

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE					
BID NUMBER:	RFQ009-2023	CLOSING DATE: 13 March 2023		CLOSING TIME:	16h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PARTITION THE OFFICES AT CSOS GAUTENG HEAD OFFICE				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS)					
quotations@csos.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Jabulile Sithole		CONTACT PERSON	Lindi Sibiya	
TELEPHONE NUMBER	066 302 5937 /(010) 593 0533		TELEPHONE NUMBER	066 302 5975 /(010)593 0533	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	jabulile.sithole@csos.org.za		E-MAIL ADDRESS	Lindi.Sibiya@csos.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A DETIALED CSD REPORT REFLECTING EME OR QSE 51% OR MORE BLACK OWNERSHIP FOR AT LEAST ONE OF THE DESIGNATED GROUPS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES 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, 2022 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 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:

1. TERMS AND CONDITIONS

This proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which bidders are deemed to acknowledge and accept:

- 1.1. A bid submitted in response to this proposal will constitute a binding offer that will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice, and liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFQ be amended, the CSOS undertakes to publicise or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.8. This RFQ is not intended to form the basis of a decision to enter any transaction with the CSOS and does not constitute an offer or recommendation to enter such transaction, or an intention to enter any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 1.10. No entity may be involved in more than one bid in response to this RFQ, whether directly or indirectly. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of the relevant entity.

THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY OFFICE PARTITIONING AT THE CSOS HEAD OFFICE IN GAUTENG.

- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete about the Bidders’ information and proposals.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFQ, the words “service provider”, and “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted by the requirements of this RFP.
- 1.21. Bids received after the closing date and time as specified in this RFQ shall be rejected.

2. TERMS AND CONDITIONS

This proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which bidders are deemed to acknowledge and accept:

- 1.22. A bid submitted in response to this proposal will constitute a binding offer that will remain binding and irrevocable for a period of hundred and twenty (90) days from the date of submission to the CSOS.
- 1.23. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.24. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice, and liability to compensate or reimburse any Bidder or person.
- 1.25. Should this RFQ be amended, the CSOS undertakes to publicise or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.26. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.27. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.28. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.29. This RFQ is not intended to form the basis of a decision to enter any transaction with the CSOS and does not constitute an offer or recommendation to enter such transaction, or an intention to enter any legal relationship with any person.
- 1.30. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 1.31. No entity may be involved in more than one bid in response to this RFQ, whether directly or indirectly. Failure to comply with this requirement may, within the sole

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discretion of the CSOS, result in disqualification of the relevant entity.

- 1.32. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management ("SCM") Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.33. Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.34. The CSOS and its advisors shall rely on a Bid as being accurate and complete about the Bidders' information and proposals.
- 1.35. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.36. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.37. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.38. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.39. In this RFQ, the words "service provider", and "supplier" will be used interchangeably to refer to the Bidder.
- 1.40. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.41. All Bids must be formulated and submitted by the requirements of this RFP.
- 1.42. Bids received after the closing date and time as specified in this RFQ shall be rejected.

3. CSOS BACKGROUND

The Community Schemes Ombud Service is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011) to regulate parties' conduct within community schemes and ensure their good governance. To deliver on its mandate, key amongst the priorities of the organization are:

- To regulate all community schemes in South Africa and part of our regulatory function entails the provision of dispute resolution services.
- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
- To conduct educational campaigns to educate and train stakeholders within community schemes and the public at large.
- To enhance community schemes tenure as an alternative tenure option.
- To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

4. PROJECT PURPOSE

- 3.1 The purpose of this bid is to invite proposals from suitable, qualified, experienced, and reputable contractor for office partitioning and fit internal doors at CSOS Head Office, Berkley Office Park; 8 Bauhinia Street, Centurion.

5. SCOPE OF WORK

- 5.1 The successful bidder must partition the walls for six (6) offices in Building 2 first floor and fit new doors as indicated in Annexure A of this document, at CSOS Head Office, Berkley Office Park; 8 Bauhinia Street, Centurion

5.2 Detailed services required

- Supply, deliver and install partitioning walls and doors as specified in this document.
- The installation is done by a qualified personnel.
- The work must be delivered within 3 weeks and in good quality.
- All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
- The work must be completed within the budget, and no additional funds will be made available.

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- Supply, deliver and install partitioning walls, doors and blinds as specified in this document.
- Ensure that the installation is done by qualified personnel (carpenter).
- Ensure that the work is delivered within 2 weeks and in good quality.
- All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
- Ensure that the work is completed within the budget, and no additional funds will be made available.
- All partitioning material including accessories and extras must be SAB standards.

6. PROJECT TIME FRAME

6.1 The delivery time will be 3 weeks after the appointment.

7. SCM COMPLIANCE DOCUMENTS

Bidders should submit the documents below:

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).	
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSD number)	
Valid tax PIN/letter	
Fully completed SBD forms SDB 1, SBD 3.3 , SBD 4 and SBD 6.2 (must be dated & signed)	

8. MANDATORY DOCUMENTS

8.1 The proposals will be evaluated in two (2) phases. The first phase of evaluation will be the Mandatory Requirements, the second phase will be on pricing and specific goals. Should the requirements from the first phase not be met, the bidder will be disqualified and not further evaluated on Price and specific goals

8.2 Bidders must submit ALL the below documents, to be evaluated further

	DELIVERABLE	COMPLIANCE
1.	Qualifications & Experience: <ul style="list-style-type: none"> • Carpentry or Ceiling and Partitioning Erection Qualification accredited by CETA • Minimum 3 years' experience (attached CV) 	Comply / Not Comply
2.	Provide 2 reference letters of similar work completed on a client's letter head with contact details	Comply/Not Comply

9. PROJECT EVALUATION CRITERIA

9.1 To facilitate a transparent selection process that allows equal opportunity to all bidders, CSOS has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to CSOS and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and Specific goals as per the PPPFA and CSOS Preferential Procurement Policy.

Criteria	Sub Criteria	SUBSTANTIATION	Weighting/Points
Price	Detailed budget breakdown	Attach quotation on the company letterhead as per pricing schedule	80
Specific Goals	CSD report reflecting that company is at least 51% black owned by the below designated groups: <ul style="list-style-type: none"> • Women and/or • Youth and/or 	Detailed (Full Registration) CSD Report	20

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	<ul style="list-style-type: none"> • People living with disability and/or • Black people who are military veterans. 		
Total Points for Price and Specific Goals			100

10. PROJECT EVALUATION CRITERIA

10.1 The bidder shall provide total price in the South African Rand inclusive of VAT. Where conflicts exist between the price quoted in the pricing schedule and the other prices quoted by the bidder elsewhere, the price quoted in the pricing schedule shall prevail. Provision for VAT in the bid price should be calculated at 15%. Quoted prices must be inclusive of agency commission where applicable. The bidders must quote for all line items on the pricing schedule.

NO	DESCRIPTION	Unit	QTY	Rate (R)	Amount (R)
1.	BPB Gypsum GypRoc Standard - 40 db (½ hour fire rating) Ultrasteel Stud Drywall consisting of stud and track system with 51mm Drywall Ultrasteel studs positioned at 600mm centres fixed into 51mm wide top and bottom track clad on both sides with 12,5mm thick taper edged Rhinoboard fixed with 25mm Drywall screws at 220mm centres and all corners fixed with Drywall Corner beads and all joints to be taped and jointed as per manufacture's specifications.				

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NO	DESCRIPTION	Unit	QTY	Rate (R)	Amount (R)
1.1	Partitioning 2670mm high with bottom track plugged and top track fixed to suspended ceiling tees	m	45		
1.2	Extra over partition 2670mm. high for vertical abutment	no	16		
1.3	Extra over partition 2670mm. high for corner	no	14		
2.	Doors Extra over partition for 40mm semi-solid flush door 762 x 2032mm high with commercial veneer on both sides and hardwood edge strips to vertical edges hung to and including standard natural anodised aluminium door frame with one pair of 100mm nylon washers aluminium hinges and additional studding, trimming, etc	no	7		
3.	Insulation 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning	m ²	59		
4	Skirting 75mm Aluminium skirting	m ²	74		
5	Total (VAT excl)	R			
SUB-TOTAL A		R			
ADD 7% CONTIGENCIES		R			
SUB-TOTAL B		R			
VAT @15%		R			
TOTAL INCLUDING VAT		R			

11. PROPOSAL SUBMISSION REQUIREMENTS

11.1 Bidders are requested to submit a proposal/quotation that details the entire project scope.

11.2 Bidders to refer to the attached SBD 3.3 for the detailed pricing schedule.

12. REPORTING REQUIREMENTS

- 12.1 The Successful bidder must advise the CSOS immediately when unforeseeable circumstances will adversely affect the execution of the project. Full particulars of such circumstances, as well as the period of delay, must be furnished.
- 11.2 The successful bidder will report directly to the Project Manager **Ms Lindi Sibiya and the delegated task team to this project**, as and when required. Qualitative management of the service and performance must be overseen by the service provider.

13. DISCLAIMER

The successful bidder must visit CSOS Centurion Office for the actual measurements and must re-draw layout plan to be agreed upon with Facilities unit.

14 INSTRUCTIONS TO BIDDERS

14.1 TERMS AND CONDITIONS

- 14.1.1 CSOS reserves, under exceptional circumstances, the right to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.
- 14.1.2 The adjudication process does not represent a commitment on the part of the CSOS to proceed further with that proposal or of any other bidder.

14.2 CHANGES TO THIS RFQ DOCUMENT

- 14.2.1 CSOS reserves the right to make changes on this RFQ Document. All changes will be communicated to those entities that have responded to the RFQ. No reliance shall be placed on other information or comment from any other person.

14.3 CONFIDENTIALITY

- 14.3.1 Any information relating to the submissions, through the process or otherwise, shall be treated in strict confidence.

14.4 OTHER MATTERS

- 14.4.1 CSOS reserves the right not to enter into any relationship and no correspondence pertaining to submissions will be entered into.
- 14.4.2 If CSOS does not accept any proposal, it will declare this RFQ call process closed and may then elect to:
- Proceed on a completely different basis; and
 - Not to appoint any respondent in the event it deems proposals not appropriate.

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14.4.3 CSOS will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

13.4.4 CSOS reserves the right to engage in processes to validate all claims made in the proposal.

14.5 PAYMENT STRUCTURE

14.5.1 CSOS undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

14.5.2 Payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

14.6 GENERAL

Below are compulsory requirements for this service:

14.6.1 It is important to note that the successful bidder will work under the supervision of a CSOS representative, abide by CSOS's Code of Conduct, and other organizational guidelines.

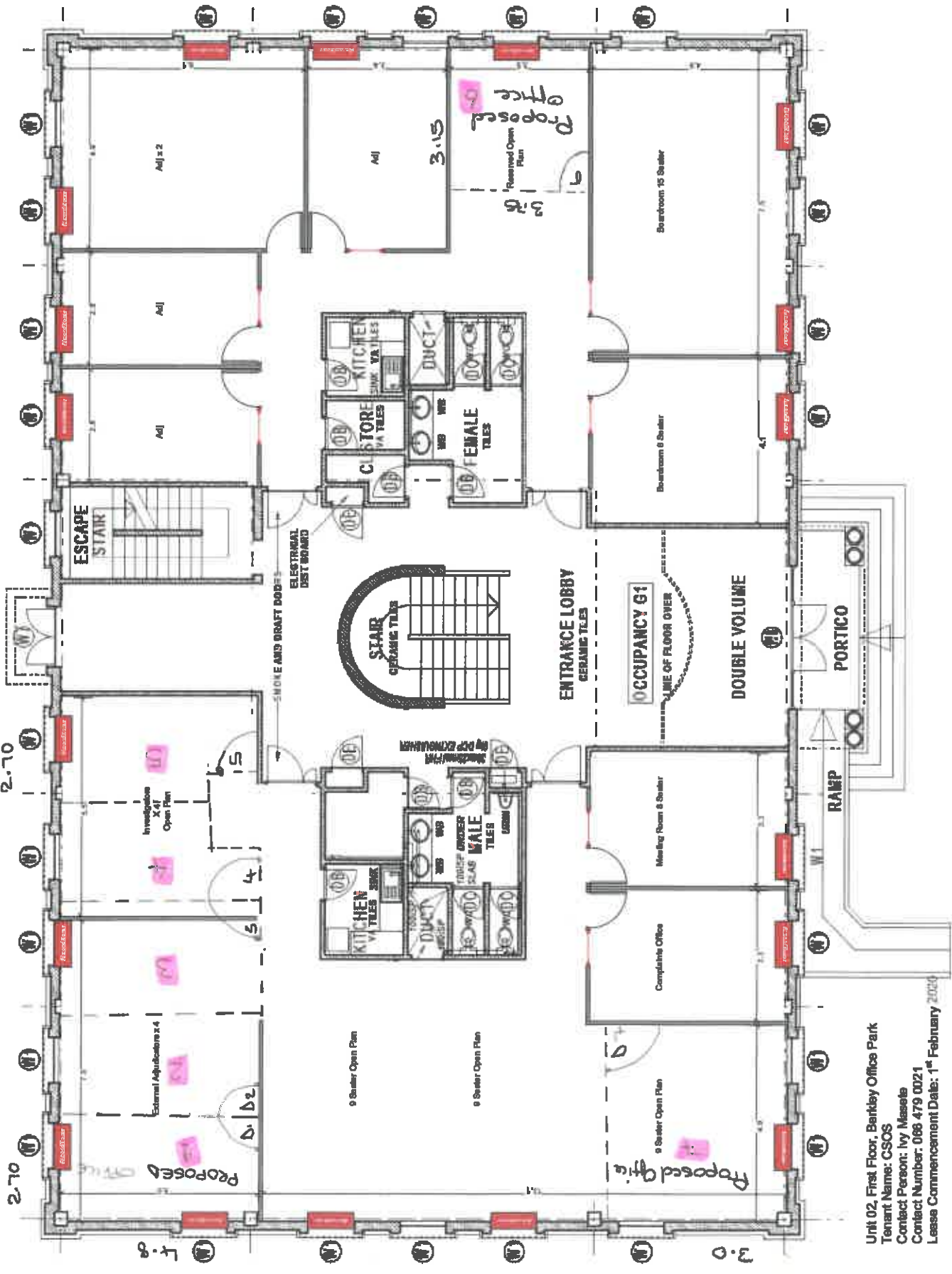
14.6.2 The successful bidder will be required to deliver a sample of each product before delivering the entire quantity.

14.6.3. The successful bidder will be required to sign a Service Level Agreement (SLA)

15 CONTACT DETAILS

15.1 There will be no briefing session for this request for quotation. For technical enquiries please contact Ms Lindi Sibiyi, email: Lindi.Sibiyi@csos.org.za, Tel: 010 593 0533. / 066 302 5975

15.2 SCM enquiries please contact Ms Jabulile Sithole, email: Jabulile.Sithole@csos.org.za, Tel: (010) 593 0533 / 066 302 5937



Unit 02, First Floor, Bentley Office Park
 Tenant Name: CSOS
 Contact Person: Ivy Missells
 Contact Number: 066 479 0021
 Lease Commencement Date: 1st February 2020

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID
NO: RFQ009-2023: APPOINTMENT OF A SERVICE PROVIDER TO PARTITION THE OFFICES AT CSOS GAUTENG HEAD OFFICE.	
CLOSING DATE : 13 MARCH 2023	CLOSING TIME 16h00

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PARTITION THE OFFICES AT CSOS GAUTENG HEAD OFFICE.

1. Services must be quoted in accordance with the attached terms of reference.

Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT

R.....

NO	DESCRIPTION	Unit	QTY	Rate (R)	Amount (R)
1.	BPB Gypsum GypRoc Standard - 40 db (½ hour fire rating) Ultrasteel Stud Drywall consisting of stud and track system with 51mm Drywall Ultrasteel studs positioned at 600mm centres fixed into 51mm wide top and bottom track clad on both sides with 12,5mm thick taper edged Rhinoboard fixed with 25mm Drywall screws at 220mm centres and all corners fixed with Drywall Corner beads and all joints to be taped and jointed as per manufacture's specifications.				
1.1	Partitioning 2670mm high with bottom track plugged and top track fixed to suspended ceiling tees	m	45		
1.2	Extra over partition 2670mm. high for vertical abutment	no	16		

NO	DESCRIPTION	Unit	QTY	Rate (R)	Amount (R)
1.3	Extra over partition 2670mm. high for corner	no	14		
2.	Doors Extra over partition for 40mm semi-solid flush door 762 x 2032mm high with commercial veneer on both sides and hardwood edge strips to vertical edges hung to and including standard natural anodised aluminium door frame with one pair of 100mm nylon washers aluminium hinges and additional studding, trimming, etc	no	7		
3.	Insulation 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning	m ²	59		
4	Skirting 75mm Aluminium skirting	m ²	74		
5	Total (VAT excl)	R			
SUB-TOTAL A		R			
ADD 7% CONTIGENCIES		R			
SUB-TOTAL B		R			
VAT @15%		R			
TOTAL INCLUDING VAT		R			

Signature (Bidder)

Date

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid _____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Lindi Sibiya

Tel: (010) 593 0533

Cell: **066 302 5975**

E-mail address: Lindi.Sibiya@csos.org.za

Supply Chain queries may be directed to:

Jabulile Sithole

Cell: 066 302 5937

Email: jabulile.sithole@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = 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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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.)

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)

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:

