipped galvanised after manufacture in accordance with SANS 121 / ISO1461.
- 4.10.5 Prior to submitting building plans and SANS 10400 calculations to local authority for approval, the plans must be submitted to the Electoral Commission Representative for comment and acceptance.
- 4.10.6 All materials and workmanship are to be of the highest quality and must comply with the latest edition of all relevant SANS specifications and standards as required by SANS 10400: The application of National Building Regulations) and the DPW Construction Works Specification (PW371-A), which is obtainable from the Department of Public Works, and shall be read in conjunction with this bid document and shall be referred to for the full descriptions of work to be done and materials to be used.
- 4.10.7 The service provider must submit with his bid a certified copy of relevant and valid CSIR Agrément Certificate and all other SANS approval certificates or, XS rational design by registered/accredited structural engineer.
- 4.10.8 On completion of the project, the service provider must issue to the employer the following certificates:
- Certificate from a Registered Civil/Structural Engineer as to the suitability of design of the foundations.
 - An electrical certificate of compliance for the complete installation (COC)
 - All certificates required to be issued to the local Municipality.
 - Certificate from a Registered Engineer that the design and construction of the buildings comply with the requirements of SANS 10400 and SANS 204.
 - The service provider must supply certificates for the treatment of all timber against termites and dry rot.
 - Engineers certificate for Roof construction.
- 4.10.9 Care must be exercised not to damage private property or local authority property on the outside of the fence line or in any servitude. Any claim for such damage is for the service

provider's account. The service provider must arrange with the owner of such property for mutually acceptable construction before commencing the work.

- 4.10.10 The Representative / Agent of the Department for this project shall be deemed to be the Control / Chief Work's Inspector – Building Division.
- 4.10.11 All repairs, reworks and making good shall match original in all respects.
- 4.10.12 Boundary pegs shall not be disturbed. If accidentally disturbed, it should be returned to its exact original position.
- 4.10.13 Bidders to ensure that they acquaint themselves with the work to be done and make allowance in the bid price for the proper completion of the work although not all items may be specified.
- 4.10.14 The successful bidder shall not take any instructions from anyone other than the Electoral Commission Representative. No verbal instruction shall be entertained by the Service provider without a follow up written Site Instruction from the Electoral Commission Representative.
- 4.10.15 Service provider to inform the Electoral Commission Representative of any cost implications associated with an instruction prior to commencement of the work.

4.11 Site Information

4.11.1 General

Bidders shall establish by personal viewing of the Site the on-site conditions and any restrictions imposed by the surrounding existing buildings, limited access, etc.

The service provider shall take all appropriate measures necessary for the general security and safety of the Site of the Works, including the provision of any temporary fencing, hoardings, dust screens, temporary signs, etc. he deems necessary or are required by law, the cost of which shall be provided for in the Preliminaries Bill and no claims shall be entertained in this regard.

4.11.2 Nature of Ground and Subsoil Conditions

The bidder should obtain a soil sample to ensure a comprehensive written submission is made to address the nature of ground and subsoil conditions – see Annexure A for relevant address information.

5 Detailed Technical Specification Table – Prefabricated Office Block Unit

Bidders are required to reply to each requirement by marking a “YES” or “NO”. Additional information regarding these specific requirements should be provided in the written proposal(s). Should your response to any of the relevant questions be “no”, your bid will be disqualified from further evaluation.

Item #	Area / Requirements	Criteria and Requirements	Prefabricated Unit Conforms to Requirements	
5.1	ASSESSMENTS, PLANS AND CERTIFICATION			
5.1.1	Geotechnical and Engineering	Completed the relevant soil assessment. Provide geotechnical and engineering site report.	YES	NO
5.1.2	Structural Plans	Provided structural plan based on the design, geotechnical report and municipal utilities.	YES	NO
5.1.3	Building Plans	Design and provide plans for a prefabricated office block.	YES	NO
5.1.4	Installation Certificates	Certificate from a Registered Civil/Structural Engineer as to the suitability of design of the foundations. An electrical certificate of compliance for the complete installation (COC). All certificates required to be issued to the local Municipality. Certificate from a Registered Engineer that the design and construction of the buildings comply with the requirements of SANS 10400 and SANS 204. Certificates for the treatment of all timber against termites and dry rot. Engineers certificate for Roof construction.	YES	NO
5.1.5	Warranty	12 Months warranty for the following: <ul style="list-style-type: none"> ▪ Structure ▪ Electrical ▪ Plumbing 	YES	NO
5.2	OFFICES AND AMENITIES			
5.2.1	Size	Prefabricated office accommodation with the size being in the order of 60m² to 70m²	YES	NO
5.2.2	Offices	A minimum of one (1) lockable office; One (1) open plan office of approximately 24m ² [see proposed layout – Annexure B]	YES	NO
5.2.3	Storage	One (1) lockable storage facility	YES	NO
5.2.4	Ablution facilities	Separate male and female ablution facilities not adjacent to the kitchen area and accessible for persons with disabilities.	YES	NO
5.2.5	Kitchen	The office accommodation is equipped with a separate kitchen and has built-in melamine cupboards for storage of kitchen utensils, adequate space for a fridge and microwave and a sink with cold and hot water taps.	YES	NO

Item #	Area / Requirements	Criteria and Requirements	Prefabricated Unit Conforms to Requirements	
		Kitchen is equipped with a separate melamine broom cupboard. <u>Note:</u> The kitchen area should not be adjacent to the ablution facilities.		
5.2.6	Equipment Area	An area that can house a standard photocopier, fax machined and some IT equipment	YES	NO
5.3	MACHINERY AND EQUIPMENT INFRASTRUCTURE			
5.3.1	Air Conditioning	Supply and installation of air conditioning units for offices and rest of the building as follows: <ul style="list-style-type: none"> One (1) 9000 BTU spilt units for office; One (1) 18000 BTU spilt units for open plan office; Compressor units to be 1m above ground and installed in galvanised frame.	YES	NO
5.3.2	Trunking / Power Skirting	Double compartment steel trunking with all brackets and covers that run on inner perimeter of the unit (every side wall) to house telephone, fax and data lines except for the ablution and kitchen area	YES	NO
5.3.3	Telephone Cabling	CAT5e telephone points in all offices This installation must include the following components: Wall mounting/ plates (with RJ 11 connectors) CAT 5e shielded Twisted Pair cabling between patch panel and Wall mount boxes. Patch leads; and Labelling of Points - Proper labelling of points should be maintained.	YES	NO
5.3.4	Network Cabling	CAT5e network points in all offices This installation must include the following components: <ul style="list-style-type: none"> Wall mounting/ plates (with RJ 45 connectors) CAT 5e shielded Twisted Pair cabling between patch panel and Wall mount boxes. Patch panel with brushes; Patch leads; and Fly Leads (5 metre). Installation of network points for a 10/100/1000 Mbps Ethernet network according to CAT 5e Specifications (only 'soft fly leads' unshielded Twisted Pair cabling with male jacks on both ends with protective boots will be used); Labelling of Points - Proper labelling of points should be maintained 1 x 9U Wall mounted network cabinet with lockable door.	YES	NO
5.3.5	Lighting	Internal lighting should be adequate and conducive to a good working environment External lighting required at the entrance and exit door.	YES	NO
5.3.6	Safety and Security	The proposed office block will be fitted with sufficient fire protection systems (fire retardant panels) that complies with the Occupational Health and Safety	YES	NO

Item #	Area / Requirements	Criteria and Requirements	Prefabricated Unit Conforms to Requirements	
		Act		
5.3.7	Burglar Proofing	<p>There should be burglar bars on ALL windows –</p> <ul style="list-style-type: none"> To be constructed of 10mm square tubing and have 6 point fastening position for small windows and 8 point fastening position for large windows. The burglar bars must be fastened through the prefabricated building's wall with adequate bolt and nuts that cannot be loosen at external side of the building. <p>There should be burglar proofing at the entrance and/or exit doors Security gate to be installed at main entrance</p>	YES	NO
5.3.8	Gutters	Install gutters and four (4) downpipes for entire unit	YES	NO
5.3.9	Disability Ramp	Disability access and handrail. Steel ramp with landing and rails. Front and Back	YES	NO
5.3.10	Accessories	Offices should be fitted with 50mm venetian walnut or similar blinds Kitchen and Toilets should be fitted with 25mm aluminium blinds	YES	NO
5.3.11	Outer Tubing	100 x 40 EGA tubing for outer cables	YES	NO
5.3.12	Windows	Offices, storage (excluding ablution facilities) - clear glass Ablution facilities - frosted glass and should include burglar bars [see proposed layout – Annexure B]		
5.3.13	Plumbing	<p>Complete plumbing installation including rainwater disposal, sanitary fittings, sanitary plumbing, water supplies, fire appliances, etc. inside and outside the units to sewer and water main points to be provided by others.</p> <ul style="list-style-type: none"> 2 x Toilet 2 x Wash basin 1 x Sink 1200mm complete with cupboards A 100-litre direct solar geyser for sink in staff room. Geyser to be mounted inside roof space with access for maintenance. All to be done according to SANS 10400 and SANS 1052. 		
5.3.14	Electrical	<p>Complete electrical installation with all fittings, cables, Distribution board for a complete functional office, including the supply, installation and connection to a complete weather proof electrical kiosk on a concrete plinth with sleeves for housing the electrical controls. Kiosk shall be lockable complete with key alike locks as specified above, from 3CR12 and powder coated as provided to ESKOM and should include and provide for the following minimum requirements –</p> <ul style="list-style-type: none"> two (2) 16AMP socket outlets per office 		

Item #	Area / Requirements	Criteria and Requirements	Prefabricated Unit Conforms to Requirements	
		<ul style="list-style-type: none"> • one (1) power point for wall mounted network cabinet • two (2) power points for the water heaters • Double fluorescent or LED light per office – 1.2m • Single fluorescent or LED light – 0.6m [Toilets] • Lever Light Switches • 4 x Single plug – 16AMP • Lights JD90 • 3 phase electric circuit • Distribution board (adequate) to be mounted inside of the building 		
5.3.15	Veranda	Supply and installation of 1 x veranda 1,8 x 3,6m complete with: <ul style="list-style-type: none"> ▪ 0.58mm IBR Roof sheeting ▪ Roof supporting purlins ▪ 2 x Ø75mm supporting Columns ▪ Gutter with down pipe 	YES	NO
5.3.16	Warranty	Equipment and workmanship warranty (12 months)	YES	NO
5.3.17	Availability	Will the building be available, delivered and ready for occupation within 90 (ninety) days from receipt of an official purchase order?	YES	NO

6. DELIVERY LOCATION AND DATE

- The required point of delivery of the prefabricated office block units will be the Electoral Commission's location in the Gauteng Province (see **Annexure A**).
- Delivery of the required office block unit to take place no later than 90 days from the receipt of an official purchase order.

7. PRICE COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices **CORRECTLY** before submitting their bid price. All prices must include VAT.
- Bidders must include the **cost of supply, site preparation, delivery, assembly and other costs** (see pricing Item 16) in their bid price.
- Quoted prices must include unit cost of the prefabricated/modular office block unit, transport and installation.
- Please note that the bid price reflected on the pricing schedule must be in South African Rand (ZAR) and must include all applicable costs including VAT.

8. DELIVERIES

- Deliveries to Electoral Commission locations must be made from Monday to Friday during working hours (08h30 to 17h00).
- Prior notification must be given to ensure availability of receiving staff. The supplier must notify the appropriate Electoral Commission contact person on the delivery schedule and intended times of delivery, as per Appendix A below.
- Deliveries must be in the name of the supplier – no third-party deliveries will be accepted.
- NB: No deliveries will be accepted without the submission of signed delivery notes.
- Delivery notes must be returned to Ms Susan Fourie (see contact details as per paragraph 13 below) with an invoice for payment to be affected.

9. QUALITY CONTROL

- The supplier must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The supplier has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

10. WARRANTY REQUIREMENT

- The prefabricated office block unit offered must carry a manufacturer's warranty of least 12 (twelve) months.
- Equipment and appliances should also carry a warranty of at least 12 (twelve) months.

11. BID EVALUATION

- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the tender or otherwise stipulated that may be offered by suppliers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- **For bid evaluation purposes, ALL BIDDERS ON THIS RFQ who have submitted a bid will be required to submit images of the product offering.** Successful service providers will be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

12. SUPPLIER PERFORMANCE

- **Quality means products that adhere to the technical specification requirement.**
- **Defective products must be replaced at the cost of the supplier.**
- **Deliveries must meet predetermined schedules agreed to in the purchase order.**
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units.
- Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier (such as the next highest ranking bidder on this tender for example or any other supplier able to deliver) to make good the shortfall in supply. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier. As such, any costs already incurred by the initially appointed supplier shall, at the sole discretion of the Electoral Commission, be for the account of that supplier since it failed

to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

13. LOCAL CONTENT

Minimum local content requirements

- The stipulated minimum threshold percentages for local production and content for the required **steel products and component for construction** is tabled below, thus only locally produced or locally manufactured **steel products and component for construction** from local suppliers in accordance with the applicable threshold values will be considered.
- The applicable threshold values in respect of local content for the required **steel products and component for construction** is as follows:

Number	Description	% Local Content
1	Fabricated Structural Sheet	100%
2	Joining/Connecting Components	100%
3	Frames	100%
4	Roof and Cladding	100%
5	Fasteners	100%
6	Wire Products	100%
7	Ducting and Structural Pipework	100%
8	Gutters, Downpipes and Lauders	100%
9	Plates	100%
10	Sheets	100%
11	Galvanised and Colour Coated Coils	100%
12	Wire Rod and Drawn Wire	100%
13	Sections	100%
14	Reinforcing Bars	100%

In cases where raw materials are not available locally

- If the raw material or input for the **steel products and component for construction** is **not** available locally, bidders should obtain written authorisation from the dtic should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the bid at the closing date and time of the bid.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.
- The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

Important Note on Determining Local Content:

A declared local content of, for example, 100% is not a true reflection if the dtic issued an authorisation letter to import some of the raw materials. In such instances bidders are expected to declare the actual local content % of less than 100% for the fact that an authorisation letter was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold. The purpose thereof is to encourage bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing raw materials or certain components then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

Calculation of the local content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.

- **The Declaration Document for Local Content (Annexure B)** together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
 - The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
 - The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:
 - $LC = (1 - x/y) * 100$
- 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 will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

14. TECHNICAL ENQUIRIES

Technical enquiries can be directed to:

Mmemezi Dhlamini
Electoral Commission
Infrastructure
Tel: (012) 622 5210
E-Mail: DlaminiP@elections.org.za

or

Susan Fourie
Electoral Commission
Infrastructure
Tel: (012) 622 5479
E-Mail: fouries@elections.org.za

15. TECHNICAL ENQUIRIES (Local Content)

Enquiries concerning the 100% stipulated threshold for local production and content for the furniture must be directed to Ms Catherine Matidza at the Department of trade industry and competition, Tel (012) 394-5598 or Fax (012) 394-6598 or email CMatidza@thedtic.gov.za; and copy the below persons:

Ms Belinda Pick, Tel (012) 394-5480 and email BPick@thedtic.gov.za or contact the dtic Customer Contact Centre 0861 843 384.

Alternative contact details of the dtic in order to deal with local content requirements:

Mr Raphael Kitiaka, 012 394-3500, MRKitiaka@thedtic.gov.za
Ms Rendani Raluthaga, 012 394-1412, RRaluthaga@thedtic.gov.za
Ms Miyelani Masinga, 012 394-1664, MMasinga@thedtic.gov.za
Ms Mamosia Seleke, 012 394-1213, MSeleke@thedtic.gov.za

VERY IMPORTANT:

Refer to the Quick Guide to Request dtic Authorisation on the IEC eProcurement website.

16. REQUIRED DOCUMENTATION / WRITTEN SUBMISSION REQUIREMENTS

The following documents need to be submitted to the Electoral Commission as part of the bid submission, with the company name written on the envelope/documents.

- Comprehensive company profile.
- Brochure/catalogue/image of the office block unit on offer.
- Completed detailed technical specification table (section 4) of the document. **Please note that should the response to any of the relevant questions be 'No' your bid may be disqualified from further evaluation.**
- Bidders must submit written proposals which sufficiently address the general specifications (section 3).
- Bidders must submit a comprehensive written proposal which sufficiently address the prefabricated/modular office block unit space requirements, as indicated in the detailed specifications stipulated herein (section 4) and **must** include a floor plan of the proposed prefabricated/modular office block unit.
- **Section 17 Pricing Schedule must be returned.**
- **Annexure A** confirmation of ability to deliver prefabricate/modular office block units to the local office / municipal area.

- **Proof of being a specialist manufacturer of the product – e.g. certificate(s) issued by regulatory body governing the relevant industry.**
- **Bidder must submit written confirmation addressing the warranty period relating to the following –**
 - Structure
 - Electrical Work
 - Defects and workmanship
 - Equipment
- A written submission explaining who will supply the raw materials for the **steel products and component for construction** and manufacture them. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the **steel products and component for construction** will be subject to those suppliers being used and no change will be allowed without prior approval by the Electoral Commission. The Electoral Commission also reserves the right to execute random inspections at the manufacturers of the **steel products and component for construction** and any other vetting/inspections that may be required to ensure adherence to bid conditions – that includes verification of the origin of any material used in the production process.
- Where subcontractors (these may include manufacturers of **steel products and component for construction**) are being used for the supply of the **steel products and component for construction** (or any component thereof) a letter of guarantee must be obtained from that supplier in support of any of the local content claims being made. The letter of guarantee must state that the subcontractor is supplying the **steel products and component for construction** (or any component thereof) to the bidder and that the **steel products and component for construction** (or any component thereof) conforms to the specific local content requirements and thresholds applicable to that particular **steel products and component for construction** item/s. Any percentage applicable to imported products/components must also be clearly stated.
- Relevant certificates to prove that the **steel products and component for construction** conforms to applicable SABS standards should also be submitted.
- The written submission must also be accompanied by the documentation referred to in **section 12**:
 - **Declaration Document for Local Content (Annexure B);**
 - Local Content Declaration: Summary Schedule (Annexure C)
 - Imported Content Declaration: Supporting Schedule to Annexure C (Annexure D)
 - Local Content Declaration: Supporting Schedule to Annexure C (Annexure E)
- In addition to the above, service providers must prepare and submit a bill of materials (BOM) (raw materials included) to be utilised in the production process. The schedule must clearly indicate which materials are produced locally in South Africa and which materials are imported. The proposed format for the BOM to be created is as follows:

Bill of Materials (BOM)* (Fabricated Structural Steel)	% of Finished Fabricated Structural Steel	Locally Manufactured (YES / NO)	Imported (YES / NO)	DTIC Authorisation (YES / NO)
e.g. Reinforced steel	25%	Yes	No	Not applicable
e.g. Steel Flooring	20%	Yes	Yes	Not applicable
e.g. Gutters	15%	No	Yes	Yes
e.g. Handrailing	25%	Yes	No	Not applicable
e.g. Downpipes	5%	Yes	No	Not applicable
e.g. Trusses	10%	Yes	No	Not applicable

* The above example should be used to reflect each of the categories of prefabricated office block unit to be manufactured and supplied in order to illustrate the local content requirements and adherence to stipulated minimum thresholds. The primary steel utilised in the manufacturing process as that does not have to be stipulated – the relevance to local content is the actual manufacturing of the components used in the office equipment.

- In support of the local content requirements, the necessary written authorisation from the Department of Trade and Industry (the dti) must be submitted, should there be a need to import such raw material or input.
- The information provided in Annexures C, D and E must correlate with the BOM, especially in respect of local content % and values.

17. PRICING

The pricing schedule below must be completed and submitted as part of the required bid documents. All pricing provided must be inclusive of VAT.

Note: Failure to comprehensively complete the pricing schedules below shall invalidate your bid.

Do not substitute the pricing schedule. Additional cost calculations may be submitted in support of the compulsory pricing schedule

Description	Amount Inclusive of VAT
<p>Total Cost of Prefabricated Office Block Unit offered.</p> <p>Note: Total cost to include the following –</p> <ul style="list-style-type: none"> • Geotechnical and Engineering Assessment of Site • Structural Plans and Building Design • Signage - Electoral Commission's Wall Mounted Main Sign [Class A] – section 3.9.9 • Site Preparation Cost including Foundation and other (e.g. paving, etc.) • Installation of power supply (electricity connection[s]), water supply (water connection[s]) and sewerage connection[s] • Delivery and Assembly • Other Costs (please specify in written proposal) 	<p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p>
<p>Total price inclusive of VAT</p>	<p>R.....</p>

**The bid price on the RFQ is the only valid bid.
The bidder is furthermore required to appoint a professional and accredited project manager from the relevant industry.**

Annexure A

LOCAL OFFICE (Delivery Point)

The envisaged delivery point is in the Gauteng Province listed below.

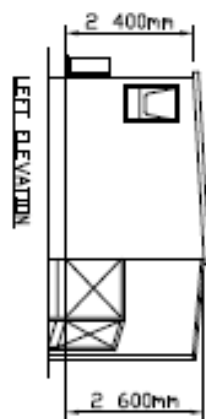
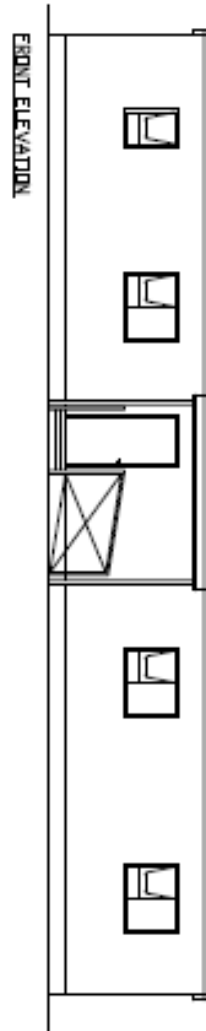
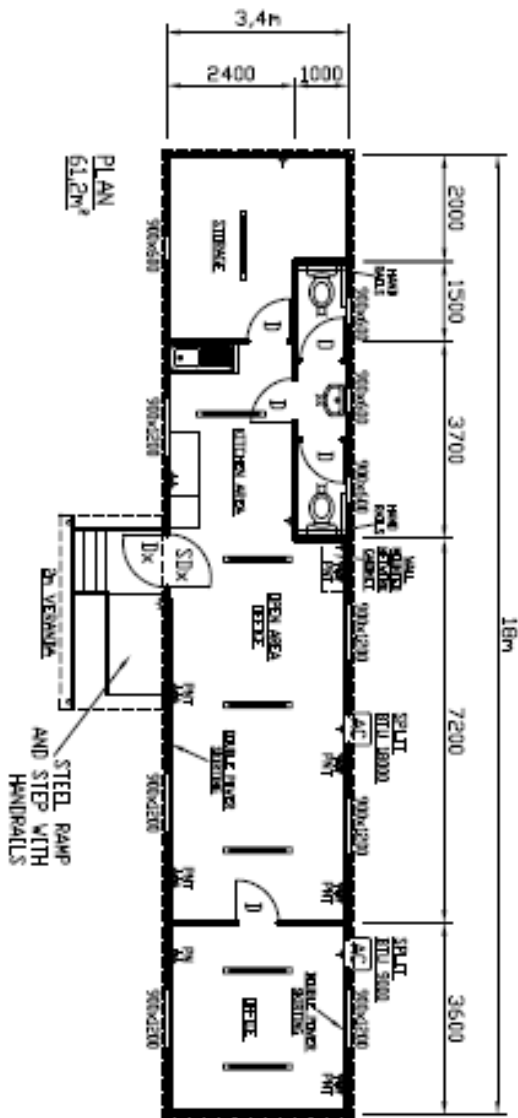
It is envisaged that this list, while not rigid, will remain substantially unchanged.

[Indicate ability to provide services by marking appropriate column with an "X" against the location – PLEASE NOTE THAT FAILURE TO COMPLETE AND RETURN OR NOT BEING ABLE TO PROVIDE A SERVICE AT THE STIPULATED LOCATION WILL INVALIDATE YOUR BID

Local Office / Municipal Area	Delivery Address	Yes	No	Prefabricated Office Block Unit (60 to 70m ²)
JHB – City of Johannesburg (Diepsloot)	JHB – City of Johannesburg Metropolitan Municipality (Diepsloot) <u>Placement Address:</u> Corner of Buffalo and Ngonyama Street, Diepsloot			

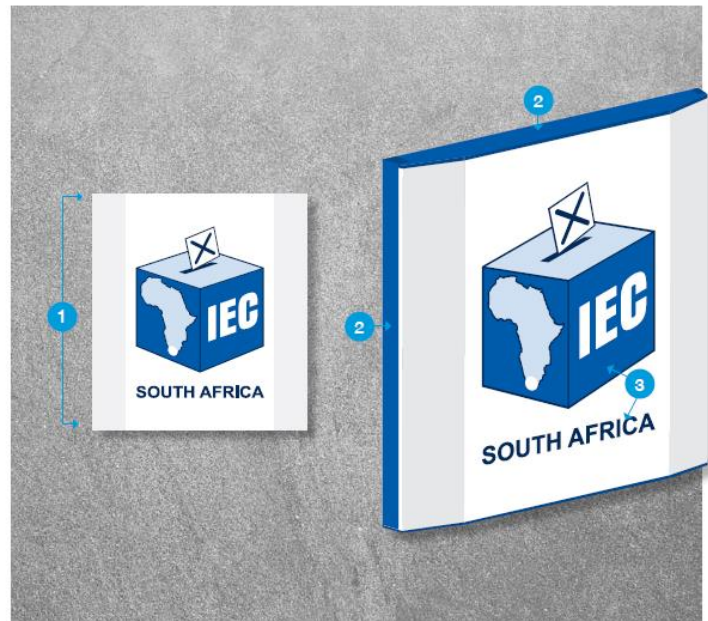
Annexure B

± 62m²
Proposed Design



Wall Mounted Main Sign – Class A

Exterior, wall-mounted main identity signs are used primarily in reception or main entrance, public areas where the Electoral Commission is the only tenant in the building.



Materials	Colour Specifications	CLASS A Sign with premium finishes
<p>Sign Facings Sign facings are made from 1.2mm mild steel powder coated in smooth white.</p> <p>Frames The frame is made from 1.2mm mild steel square tubing, powder coated in Electoral Commission Blue.</p> <p>Vinyl The primary Electoral Commission identity is applied using different vinyl colours: two of which are custom pigmented and two which are standard colours.</p>	<p>Electoral Commission Blue Pantone: 2728C Vinyl: Avery 800 Series Pigmented vinyl to match Pantone 2728C** Powder Coating: Interpon F09 Ultramarine (CPO 71609 - JJ650P).</p> <p>Primary Dark Blue Pantone: 289C Vinyl: Avery 274 Cobalt Blue</p> <p>Primary Light Blue Pantone: 2707C Vinyl: Avery 800 Series Pigmented vinyl to match Pantone 2707C**</p>	<p>Sign Material 1.2mm Aluminium CNC and logo laser cut out face.</p> <p>Logo Application The primary Electoral Commission identity (ballot box icon and South Africa descriptor) is applied using 6mm Opale 090 perspex cut out logo, overlaid with translucent vinyl and pushed through the face of the sign.</p> <p>Illumination Pre-wired strip LED lighting is used to illuminate the ballot box icon, South Africa descriptor and for halo illumination at the sign's top and bottom.</p> <p>Finish Sign sprayed satin white with 2K synthetic enamel paint</p>

**ANNEXURES AND SCHEDULES THAT SHOULD BE COMPLETED, SIGNED AND SUBMITTED TOGETHER
WITH THE WRITTEN SUBMISSION, BILL OF MATERIALS (BOM) AND BROCHURE**

Annexure B: Declaration Document for Local Content (Attached)

**Annexure C: Local Content Declaration - Summary Schedule
(Refer the dtic Forms – Excel spreadsheet)**

**Annexure D: Imported Content Declaration - Supporting Schedule to Annexure C
(Refer the dtic Forms – Excel spreadsheet)**

**Annexure E: Local Content Declaration - Supporting Schedule to Annexure C
(Refer the dtic Forms – Excel spreadsheet)**

DECLARATION DOCUMENT FOR LOCAL CONTENT

This Standard Bidding Document (SBD) must form part of all bids received. 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 South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (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. The Electoral Commission's Preferential Procurement policy, makes provision for the promotion of local production and content.
- 1.2. The Electoral Commission may in the case of designated sectors, 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 technical evaluation and the second stage price and specific goals which includes B-BBEE and minimum threshold for local production and content.
- 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 SANS 1286: 2017 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 SANS 1286:2017 is accessible at no cost on the dtic website or through the quick link:

<http://www.thedticc.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

- 1.6. A bid may be disqualified if this declaration document and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SANS 1286:2017) for this bid (T-shirts) is 100%.
- 3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 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 at www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
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 dtic must be informed accordingly in order for the dtic to verify and in consultation with the Accounting Officer provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SANS 1286:2017)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) 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 NUMBER:

ISSUED BY: The Electoral Commission

- 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.thedti.gov.za/industrial_development/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.

Important: Declarations C, D and E must be completed as required and signed by the same company representative that certifies/signs below (Annexure B). Annexure D must also be completed – stipulate zero (0) values if there are no imported material.

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 SANS 1286:2017;
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017, 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 SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SANS 1286:2017	

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 SANS 1286:2017, 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 SANS 1286:2017.
- (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 SANS 1286:2017, may result in the Procurement Authority/Institution imposing remedies in terms of the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Bid Evaluation Criteria

Prefabricated Office Block Unit for use by the Electoral Commission's JHB – City of Johannesburg (Diepsloot) Local Office

**Prefabricated Office Accommodation – JHB – City of Johannesburg (Diepsloot)
Local Office
IEC/RFQ-JHB-01/2023**

BIDDER NAME:	Bid #:
---------------------------	---------------------

Stage 1 - Bidder's Disclosure Evaluation/Assessment [SBD4]

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, was extended to all entities which were invited to participate in the bid process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person -
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in -

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4 and restricted suppliers and tender defaulters:

Assessment Criteria	YES	NO	Comments
Bid in response to the RFQ received by the closing date and time.			
Bidder is registered on the National Treasury Central Supplier Database (CSD). *			
Bidder is tax compliant. **			
The bidder is not an employee of the state.			
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.			
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.			
The bidder is not a tender defaulter as per the register published on the National Treasury website.			
The bidder is not a restricted supplier as per the register published on the National Treasury website.			

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

Stage 2 - Functionality Evaluation/Assessment

1.	Phase 1 (Bid will be disqualified if not compliant)	Compliant	Non-Compliant
1.1	Comprehensive Company Profile submitted [section 2.1]		
1.2	Standards and Specification Table completed [section 4.2]		
1.3	Relevant product information submitted (brochure/catalogue/image of office block on offer) [section 16]		
1.4	Written Proposal relating to General Specifications [section 4] submitted		
1.5	Written Proposal relating to Detailed Specifications and Floor Plan (section 5) submitted		
1.6	Bidder confirmed being a Specialist Manufacturer [section 16]		
1.7	Completed List of Delivery Point – Local Office/Municipal Area (Annexure A) Submitted		
1.8	Written confirmation relating to 12 month warranty period (structure, electrical work, defects and workmanship and equipment) submitted [section 16]		
1.9	Pricing Schedule [Section 17] Completed and Returned		
Qualifies for Further Evaluation		Yes	No

2.1	Phase 2 - Bidder Profile	Yes	No
2.1.1	Company profile explaining company's business activities and <u>track record</u> relating to the manufacturing of prefabricated office block units [Section 2.1]		
2.2	Size and Location		
2.2.1	Size – In the order of 60m ² to 70m ² [Section 4.2.1]		
2.3	Facilities Requirement		
2.3.1	Prefabricated unit offered (as per floor plan submitted provides for – <ul style="list-style-type: none"> • one (1) lockable office; and • one (1) open plan office of approximately 24m² [Section 4.2.2]		
2.3.2	Lockable Storage Area/Facility [Section 4.2.3]		
2.3.3	Ablution Facilities not adjacent to the kitchen area and accessible for persons with disabilities [Section 4.2.4]		
2.3.4	Kitchen facilities not adjacent to ablution facilities [Section 4.2.5]		
2.3.5	Air conditioning [Section 4.3.1]		
2.3.6	Telephone and network cabling [Sections 4.3.3 and 4.3.4]		
2.3.7	Lighting (internal and external at entrance & exit doors) [Section 4.3.5]		
3.3.8	Disability Ramp (access and handrail) and Veranda [Sections 4.3.9 and 4.3.15]		
Qualifies for Further Evaluation		Yes	No

Stage 3 - Bid Adjudication in terms of Preferential Procurement

Evaluation Based on Local Content

Bids received in respect of this bid requirement will be assessed/evaluated for compliance with local content in accordance with the evaluation criteria and subsequently used for the purposes of preferential procurement scoring in terms of the provisions of the PPR2022:

3.	Stage 3 - Local Content	Compliant	Non-Compliant
3.1	Has the Declaration Certificate for Local Production and Content (Annexure B/SBD 6.2) been fully completed and signed?		
3.2	Have the relevant sections of Annexure C, D and E been fully completed and have the forms been signed as required by dti?		
3.3	Does the production and local content for the supply of the required prefabricated/modular office block unit meet the minimum threshold values per required item?		
3.4	Did the bidder provide a bill of materials (BOM) that correlates with Annexures C, D & E – especially in respect to local content?		
3.5	Was the bid accompanied by a written submission explaining the following: <ul style="list-style-type: none"> • Who the supplier of the raw materials will be? • Who the manufacturer of the prefabricated/modular office block unit will be? • Letters of guarantee from sub-contractors [where applicable]? • Relevant SABS certificate/s (where applicable)? 		
3.6	Was an authorisation letter/s included from the dtic if the raw materials are not locally available (if applicable)?		
Bidders qualifying in terms of above-mentioned Local Content Criteria will receive the Specific Goal Points for Local Content		Yes	No

Stage 4 - Bid Adjudication Process

Bids will be adjudicated as set out below.

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this bid where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

SPECIFIC GOALS POINTS BREAKDOWN FOR LOCAL CONTENT

B-BBEE Status Level of Contributor	Number of Points	Local content	Number of Points
1	10	100% local	10
2	9	100% local with exemption from dtic	5
3	6	Not 100% local	0
4	5		
5	4		
6	3		
7	2		
8	1		
Non-compliant contributor	0		

Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.

Bidder Qualify for Further Evaluation	Yes	No

Bid Evaluation Team Proposal:

Bid Evaluation Team		Date:
Member	Department/Office	Signature