



Reg No: 1995/002792/06  
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## **TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID**

**GAAL/080/2025/2026**

**ROUTINE MAINTENANCE, SERVICE AND REPAIRS OF PLUMBING TO BE  
PROVIDED AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD  
OF THREE YEARS.**

### **CLOSING DATE AND TIME OF BID**

**25 APRIL 2025 AT 11H00**

**BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE**

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE  
AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

## **ROUTINE MAINTENANCE, SERVICE, REPAIRS OF PLUMBING TO BE PROVIDED AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS.**

### **1. PURPOSE:**

The purpose of this service request is to invite bids for a period of thirty-six (36) months for the routine maintenance, servicing, and repairs of domestic fire water supply systems and all related plumbing work at Polokwane International Airport.

### **2. BACKGROUND:**

GAAL seeks to appoint the services of reputable service provider for provision of routine maintenance, service, repairs of all plumbing related work at Polokwane International Airport for the period of thirty-six (36) months.

#### **Domestic Water Supply**

Polokwane Municipality provides water to Polokwane International Airport through a 250mm uPVC pipeline, which is metered at the point where it enters the airport property. From the meter, the 250mm pipe extends toward the entrance of the airport, where it connects to a 160mm ring feed that supplies domestic water to all buildings on the airport premises. The incoming water pressure from the municipality is 2 bar.

#### **Fire Line**

The Airport Fire Pump Station 1 consists of two diesel-driven pumps, each with a capacity of 1,892.7 liters per minute (l/min) at a pressure of 7.4 bar. This is sufficient to operate a single hydrant at 1,200 l/min.

The Airport Pump Station 2 also has two diesel-driven pumps, which are rated for a total capacity of 9,060 l/min at a pressure of 7.65 bar.

It is a compliant requirement that the airport services and maintains the booster pumps for firefighting at Polokwane International Airport.

## **THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

### 3. REQUIRED SERVICES

The services required are as follows:

- ❖ The provision of routine maintenance, service, and repairs for basic plumbing.
- ❖ The provision of routine maintenance for sewage treatment and all drainages including the storm water drainage.

#### Personnel Required

- 1 x Artisan trade tested
- 1 x Plumber with minimum of N2 qualification
- 3 Labor

#### Pricing schedule

List rates (Rates to include testing and commissioning)

| ITEM                | DESCRIPTION                                        | YEAR 1   | YEAR 2   | YEAR 3   | TOTAL    |
|---------------------|----------------------------------------------------|----------|----------|----------|----------|
| 1.1                 | 2 X semesterly Service for 4 engines and pumps     | R        | R        | R        | R        |
| 1.2                 | 1 X Major (Annual) Service for 4 engines and pumps | R        | R        | R        | R        |
| Sub-Total           |                                                    | R        | R        | R        | R        |
| VAT (if applicable) |                                                    | R        | R        | R        | R        |
| <b>Total (A)</b>    |                                                    | <b>R</b> | <b>R</b> | <b>R</b> | <b>R</b> |

| MAINTENANCE AND REPAIRS SERVICES                       | YEAR 1 | YEAR 2 | YEAR 3 | TOTAL |
|--------------------------------------------------------|--------|--------|--------|-------|
| Labor rate p/h Mon – Fri (per Artisan)                 | R      | R      | R      | R     |
| Labor rate p/h after hours (per Artisan)               | R      | R      | R      | R     |
| Labor rate p/h Sat (per Artisan)                       | R      | R      | R      | R     |
| Labor rate p/h Sunday and/or Public Holidays (Artisan) | R      | R      | R      | R     |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

|                                                             |          |          |          |          |
|-------------------------------------------------------------|----------|----------|----------|----------|
| Labor rate p/h Mon – Fri (Plumber)                          | R        | R        | R        | R        |
| Labor rate p/h Sat (Plumber)                                | R        | R        | R        | R        |
| Labor rate p/h After Hours (Plumber)                        | R        | R        | R        | R        |
| Labor rate p/h Sunday and/ or Public Holidays (Plumber)     | R        | R        | R        | R        |
| Labor rate p/h Mon – Fri (per Laborer)                      | R        | R        | R        | R        |
| Labor rate p/h after hours (per Artisan)                    | R        | R        | R        | R        |
| Labor rate p/h Sat (per Laborer)                            | R        | R        | R        | R        |
| Labor rate p/h Sunday and/or Public Holidays (Laborer)      | R        | R        | R        | R        |
| Sub-Total                                                   | R        | R        | R        | R        |
| VAT (if applicable)                                         | R        | R        | R        | R        |
| <b>Total (B)</b>                                            | <b>R</b> | <b>R</b> | <b>R</b> | <b>R</b> |
| <b>Bid Total (A + B)</b>                                    | <b>R</b> | <b>R</b> | <b>R</b> | <b>R</b> |
| Profit mark-up % for supply of parts (as and when required) | <u>%</u> | <u>%</u> | <u>%</u> | <u>%</u> |
| Rate per k/m                                                | <u>R</u> | <u>R</u> | <u>R</u> | <u>R</u> |

#### 4. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, functionality and preference point system.

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

| <b>Administrative (mandatory) Criteria<br/>(Gate 0)</b>                                                                                                           | <b>Functionality Evaluation Criteria<br/>(Gate 1)</b>                                                                         | <b>Price and Specific Goals Evaluation Criteria<br/>(Gate 2)</b>                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Suppliers must submit all documents as outlined in paragraph 4.1 (Table 1) below.<br><br>Only bidders that comply with all these criteria will proceed to Gate 1. | Supplier(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific Goals). | Supplier(s) will be evaluated on <b>price</b> (weighted price) as per scope of work and <b>specific goals</b> claimed points as stipulated on SBD 6.1 (paragraph 4.2). |

#### 4.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory. During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

**Table 1: Documents that must be submitted for administrative/mandatory requirements.**

| <b>Document that must be submitted</b> | <b>Non-submission will result in disqualification.</b> |                                                                                                                                                                                     |
|----------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invitation to Bid – SBD 1              | YES                                                    | Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.                                               |
| Declaration of Interest – SBD 4        | YES                                                    | Complete and sign the supplied pro forma document.                                                                                                                                  |
| Preference Point Claim Form – SBD 6.1  | YES                                                    | Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> <li>▪ Full CSD Report</li> </ul> |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

|                                                                                                                       |     |                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                       |     | <ul style="list-style-type: none"> <li>▪ Medical certificate for disability</li> <li>▪ Proof of address not older than three months.</li> </ul>                                                                                                                                              |
| Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1                    | YES | Bidder must be registered as a service provider on the Central Supplier Database (CSD).                                                                                                                                                                                                      |
| It is estimated that tenderers should have a Construction Industry Development Board (CIDB) grading of SO 2 or higher | YES | Bidder must be registered with the Construction Industry Development Board                                                                                                                                                                                                                   |
| Pricing Schedule / Quotation                                                                                          | YES | Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories. |

#### 4.2 Gate 1: Functionality Evaluation Criteria

All suppliers are required to respond to the functionality evaluation criteria. A brief description of the scoring system is given below. A tabulated score sheet which will be used in the evaluation is as shown below.

| CRITERIA                                                                                                                                                                                      | POINTS | SCORING CRITERIA                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------|
| Experience of similar project of servicing, maintenance, and repairs of plumbing service. (Attach contactable signed reference letters, stipulating years of experience – start and end date) | 25     | Below 1 year = 0<br>1 – 3 year(s) = 10<br>>3 – 5 years = 15<br>>5 years and more = 25 |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

|                                                                                                                          |     |                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------|
| Number of completed projects of servicing, maintenance, and repairs of plumbing (attach client-signed reference letters) | 25  | No project = 0<br>1 – 3 project(s) = 10<br>4 – 5 projects = 15<br>6 and more projects = 25        |
| Artisan qualifications in plumbing (attach valid qualification certificate)                                              | 15  | No qualification = 0<br>At least N3 and SAQA Trade Test = 10<br>N4 – N 6 and SAQA Trade Test = 15 |
| Plumber Qualifications (attach valid qualification certificate)                                                          | 15  | No qualification = 0<br>At least N3 = 10<br>N4 – N6 = 15                                          |
| Labour's Experience in plumbing (attach CV with references)                                                              | 10  | Below 1 year = 0<br>1 – 3 years = 5<br>>3 years and more = 10                                     |
| Plumber's experience (Fault finding on boreholes and booster pumps) attach CV with references.                           | 10  | Below 1 year = 0<br>1 – 3 years = 5<br>>3 years and more = 10                                     |
| <b>TOTAL</b>                                                                                                             | 100 |                                                                                                   |
| Minimum threshold (failure to meet this threshold your bid will not be evaluated further)                                | 70  |                                                                                                   |

The maximum points that can be scored on functionality equals 100. Bidders scoring less than 70 points will be disqualified.

#### **4.3 Gate 2: Preference Point System,**

Preference Points System where the 80 points are awarded for the price and the 20 points are awarded for specific goals as follows.

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

| FINAL EVALUATION CRITERIA | POINTS     |
|---------------------------|------------|
| Price                     | 80         |
| Specific goals            | 20         |
| <b>TOTAL</b>              | <b>100</b> |

## 5. BID SUBMISSION

All bids and supporting documents must be placed or couriered to the bid box before the stipulated closing date and time, as indicated in the SBD1.

Bids will only be considered if received by the entity on or before the closing date and time.

**Bidders are required to submit their bids and supporting documents in a clearly marked envelope as follows: -**

| REQUIRED DOCUMENTS                                                                                                                                                                                                                          | PRICE & SPECIFIC GOALS                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Exhibit 1:</b><br><br>Administrative and mandatory documents<br><i>(Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</i>                                                                                            | <b>Exhibit 3:</b><br><br>Pricing Schedule/Quotation                                                                  |
| <b>Exhibit 2:</b><br><br>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation<br><br>Supporting documents for technical responses.<br><i>(Refer to Section 4.2 - Gate 1: Functionality Evaluation Criteria)</i> | <b>Exhibit 4:</b><br><br>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy 2022. |
|                                                                                                                                                                                                                                             | <b>Exhibit 5:</b><br><br>Electronic submission (USB/Memory card/External hard drive) – clearly marked.               |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

## **5. TERMS AND CONDITIONS**

### **5.1 Supplier Due Diligence**

- 5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

### **5.2 Counter Conditions**

- 5.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

### **5.3 Negotiation**

- 5.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post-award.

### **5.4 Bid Enquiries**

- 5.4.1 All enquiries should be in writing to [scmgroupp@gaal.co.za](mailto:scmgroupp@gaal.co.za) . The closing date for receipt of all enquiries is 18 April 2025. All enquiries beyond the closing date will not be considered.

### **5.5 Communication and Confidentiality**

- 5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).
- 5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

**PART A  
INVITATION TO BID**

**SBD 1**

|                                                                                                                          |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                         |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| BID NUMBER:                                                                                                              | GAAL/080/2025/2026                                                                                      | CLOSING DATE:    | 25 APRIL 2025                                                                      | CLOSING TIME:                 | 11H00                                                                                                |
| DESCRIPTION                                                                                                              | ROUTINE MAINTENANCE, SERVICE AND REPAIRS OF PLUMBING TO BE PROVIDED AT POLOKWANE INTERNATIONAL AIRPORT. |                  |                                                                                    |                               |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                               |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| ADMIN BLOCK                                                                                                              |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| N1 NORTH TO MAKHADO                                                                                                      |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| GATEWAY WEG                                                                                                              |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| POLOKWANE, 0700                                                                                                          |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                    |                                                                                                         |                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                                     |                               |                                                                                                      |
| CONTACT PERSON                                                                                                           | JULIUS RAMATJIE                                                                                         | CONTACT PERSON   | ALUWANI MATSHONYONGE                                                               |                               |                                                                                                      |
| TELEPHONE NUMBER                                                                                                         | 087-291-1088                                                                                            | TELEPHONE NUMBER | 087-291-1099                                                                       |                               |                                                                                                      |
| FACSIMILE NUMBER                                                                                                         | 015-288-0125                                                                                            | FACSIMILE NUMBER | 015-288-0122                                                                       |                               |                                                                                                      |
| E-MAIL ADDRESS                                                                                                           | <a href="mailto:scmgroupp@gaal.co.za">scmgroupp@gaal.co.za</a>                                          | E-MAIL ADDRESS   | <a href="mailto:aluwani.matshonynge@gaal.co.za">aluwani.matshonynge@gaal.co.za</a> |                               |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                              |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| NAME OF BIDDER                                                                                                           |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| POSTAL ADDRESS                                                                                                           |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| STREET ADDRESS                                                                                                           |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| TELEPHONE NUMBER                                                                                                         | CODE                                                                                                    |                  | NUMBER                                                                             |                               |                                                                                                      |
| CELLPHONE NUMBER                                                                                                         |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| FACSIMILE NUMBER                                                                                                         | CODE                                                                                                    |                  | NUMBER                                                                             |                               |                                                                                                      |
| E-MAIL ADDRESS                                                                                                           |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| VAT REGISTRATION NUMBER                                                                                                  |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| SUPPLIER COMPLIANCE STATUS                                                                                               | TAX COMPLIANCE SYSTEM PIN:                                                                              |                  | OR                                                                                 | CENTRAL SUPPLIER DATABASE No: | MAAA                                                                                                 |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                      |                  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?                  |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                        |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                                         |                  |                                                                                    |                               |                                                                                                      |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE  
AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

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, 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](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE  
AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

**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: .....

**SBD 3.3**

**PRICING SCHEDULE**  
**(Professional Services)**

|                           |                                    |
|---------------------------|------------------------------------|
| NAME OF BIDDER: .....     | BID NO.: <b>GAAL/080/2025/2026</b> |
| CLOSING TIME <b>11:00</b> | CLOSING DATE: <b>25 APRIL 2025</b> |

OFFER TO BE VALID FOR **150** DAYS FROM THE CLOSING DATE OF BID.

| ITEM<br>NO | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|------------|-------------|----------------------------------------------------------------|
|------------|-------------|----------------------------------------------------------------|

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
4. 

| PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---------------------|-------------|------------|
| -----               | R-----      | R-----     |
| -----               | R-----      | R-----     |
| -----               | R-----      | R-----     |
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

-----R-----days  
 -----R-----days  
 -----R-----days  
 -----R-----days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc).Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |

TOTAL: R.....

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

Bid No.: .....

Name of Bidder: .....

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid  
 .....

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of contract?

\*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

.....

## BIDDER'S DISCLOSURE

## SBD 4

### 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 interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |

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<sup>1</sup> 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.

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

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<sup>2</sup> 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.

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

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

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

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENACE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

**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**

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**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**

a) The applicable preference point system for this tender is the **80/20** preference point system.

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                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and Specific Goals</b> | <b>100</b> |

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.

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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

THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

***Note to tenderers: The tenderer must indicate how they claim points for each***  
**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

**preference point system.)**

| The specific goals allocated points in terms of this tender           | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Enterprises with ownership of 51% or more by person/s who are black   | 5                                                                                    |                                                                              |
| Enterprises with ownership of 51% or more by person/s who are women   | 5                                                                                    |                                                                              |
| Enterprises with ownership of 51% or more by person/s who are youth   | 4                                                                                    |                                                                              |
| Enterprises with ownership of 51% or more by person/s with disability | 2                                                                                    |                                                                              |
| Small, Medium and Micro Enterprises (SMMEs and QSEs)                  | 2                                                                                    |                                                                              |
| Enterprises located within Limpopo                                    | 2                                                                                    |                                                                              |
| <b>Total</b>                                                          | <b>20</b>                                                                            |                                                                              |

#### 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]

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

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:                    | ..... |
|                             | ..... |

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR PLUMBING AT POLOKWANE INTERNATIONAL AIRPORT.**

**THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE  
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