



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER :H21/004PF

RETURNABLE DOCUMENTS

FOR

**SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF
ALTERNATIVE ACCOMMODATION : AUCTION STORAGE
AND COMPACTING AREA COMPRISING OF 3 385.91M
AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND
WATLOO AREA FOR A PERIOD OF FIVE YEARS**

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE

BID NUMBER: H21/004PF

CLOSING TIME: **SHARP** 11:00

CLOSING DATE: 16 November 2021

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

The **Bid Form** must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

BID DOCUMENTS MAY BE POSTED TO

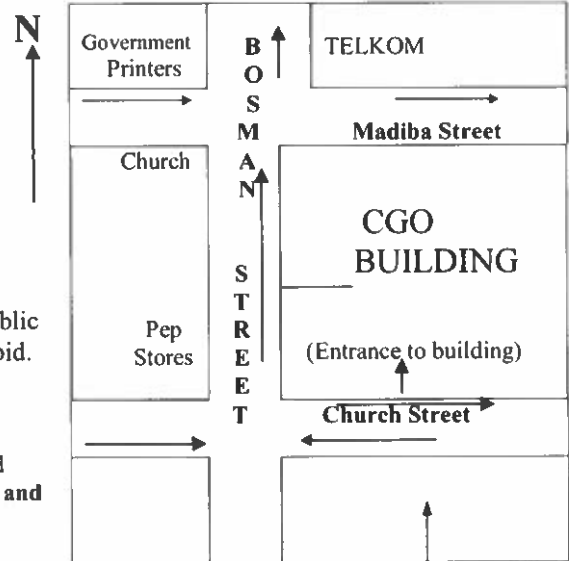
DIRECTOR-GENERAL
Department of Public Works
Private Bag X65
PRETORIA
0001

ATTENTION: TENDER SECTION:
Central Government office: Room 121

Bid documents that are posted must reach the Department of Public Works: Tender section, before 11:00 on the closing date of the bid.

OR

The bid documents may be deposit at the Dept of Public Works : Head Office: **Room 121, Central Government Office (CGO) c/o Bosman and Madiba street.(Entrance Madiba Street) Pretoria,0001**



The Head Office of the Department of Public Works is open **Mondays to Fridays 07:30 – 12:30 / 13:30 – 15:30.** However, if the bid is late, it will, as a rule not be accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE,
INDICATING THE TENDER NR, CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

CONTENTS OF BID DOCUMENT

Project title:	SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF ALTERNATIVE ACCOMMODATION : AUCTION STORAGE AND COMPACTING AREA COMPRISING OF 3 385.91M AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND WATLOO AREA FOR A PERIOD OF FIVE YEARS		
Project Leader:	Pertunia Lekgau	Bid / no:	H21/004PF

SECTIONS IN BID DOCUMENT

Bidders are to ensure that they have received all pages of the bid document, which consists of the following sections:

Bid Document Name:	Number of Pages:
Cover page	1 Page
Content page	1 Page
Map of closing address	1 Page
Invitation to Bid (PA-32)	3 Pages
PA-04(LS): Notice and invitation to tender	5 Pages
PA-09 (LS): List of returnable document	2 Page
PA-10: Important Conditions of Bid	1 Pages
PA-11: Declaration of Interest and Bidder's Past Supply Chain Management Practices	4 Pages
PA-15.1 Resolution of Board of Directors	2 Pages
PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages
PA-15.3: Special Resolution of Consortia or Joint Venture	3 Pages
PA-16 : Form for Claiming BBBEE points	6 Pages
PA29: Certificate of Bid Determination	4 Pages
PA-40: Declaration of designated groups for preferential procurement	2 Pages
DPW-06 (LS) Lease Agreement	12 Pages
DPW-08.1 (LS) Bid Offer -Office Accommodation	3 Pages
DPW-11.1 (LS) Special of Minimum Requirements-Office Accommodation	3 Pages
DPW-12 (LS) Compliance with all the Acts, Regulations and By-Laws Governing the Built Environment Certificate	1 Pages

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	H21/004PF	CLOSING DATE:	16-11- 2021	CLOSING TIME:
DESCRIPTION	SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF ALTERNATIVE ACCOMMODATION: AUCTION STORAGE AND COMPACTING AREA COMPRISING OF 3 385.91M AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND WATLOO AREA FOR A PERIOD OF FIVE YEARS			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
256 CGO BUILDING, CNR BOSMAN AND MADIBA STREET, PRETORIA				
0001				
OR POSTED TO:				
PRIVATE BAG X65, PRETORIA, 0001				
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				
		TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT
		<input type="checkbox"/> No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/> A REGISTERED AUDITOR		
		NAME:		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				

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 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Public works & Infrastructure	CONTACT PERSON	Pertunia Lekgau
CONTACT PERSON	Jeaneth Khosa	TELEPHONE NUMBER	012 492 2297/071 363 5649
TELEPHONE NUMBER	012 406 1801	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	pertunia.lekgau@dpw.gov.za
E-MAIL ADDRESS	jeaneth.khosa@dpw.gov.za		

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 ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO



3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer**.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

PA-04 (LS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR PROVISION OF:

Property description:	SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF ALTERNATIVE ACCOMMODATION : AUCTION STORAGE AND COMPACTING AREA COMPRISING OF 3 385.91M AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND WATLOO AREA FOR A PERIOD OF FIVE YEARS		
Bid no:	H21/004PF		
Advertising date:	22 October 2021	Closing date:	16 November 2021
Closing time:	11h00	Validity period:	60 days

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed and signed in ink (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	The (DPW-08 (LS)): Bid offer must be clearly completed by the bidder, with clear specification of the financial offer in terms of rental and tenant installation allowance offered by bidder and the bid documents should be duly signed in ink, by the bidder. The offer should be submitted as per the bid questionnaire which forms part of the bid documents.
<input checked="" type="checkbox"/>	The building must be within the geographic boundaries specified in the bid documents: Silverton industrial and Watloo industrial
<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the Legal Entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Bidder's Past Supply Chain Management Practices..
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (LS)): List of returnable documents.
<input checked="" type="checkbox"/>	the bidder must be the owner of the building and the title deed must be attached
<input type="checkbox"/>	Compliance to Local Production and Content requirements
<input checked="" type="checkbox"/>	Registration on National Treasury 's Central Supplier Database (CSD)
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
<input checked="" type="checkbox"/>	In case of the Joint Venture, separate declaration in respect of each partner must be completed and submitted.
<input checked="" type="checkbox"/>	The total bid price from DPW 08(LS): (Inclusive all applicable taxes) should be transferred to PA 32 invitation to bid. The price on this form will be the one to be considered for acceptance as a firm and final offer

Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below

<input checked="" type="checkbox"/>	<p>Category A - refers to segment where a property is owned by an enterprise(s)/ individual(s) which are not less than:</p> <ul style="list-style-type: none"> a. 51% Black-ownership b. 51% Black-management c. 51% Black controlled ; and
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Notice and Invitation to Bid: PA-04 (LS)

	d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector codes
<input checked="" type="checkbox"/>	Category B – refers to a segment where a property is owned by an enterprise(s)/ individual(s) which have not less than : <ul style="list-style-type: none"> a. 20% Black- ownership; b. 20% Black management c. 20% Black Controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes
<input type="checkbox"/>	Category C – refers to a segment where a property is owned by an enterprise(s)/ individual(s) with less than <ul style="list-style-type: none"> a. 20% Black- ownership; b. 20% Black management c. 20% Black Controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes
<input checked="" type="checkbox"/>	Category D – refers to property funds listed on the Stock Exchange : <ul style="list-style-type: none"> a. That qualify as listed property funds or real estate investment trusts (REITS); b. That have ownership by black individuals or black entities of more than 10% but less than 51% ; and c. That are managed by property asset management entities with not less than 51% Black ownership ; 51% Black management and 51% Black control

This bid will be evaluated according to the preferential procurement model in the PPPFA: *(Tick applicable preference point scoring system)*

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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Price:	
Price:	80% of 100
Total must equal:	100%

Functionality:	
Functionality:	100 %
Minimum Functionality Score	50 %
Total must equal:	100%

Functionality criteria:	Weighting factor:
Location	
1. Preferred area/ Silverton industrial and Watloo Industrial area	25%



2. Suitable environment to be single Tenant 3. Close proximity within 10 km radius to SAPS Garage All three = 5 1 & 2 = 4 2 & 3 = 3 None of the above = 0	
Accessibility 1. Property to be close to major routes and amenities 2. Meet the entrance and exist requirements 3. Property to meet requirements for person with disability All three = 5 None of the above = 0	25%
Suitability 1. Proposed design and layout must meet requirements of the national building standard for the scrapping or recovering of motor vehicle bearing in mind the impact on structural changes of the proposed premises as per attached minimum standards Vehicle Safe guarding. All of the above = 5 None of the above = 0	25%
Building grades The property must be Grade B, C and D 1. Building grade B 2. Building grade c 3. Building grade D with C finishes 4. None of the above = 0	15%
Maintenance 1. Maintenance plan that covers the whole period of the lease should be attached 2. None of the above = 0	10%
Total	100 Points

Subject to sub-regulation 6(2) and /or 7 (2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- A maximum of 10/20 points may be allocated in accordance with sub-regulation 7(2) and 6(2) respectively of the PPPFA Regulations of 2017.
- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6 (2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6 (1) and 7 (1) respectively
- Subject to regulation 7, the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act.



1. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents may be collected during working hours at the following address **Office 121 CGO Building C/O Bosman and Madiba Street, Pretoria Central.**
- ☒ A non-refundable bid deposit of **R500.00** is payable, (Cash only) is required on collection of the bid documents.
- ☒ **NO pre bid meeting** with representatives of the Department of Public Works will take place at **N/A** on **N/A** starting at **N/A**. Venue **N/A**. (if applicable)

2. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Contact person:	Jeaneth Khosa / Pertunia Lekgau	Telephone no :	012 406 1801 / 012 492 2297
Cell no:	071 363 5649	Fax no:	N/A
E-mail:	jeaneth.khosa@dpw.gov.za	pertunia.lekgau@dpw.gov.za	

3. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
- 3.3. All tenders must be submitted on the official forms – (not to be re-typed).

BID DOCUMENTS MAY BE POSTED TO: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X65 Pretoria 0001 ATTENTION: PROCUREMENT SECTION: ROOM 121 <i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i>	OR	DEPOSITED IN THE TENDER BOX AT: Department of Public works Central government corner Bosman and Madiba street: Reception
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4. COMPILED BY:

Pertunia Lekgau		18/10/2021
Name of Property Manager	Signature	Date

PA-09 (LS): LIST OF RETURNABLE DOCUMENTS

Property description:	SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF ALTERNATIVE ACCOMMODATION : AUCTION STORAGE AND COMPACTING AREA COMPRISING OF 3 385.91M AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND WATLOO AREA FOR A PERIOD OF FIVE YEARS		
Property Manager:	Pertunia Lekgau	Bid / Quote no:	H21/004PF
Receipt Number:			

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
PA-04 (LS) Notice and Invitation to Bid	5 Pages	<input checked="" type="checkbox"/>
PA-09 (LS) List of Returnable Documents	2 Pages	<input checked="" type="checkbox"/>
PA-10 (LS) Important Conditions of Bid	1 Pages	<input checked="" type="checkbox"/>
PA-11 Declaration of Interest and Bidders Past Supply Chain Management Practices	4 Pages	<input checked="" type="checkbox"/>
PA-15.1 Resolution of Board of Directors	2 Pages	<input checked="" type="checkbox"/>
PA-15.2 Resolution of Board of Directors to Enter into Consortia or Join Venture	2 Pages	<input checked="" type="checkbox"/>
PA-15.3 Special Resolution of Consortia or Join Venture	3 Pages	<input checked="" type="checkbox"/>
PA-16 Preference Points Claim Form in terms of Preferential Procurement Regulation 2017	6 Pages	<input checked="" type="checkbox"/>
PA-29 Certification of Independent Bid Determination	4 Pages	<input checked="" type="checkbox"/>
PA-32 Invitation to bid	3 Pages	<input checked="" type="checkbox"/>
PA-40 Declaration of Designated Groups for Preferential Procurement	2 Pages	<input checked="" type="checkbox"/>
DPW-06 (LS) Lease Agreement	12 Pages	<input checked="" type="checkbox"/>
DPW-08.1 (LS) Bid Offer -Office Accommodation	3 Pages	<input checked="" type="checkbox"/>
DPW-11.1 (LS) Special of Minimum Requirements-Office Accommodation	3 Pages	<input checked="" type="checkbox"/>
DPW-12 (LS) Compliance with all the Acts, Regulations and BY-Laws Governing the Built Environment Certificate	1 Pages	<input checked="" type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>



Name of Bidder	Signature	Date



Notice and Invitation to Bid: PA-04 (LS)

PA-10 (LS): IMPORTANT CONDITIONS OF BID

Bid no:	H21/004PF	Closing date:	16 November 2021
Advertising date:	22 October 2021	Validity period:	60 days

- Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered.
- The only or lowest offer will not necessarily be accepted.
- The Department of Public Works is the sole adjudicator of the suitability of the accommodation for the purpose for which it is required. The Department's decision in this regard will be final.
- The Department of Public Works will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a lessor or owner of a building.
- It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. **A certificate to this effect must be issued.**
- Drawings/ Architect's plans of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document.**
- Lettable areas have to be determined in accordance with the **SAPOA** method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted.
- The commencement date from which rental will be payable or the lease shall begin is subject to the approval of the Department of Public Works.
- The lease agreement and payment of rental will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
- No bids sent by facsimile will be accepted.
- Bidders are welcome to be present at the opening of bids.
- This annexure is part of the bid documentation and must be signed by the bidder and attached.
- The bid forms must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.
- The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of the user department in accordance with the norm document and/or specified and minimum requirements.
- Appended herewith is an example of a **(PA-07): Application for Tax Clearance Certificate** of which an original signed and stamped certificate should be obtained from the SA Revenue Services and submitted together with the completed bid document.
- Failure to comply with the above-mentioned conditions may invalidate a bid.

BIDDER'S SIGNATURE:

Name of Bidder	Signature	Capacity	Date

PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

Project title:	<i>SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF ALTERNATIVE ACCOMMODATION ; AUCTION STORAGE AND COMPACTING AREA COMPRISING OF 3 385.91M AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND WATLOO AREA FOR A PERIOD OF FIVE YEARS</i>		
Bid no:	H21/004PF	Reference no:	

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

1. CIDB REGISTRATION NUMBER (if applicable)

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2. Any legal person, including persons employed by the State¹; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative:
- 3.2 Identity number:.....
- 3.3 Position occupied in the Company (director, trustees, shareholder² ect)
- 3.4 Company Registration Number:
- 3.5 Tax Reference umber:.....
- 3.6 VAT Registration Number:



3.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

3.7 Are you or any person connected with the bidder presently employed by the state?

☐ YES ☐ NO

3.7.1 If so, furnish the following particulars:

Name of person / director / trustees / shareholder / member:

Name of state institution at which you or the person

is connected to the bidder is employed

Position occupied in the state institution:

Any other particulars:

.....
.....

3.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

☐ YES ☐ NO

3.8.1 If so, furnish particulars:

.....

3.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

☐ YES ☐ NO

3.9.1 If so, furnish particulars.

.....
.....

Declaration of interest and bidder's past Supply Chain Management practices: PA-11

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? ☐ YES ☐ NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? ☐ YES ☐ NO

3.11.1 If so, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

5.1	Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-----	---	------------------------------	-----------------------------

	informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).		
5.2	If so, furnish particulars:		
5.3	Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.4	If so, furnish particulars:		
5.5	Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.6	If so, furnish particulars:		
5.7	Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.8	If so, furnish particulars:		

6. CERTIFICATION

I the undersigned (full name) _____ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

(project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Resolution of Board of Directors: PA-15.1

15			
16			
17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

- * Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)



Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
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7			
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9			
10			
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12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)



B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____



Special Resolution of Consortia or Joint Ventures: PA-15.3

	Name	Capacity	Signature
1			
2			
3			
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13			
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15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. NB: This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- 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. The value of this bid is estimated to **Not Exceed** R50 000 000 (all applicable taxes included) and therefore the...**80/20**.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100
1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.	
1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.	

Preference Points Claim for Bids: PA-16

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **"consortium or joint venture"** 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;
- (h) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **"non-firm prices"** means all prices other than "firm" prices;
- (m) **"person"** includes a juristic person;
- (n) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

Preference Points Claim for Bids: PA-16

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (o) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

Preference Points Claim for Bids: PA-16

Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

For Internal Use

Effective date April 2017

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Version: 1.3

Preference Points Claim for Bids: PA-16

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

8 SUB-CONTRACTING (relates to 5.5)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

.....

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

Preference Points Claim for Bids: PA-16

5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.



2.

SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	SOUTH AFRICAN POLICE SERVICES: PROCUREMENT OF ALTERNATIVE ACCOMMODATION ; AUCTION STORAGE AND COMPACTING AREA COMPRISING OF 3 385.91M AND 204 PARKING BAYS IN SILVERTON INDUSTRIAL AND WATLOO AREA FOR A PERIOD OF FIVE YEARS		
Bid no:	H21/004PF	Reference no:	

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

Certification of Independent Bid Determination: PA-29

* Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

Certification of Independent Bid Determination: PA-29

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

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



Certification of Independent Bid Determination: PA-29

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

³ 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.

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.

Name of Bidder	Signature	Date	Position

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer ☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date



DPW-06 (LS): LEASE AGREEMENT

INDEX

CLAUSE	HEADING
1.	Parties
2.	Definition and Interpretation
3.	The Lease
4.	The Period
5.	Right to Renew
6.	The Rental
7.	Use of the premises
8.	Occupation of the premises
9.	Condition of the premises at the commencement date and at the termination date
10	Fixtures
11.	Expenses, Maintenance and Repairs
12.	Limitation of liability of the Lessor
13.	Fire fighting equipment and Lifts
14.	Damage to or destruction of the premises
15.	Breach
16.	Management Rules
17.	Reasonable Access
18.	Cession, Assignment and Sub-letting
19.	Non-Waiver
20.	Sale of premises
21.	Stamp Duty
22.	Termination
23.	Whole Agreement
24.	<i>Domicilium citandi et executandi</i>
	Signatures
	Schedule 1
	Schedule 2

LEASE

1. PARTIES:

The parties to this agreement are:

_____ Registration Number if the Lessor is a Company or
Close Corporation represented by _____ duly authorised as per
attached resolution, hereinafter referred to as the Lessor

AND

The Government of the Republic of South Africa, represented by the Director General of the Department of Public Works or his/ her delegate duly authorised, hereinafter referred to as the Lessee.

2. DEFINITIONS AND INTERPRETATION

2.1. In this agreement, unless the context indicates otherwise, the following words have the meaning assigned to them hereunder:

"adjustment date" - the date, or the last day of the period, mentioned in Item 4 of Schedule 1 on which the escalation rate comes into operation;

"building" - the entire structure known by the name as set out in Item 2 of Schedule 1 and situated on the property set out in Schedule 1;

"commencement rental" - the monthly rental payable in respect of the first year of the lease or, in the event of the first fixed period of the lease being less than one year, the rental determined for that period, the amount of which is stipulated in Item 6 of Schedule 1;

"commencement date" - the date stipulated in Item 5 of Schedule 1 on which the lease commences;

"escalation rate" - the percentage mentioned in Item 7 of Schedule 1, which adjusts the rental on every adjustment date;

"Lessee" - the Government of the Republic of South Africa, herein represented by the Director-General of the Department of Public Works or his delegate duly authorised;

"Lessor" - the owner of the premises (or a sub lessor who warrants his authority to enter into this lease agreement with the Lessee and attaches such authorisation hereto) who, if he does not sign personally, is herein represented by the person mentioned in Item 9 of Schedule 1 who by his signature hereto warrants that he is authorised to sign this agreement on behalf of the Lessor;

"occupant" - the Government Department that will physically occupy the premises for the duration of the contract of lease;

"premises" - the building and/or the structure and/or the land, or portions thereof, mentioned in Item 2 of Schedule 1, which forms the subject of this lease;

"renewal period" - the period mentioned in Item 12 of Schedule 1 for which this lease can be extended by the Lessee and the Lessor;

"termination date" - the date stipulated in Item 13 of Schedule 1 on which the lease terminates;

2.2. The clause headings of this agreement have been inserted for reference purposes only and shall not be taken into account in its interpretation. Unless the context indicates otherwise, words importing the singular shall include the plural, words importing persons shall include bodies corporate, and, in each instance, also the opposite thereof.

2.3. If a provision in a definition is a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive provision in the body of the agreement, notwithstanding that it is in the definitions clause.

3. THE LEASE:

3.1. The Lessor hereby leases the premises to the Lessee who hires the premises on the terms and conditions of this agreement, which incorporates the Schedules.

4. THE PERIOD:

4.1. The period of the lease commences on the commencement date and terminates on the termination date as mentioned in Item 13 of Schedule 1.

5. RIGHT TO RENEW:

5.1. The Lessee has the right to renew the lease for a further period commencing on the first day after the expiration of the contract of lease and on terms and conditions agreed to by the parties.

5.2. In the event of the Lessee exercising its right of renewal, he shall be obliged to give the Lessor written notice thereof as provided in 5.3 hereunder.

5.3. At least six months prior to the expiry of the lease period the Lessee shall notify the Lessor in writing of its intention to exercise the right to renew and the lease renewal period. Should the parties fail to reach an agreement on the terms and conditions of the new lease, the original lease will be terminated at the normal expiry period.

6. THE RENTAL:

6.1. The commencement rental shall be a total amount of R made up of:

R in respect of Office Rental

R in respect of parking;

R (other- specify)

Subtotal

Vat

TOTAL

6.2. The lease commences with the commencement rental. Thereafter the rental shall escalate with the compounded escalation rate on each adjustment date.

6.3. The rental shall be payable from the commencement date monthly in advance on or before the seventh day of each month into the Lessor's bank account. Payment of rent shall be made electronically. Should the rental not be paid by the 30th day after the due date, interest shall be calculated at the prescribed rate from the first date after the 30th day until date of payment.

6.4. The parties agree that all rentals payable in terms of this agreement shall include value-added tax where such tax is payable. The Lessor shall specify such tax for record and tax- purposes separately from the basic rental.

6.5. The Lessor shall be liable to pay all rates, taxes and levies in respect of the premises to the concerned authority as well as any and all increases therein.

7. USE OF PREMISES:

- 7.1. The Lessee records that he will use the premises for the purpose specified in Item 14 of Schedule 1 and for no other purpose, except with the written consent of the Lessor, which consent shall not be withheld unreasonably.
- 7.2. The Lessor shall be obliged to obtain such consents and authorisations (excluding trade and other licences) as may be required by competent authorities or title conditions to enable the Lessee to use the premises for the purpose referred to in 7.1.

8. OCCUPATION OF THE PREMISES:

The Lessor warrants the Lessee's right to free and undisturbed possession of the premises from the commencement date until termination of the contract: Subject thereto that any delay in taking possession due to actions of the Lessee or the occupant, shall not be regarded as a delay on the part of the Lessor.

9. CONDITION OF THE PREMISES AT THE COMMENCEMENT DATE AND AT THE TERMINATION DATE:

- 9.1. Schedule 2 contains details of the installations required by the Lessee, the party responsible for effecting those installations and the party who bears the costs in respect thereof. Schedule 2 also contains the obligations, if any, of the Lessee in regard to the removal thereof at the termination of the contract.
- 9.2. The Lessee shall, within five (5) working days of occupation, furnish the Lessor with three (3) dates and times, which dates must be within twenty-one (21) days of occupation, to convene a meeting to inspect the premises. The Lessor shall accept a date, from those furnished, that is suitable to him. At such meeting the parties, including the occupant, shall jointly inspect the premises, so as to ascertain any damage or defect in the premises and the general condition of the premises and to record them in a list which all three parties shall sign.
- 9.3. The Lessor shall within fourteen (14) days of such inspection repair the defect(s).
- 9.4. Should the Lessor fail to comply with his obligations in respect of installations required by the Lessee, if any, or fail to repair the defect(s), the Lessee shall notify the Lessor of such failure and unless the Lessor so complies within fourteen (14) days, save in emergencies, the Lessee shall be entitled to rectify those matters at his own expense and to recover the costs thus incurred from the Lessor.
- 9.5. The Lessor shall furnish the dates and times at least fourteen working (14) days prior to the expiry of the lease for the inspection of the premises after termination of the lease. Within fourteen (14) days after the expiry of the lease, the Lessor shall ensure that the following lists are compiled:
- 9.5.1. A list of all the items where both parties agree that such items are damaged or defective and that the Lessee is liable; and
- 9.5.2. A list of the items, which are damaged, or defective and which in the opinion of the Lessor the Lessee is liable for, whereas the Lessee denies liability.
- 9.6. The items recorded in the list contemplated in clause 9.5.2 shall be replaced as per agreement between the parties. Should the parties fail to reach such an agreement, the dispute may by agreement between the parties be referred to an independent professional who shall act as a mediator.
- 9.7. The Lessee shall not be responsible for the payment of rent or damages during the month when the damages caused to the premises are being repaired.

10. FIXTURES:

10.1. The parties agree that for the purposes of the interpretation of this clause and of this lease, fixtures shall refer to movable or immovable fittings installed by the Lessee and required for his purposes, such as computer cables and telephone systems. The Lessee shall be entitled, at his expense and with the written consent of the Lessor, which consent shall not be unreasonably withheld (alternatively, as arranged in Schedule 2), to install fixtures (which shall remain the property of the Lessee) on the premises: Provided that, after the termination of this lease –

- fixtures may be removed by the Lessee on condition that the premises are restored to the condition in which they were before the installation of the fixtures, fair wear and tear excepted; or
- the Lessor may demand that fixtures which have not been thus removed, shall be removed by the Lessee, in which event the same requirements regarding the restoration of the premises shall apply.

11. EXPENSES, MAINTENANCE AND REPAIRS:

11.1. For the purpose of the interpretation of this clause and of the lease, the parties agree that the words in the heading bear meanings assigned to them hereunder:

"expenses" - those disbursements in respect of the premises which are occasioned by the ownership or the operation thereof, e.g. assessment rates, municipal levies, air-conditioning and lift maintenance, insurance premiums, etc.;

"maintenance" - everything which is required to be done in order to enable the Lessee to return the premises to the Lessor on the termination date in the condition they were in at the commencement date, fair wear and tear excepted;

"repairs" - everything which is required to be done in order to achieve the same goal as that envisaged in the definition of "maintenance", but which requires more labour and more expense than maintenance, such as the replacement of cables, taps, locks, floor tiles, geysers and the like. The parties are agreed that normal wear and tear can through time require repairs.

11.2. Responsibilities of the Lessor: -

- assessment rates and fixed municipal levies including all related increases;
- Any related insurance of the premises and the increases thereof;
- normal maintenance and repairs (including painting) of both the exterior and interior of the premises, including the cleaning of the exterior of the premises as well as windows, in a high rise building;
- the operation (including maintenance and repairs) of the air-conditioning system and the lifts during normal office hours or during such times as may be agreed upon;
- water and electricity consumption to the extent that these are not separately metered for the Lessee;
- municipal rates (existing and future) levied on ownership (including rates increases);
- installation and maintenance of the fire extinguishing and fire detection equipment as stipulated in clause 13; and
- the replacement of carpeting at the expiry of their agreed lifetime.

11.3. Responsibilities of the Lessee: -

- domestic cleaning of the interior of the premises
- the domestic services such as the provision of toilet paper, soap, towels, etc.;
- the costs of water and electricity consumption to the extent that these are separately metered;
- the costs of refuse removal and sanitary services;

11.4. In the event of the premises being a portion of a building and it consequently being necessary to determine the Lessee's pro rata share in respect of maintenance or consumption of necessary services, the pro rata share of the Lessee, for the purpose of this agreement, shall be determined by calculating the area of the premises as a fraction of the total area of the building. For the purpose of such calculation areas shall be determined from time to time by the Sapo-a-method for the calculation of rentable areas. Where the pro rata share or portion thereof is payable to the Lessor, the Lessee shall pay on receipt of a properly substantiated account. The parties agree that the Lessee's pro rata share (as contemplated in this clause) is the percentage as indicated in Schedule 1

11.5. Should the Lessor fail to pay expenses or to undertake repairs the Lessee may remind the Lessor in writing, and should the Lessor still be in default thirty days after receipt of such reminder (or such longer period which the parties may have agreed upon) the Lessee shall be entitled to demand specific performance or to pay such expenses or to undertake such repairs and to recover the amounts thus disbursed from the rental due to the Lessor by set off or by legal action. A certificate by the Lessee of such expenses shall be prima facie proof thereof.

12. LIMITATION OF THE LIABILITY OF THE LESSOR:

- 12.1. The Lessor shall insure the building and shall maintain such insurance throughout the currency of the lease and any extension thereof. The Lessee may not after the commencement of the lease do, or allow anything that is contrary to the provisions, which will cause an increase in the premiums of any insurance policy held by the Lessor over the property.
- 12.2. Should the Lessee do or cause to be done anything that causes an increase in the premiums of such policy, the Lessee will be liable for the increase in the premiums occasioned by the actions of the Lessee. The Lessor shall furnish to the Lessee proof from the insurer.
- 12.3. The Lessor shall not be liable for any damage which the Lessee may suffer as a consequence of rain, wind, hail, lightning, fire, earthquake, storm, riots, strikes, actions by enemies of the State or in consequence of the interruption of any facility or service supplies to the premises by third parties, unless such damage is caused by the intent or negligence of the Lessor, his employees or agents.
- 12.4. The Lessor shall not be liable for any accident, injury or damage incurred by the Lessee, his employees, agents or visitors, in or near the premises, unless it is the result of intent or negligence on the part of the Lessor, his employees or agents.

13. FIRE FIGHTING EQUIPMENT AND LIFTS:

- 13.1. The Lessor shall be obliged to install, maintain and operate on the premises fire extinguishing and fire detection equipment complying with the National Building Regulations and Building Standards Act (Act 103 of 1977) as amended, and /or other applicable legislation.
- 13.2. The Lessor shall be obliged to maintain the lifts and ensure that regular checks are done in accordance with the Occupational Health and Safety Act (Act 85 of 1993) as amended and /or any other applicable legislation.

14. DAMAGE TO OR DESTRUCTION OF THE PREMISES:

- 14.1. In the event of the premises being destroyed and therefore rendered totally unfit for occupation, this lease shall be terminated automatically.
- 14.2. In the event of the premises being damaged and remaining partially suitable for the purposes of the Lessee, the parties shall have the right to terminate the agreement forthwith. Should the parties continue with the agreement, the Lessee shall be entitled to a reduction in rental to the extent to which the Lessee is deprived of the full use of the premises

15. BREACH:

- 15.1. In the event of either one of the parties committing a material breach of any of the terms of this agreement, and failing to remedy such material breach within a period of thirty (30) days, after receipt of a written notice from the other party calling upon the defaulting party to remedy the material breach complained of, then: -
- 15.1.1. the aggrieved party will be entitled, at his sole discretion, and without prejudice to any of his rights in law and/or in terms of this agreement, either to:
- (a) claim specific performance and/or
 - (b) cancel the agreement and/or
 - (c) claim damages from the defaulting party.

16. MANAGEMENT RULES:

The Lessor will furnish the Lessee with all Management Rules, if any, prior to entering into this agreement.

17. REASONABLE ACCESS:

The Lessor is, after reasonable prior notification to the Lessee, entitled to reasonable admission to the leased premises in order to carry out inspections, maintenance and repairs and to show the premises to prospective new lessees.

The Lessor is, after reasonable prior written notification to the Lessee, entitled to reasonable admission to the leased premises in order to carry out inspections, maintenance and repairs and to show the premises to prospective new lessees.

18. CESSION, ASSIGNMENT AND SUB-LETTING:

- 18.1. The Lessee shall not, except with the prior written consent of the Lessor, which shall not be unreasonably withheld;
- 18.1.1. cede or assign all or any of the rights and obligations of the Lessee under this lease; or
 - 18.1.2. sublet the premises in whole or in part; or
 - 18.1.3. give up possession of the premises or any portion thereof to any third party;

it being an explicit provision of this agreement that the Lessee may substitute one occupant with another at its own discretion taking into consideration the preferences (if any) of the Lessor.

19. NON-WAIVER:

- 19.1. Neither party shall be regarded as having waived, or be precluded in any way from exercising, any right under or arising from this lease by reason of such party having at any time granted any extension of time for or having shown any indulgence to, the other party with reference to any

payment or performance hereunder, or having failed to enforce, or delayed in the enforcement of, any right of action against the other party.

- 19.2. The failure of either party to comply with any non-material provision of this lease shall not excuse the other party from performing that party's obligations hereunder fully and timeously.

20. SALE OF PREMISES:

- 20.1. Transfer of the premises from the Lessor pursuant to a sale thereof shall not in any way affect the validity of this lease. It shall accordingly, upon registration of transfer of the premises into the name of the purchaser, remain of full force and effect save that the purchaser shall be substituted as Lessor and acquire all rights and be liable to fulfil all the obligations which the Lessor, as Lessor, enjoyed against or was liable to fulfil in favour of the Lessee in terms of the lease.
- 20.2. Nothing shall prevent the Lessor from advertising the premises as "for sale" or as "to let" as long as it does not disturb the Lessee in its use and enjoyment of the premises.

21. STAMP DUTY:

- 21.1. The Lessor shall be liable for the payment of all administration costs in respect of the lease agreement.
- 21.2. The Lessor shall further be liable to pay stamp duty in terms of section 7(1) of the Stamp Duties Act (Act 77 of 1968).
- 21.3. The Lessor shall return a certified copy of the contract to the Lessee, duly signed and stamped, within thirty (30) days after affixing and cancelling the stamps.

22. TERMINATION:

The Lessee shall be entitled to terminate the agreement by giving 6 (six) months written notice in the event that the Lessee is reasonably of the opinion that there is no need to lease the premises. In such an event, the Lessor shall be entitled to claim damages suffered, excluding loss of profit.

23. WHOLE AGREEMENT:

- 23.1. This is the entire agreement between the parties.
- 23.2. Neither party relies, in entering into this agreement, on any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties or undertakings.
- 23.3. No variation or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by the duly authorised representatives of both parties.

24. DOMICILIUM CITANDI ET EXECUTANDI

- 24.1. The parties respectively choose as domicilium citandi et executandi and as the address for the serving of notices the address appearing opposite their names in Item 1 of Schedule 1.
- 24.2. Any notice given by one of the parties to the other ("the addressee") which: -
- 24.2.1. is delivered by hand to the addressee's domicilium citandi et executandi shall be presumed to have been received by the addressee on the date of the delivery, until the contrary is proved;
- 24.2.2. is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium citandi et executandi, shall be presumed until

the contrary is proved, to have been received by the addressee on the fifth day of the date of posting; or

24.2.3. is faxed to the chosen fax number, will be presumed to be received unless the other party proves the contrary: -

24.2.3.1. within four (4) hours after being faxed during normal business hours;

or

24.2.3.2. if not faxed within normal business hours, at twelve o'clock on the first day of business that follows the day on which it was faxed.

24.2.3.3. within four (4) hours after being faxed during normal business hours; or

24.2.3.4. if not faxed within normal business hours, at twelve o'clock on the first day of business that follows the day on which it was faxed.

24.3. Either party shall be entitled, on seven (07) days notice to the other, to change the address of his *domicilium citandi et executandi*.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____

The witness:

Name of witness	Signature	Date

The witness:

Name of witness	Signature	Date

The Lessor / Representative *(Duly authorised as per attached resolution)*

Name of Lessor / Representative	Signature	Date

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____

The witness:

Name of witness	Signature	Date

The witness:

Name of witness	Signature	Date

The Departmental delegation: *(Duly authorised as per Departmental delegation)*

Name of Departmental delegation:	Signature	Date

SCHEDULE 1

Physical address Lessor:	
Postal address Lessor:	
Fax no:	
Physical address Lessee:	
Postal address Lessee:	
Premises Leased:	
Floor Area Leased (m²):	
Storage (m²):	
Parking:	
Adjustment date:	
Commencement date:	
Commencement rental:	
Escalation rate:	
Lease period:	
Lessor / Lessor's representative:	
VAT Registration No.:	
Pro- rata share:	
Renewal Period:	
Termination date:	
Use of premises:	
Life time of carpeting:	

SCHEDULE 2

Details of installations required by Lessee:

Installations:	Party to effect:	Party to pay:

Arrangements in respect of installations at termination:

DPW – 08.1 (LS): BID OFFER – OFFICE ACCOMMODATION

Bid no:	H21/004PF	Closing date:	16 November 2021
Advertising date:	22 October 2021	Validity period:	60 days

1. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Gross floor area of accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

2. RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Parking
Lettable Area	m ²	m ²	
Parking bays			
Rental per month	R		R
VAT per month	R		R
Total per month	R		R
Tariffs	R /m ²	R /m ²	R each
VAT	R /m ²	R /m ²	R each
Total (1)	R /m ²	R /m ²	R each
Escalation Rate	%	%	%
Operating Costs (Provide details on what costs entail)	R /m ²	R /m ²	
VAT	R /m ²	R /m ²	
Total (2)	R /m ²	R /m ²	
Escalation Rate	%		
Total (1 + 2)	R /m ²	R /m ²	R each
Alteration Cost for Lessor:	R	R	

3. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas.
 (Indicate where applicable)

3.1. Services	State	Lessor	Estimated cost per month
3.1.1. Water consumption			
3.1.2. Electricity consumption			
3.1.3. Sanitary services			
3.1.4. Refuse removal			
3.1.5. Domestic cleaning service			
3.1.6. Consumable Supplies			

3.2. Maintenance	State	Lessor	Estimated cost per month
3.2.1. Internal maintenance			
3.2.2. External			
3.2.3. Garden (If applicable)			
3.2.4. Air conditioning			
3.2.5. Lifts			
3.2.6. Floor covering: normal wear			

3.3. Rates and Insurance	State	Lessor	Estimated cost per month
3.3.1. Municipal rates & Increases			
3.3.2. Insurance & Increases			
3.3.3. SASRIA insurance + Increase			

3.4. Other Responsibilities	State	Lessor	Estimated cost per month
3.4.1. Contract costs			
3.4.2. Stamp duty			
3.4.3. Fire fighting equipment			
3.4.4. Cost of alterations			

Note: State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?

☐ Yes

☐ No

4. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. PARTICULARS FOR PAYMENT OF RENTAL:

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

6. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)	
--	--

Name of owner / Duly authorised representative	Signature	Date

DPW-11.1 (LS): SPECIFICATION ON MINIMUM REQUIREMENTS – OFFICE ACCOMMODATION

SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY

1. GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public Works. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certificate to this effect must be submitted.

3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access control points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.

4. RECORD ROOMS:

- (a) Record rooms shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record room walls shall be of masonry of not less than 220mm thick or of concrete of not less than 150mm thick or of such structure approved by the Department of Public Works.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works.
- (c) All keys shall be handed over to the Department of Public Works.

5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

7. FLOOR TO CEILING HEIGHTS:

A clear floor to ceiling height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

8. DOORS, LOCKS AND KEYS:

All offices shall be provided with a door of at least 900mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys, which can unlock the locks of all offices, shall also be provided.

9. FLOOR COVERING:

Floor covering must be of an acceptable standard and quality to last for at least 10 years.

10. POWER POINTS:

(a) Offices and other rooms where electrical appliances can be used shall be provided with 15 A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof. The Department of Public Works shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.

(b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.

11. LIGHTING:

(a) Each office shall be provided with its own light switch in a suitable position near the door. Lighting conforming to the following standard must be provided:

• Reception areas	100 lux
• General offices	300 lux
• Drawing office	500 lux
• Passages	50 lux
• Auditoriums	100 lux
• Conference rooms	100 lux
• Classrooms	200 lux
• Libraries	300 – 400 lux
• Store rooms	200 lux
• Parking	50 lux

(b) The lighting levels all measured at working plane.

12. TELEPHONES:

(a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.

(b) The user department itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

13. TRUNKING:

The trunking servicing the building must conform to latest technological standards.

14. FACILITIES FOR CLEANERS

On every floor of a multi-storey building or for every 1 350m² gross floor area a cleaner's room of not less than 6m² shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

15. TOILET FACILITIES:

The following norms shall be applied:

15.1. Males – staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One urinal for every 15 persons to a total of 30 and thereafter 1 for every 30 additional persons or part thereof. One wash hand basin for every two WC's.



15.2. Females – staff and public

One WC (Water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.

15.3. Physically challenged persons

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

16. MATERIAL AND FINISHES:

(a) All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.

(b) Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works.

17. INSPECTION:

The Department of Public Works considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that he wishes to see. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works.

DPW-12 (LS): COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	H21/004 PF	Closing date:	16 November 2021
Advertising date:	22 October 2021	Validity period:	60 days

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent

_____ (the bidders name) acknowledge that I as

_____ shall ensure that _____ (description of the property in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

- (i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- (ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- (iii) The Municipal by-laws and any special requirements of the local supply authority.
- (iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date

SERIAL NO	DESCRIPTION OF ROOM	LEVEL	PROPOSED PU	NORM PER PU	ASM	REMARKS
	ASSIGNABLE AREA (80%) PRETORIA					
1	COMMANDER	10	1	10.00	10.00	
2	SUPERVISORS	8	2	8.00	16.00	
3	MEMBERS	5	4	6.00	24.00	
4	GROUNDSMEN	3	2	6.00	12.00	
5	LECTURE/PARADE ROOM		10	1.40	14.00	
6	KITCHEN		1	4.00	4.00	
7	CLEANING EQUIPMENT STORE		1	12.00	12.00	
8	STATIONARY STORE		1	12.00	12.00	
9	GENERAL STORE		2	12.00	24.00	
	AUTION STORES					
10	CASH RECEIPT OFFICE		1	16.00	16.00	
11	GENERAL ITEMS		1	1200.00	1200.00	
12	FURNITURE STORE		1	1000.00	1000.00	
13	APPLIANCES		1	200.00	200.00	
14	SMALL VALUABLE ITEMS		1	60.00	60.00	
15	TYRE STORE		1	60.00	60.00	
	COMPACTING AREA					
16	COMPACTING AREA		1	200.00	200.00	
17	OIL DRAIN AREA		1	50.00	50.00	
18	OIL STORE		1	16.00	16.00	
	TOTAL ASSIGNABLE AREA			ASM	2930.00	
	NON ASSIGNABLE AREA (20%)				732.50	
	CIRCULATION, MAINTENANCE, DUTY AND STRUCTURAL SPACE					
19	GUARD HOUSE		1	16.00	16.00	WITH ABLUTION AND KITCHEN
20	RECEPTION		1	16.00	16.00	

SERIAL NO	DESCRIPTION OF ROOM	LEVEL	PROPOSED PU	NORM PER PU	ASM	REMARKS
	AUCTION STORES					
21	PUBLIC WAITING AREA		1	30.00	30.00	
	OPEN PARKING FOR AUCTIONS AND BOARDED SAPS VEHICLES					
22	VEHICLES		200			AREA MUST BE CONCRETED WITH DOUBLE FENCING
	UNDERCOVER PARKING					
23	OFFICIAL LIGHT VEHICLES		4			INCLUDING TURNING AREA
	TOTAL GUIDELINE AREA				3724.50	
	TOTAL LETTABLE AREA FOR LEASE PURPOSES				3385.91	

COMPILED BY: [Signature]CHECKED BY: [Signature]NAME: A. LabNAME: V.B. van DeventerDATE: 2017-01-31DATE: 2017/01/31

CONFIRMED: ACCOMMODATION PARTICULARS AND SPACE NORMS APPLIED: GAZETTED GUIDELINES 02 SEPTEMBER 2005

VERIFIED BY: [Signature]CERTIFIED BY: [Signature]NAME: L van den HeeverPROFESSIONAL SERVICES
NAME: F.J. PotgieterDATE: 2 February 2017DATE: 2017-02-09

REMARKS: Office spaces allocated are based on guidelines
provided in the Gov. Gazette dated 2 September 2005.
Amended 2017/02/02.

1.1.12 SAPS 13 vehicles exhibit impound yard

See Annexure 12

GENERAL

Yard size as indicated on an approved needs assessment document.

The yard should be designed by a registered *architect* considering the number and type of vehicles to be stored, access and circulation, and be so positioned on the premises that a 2 meter patrol area be maintained always where located adjacent to boundary fencing.

CONSTRUCTION

Foundations for perimeter walls to be a minimum 600 x 230 mm concrete strip foundations (3:2:1 mix ratio @ 30 MPa) with the top surface of the foundation 340 mm minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Plinth walls to be constructed of a satin face brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every consecutive brick layer from foundation up to floor screed height.

Perimeter walls to be constructed of a satin face brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Wall to be 2210 mm above the finished ground level with a roller brick coarse on top. Provide flat-wrap razor wire on top of the perimeter wall. Vertical expansion joints to be provided in the perimeter wall at distances not exceeding 12 m. Provide weep holes at the base of the perimeter wall at 900 mm intervals by leaving half a brick opening, for storm water to flow away.

Perimeter columns for lateral support to be 440 x 440 mm satin face brick columns spaced at 3 meter centre intervals; laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Provide pyramid shaped pre-manufactured concrete coping to top of columns.

Road surfaces (Paving specification)

The area to be paved will be scarified to a depth of 150 mm where good soil conditions exists. Poor soil conditions to be scarified, backfilled and compacted according to *civil engineer's* specifications. The soil / base will be stabilized to its optimum moisture content and then compacted with a vibrating roller (*Bomac*), whichever is deemed more appropriate for the paved area. The base course is to be approved by a registered *civil engineer* prior to being treated with a weed killer similar or equal to HYVARX at the rate of 4 g/m² spread on a 45 mm thick loose layer of bedding sand (compacted to 30 mm).

The sand shall be sharp and well graded, slit or clay content not exceeding 3% with 85% or more passing a 2.36 mm sieve. The sand must be levelled using a straight edge or other suitable means. The sand surface must not be disturbed or walked upon before placing the paving bricks.

Approved 80 mm thick, interlocking, 30 MPa road stones with chamfered edges are to be laid in herringbone pattern (or pattern to match existing road surfaces) and compacted with a plate vibrator until the desired line level is achieved, where after the sweeping of sand into joints and additional passes of the plate vibrator is made until the joints are filled. The filling sand shall be finer than those used for bedding and should completely pass a 1.18 mm sieve, 90% or more being retained on a 0.75 mm sieve.

The top of the sub-base shall be so constructed that surface water cannot pond and shall have a longitudinal fall of at least 1% and a transverse fall of at least 2%. The level after compaction shall be the designated level of the top of the sub-base.

Note (A). Deviation of the top of sub-base layer from the designated level: plus minus 10 mm. (c) Thickness from 30 mm compacted sand bedding layer.

An outer security fence must be constructed around the impound yard wall maintaining a 2 meter patrol area around the impound yard. See Annexure 13 for the minimum outer security fence specifications.

ELECTRICAL

Lighting

A nominal lighting level of 50 lux must be achieved.

Luminaries are of 320 Watt modular street lighting LED format with a cool white colour rendering and must have SABS approval. The design must be high mast mountable with a provision of mounting up to three luminaries on a single bracket. Luminaries must be available with a variety of directional, symmetrical and a-symmetrical beams to ensure uniform lighting. Luminaires will be constructed from high pressure die-cast aluminium and high impact clear glass. The luminaire body will be finished in grey powder coating.

Luminaires will be mounted at a height of 8 m on glass fibre reinforced (GRP) poles. Poles will have the following features:

- Non-conductive
- Low inertia
- High Bending Strength
- Vandal resistant
- SANS 1749 compliant finishing coat
- Mountable to a concrete plinth by means of hot dipped galvanised flange plate
- Will be available with an access opening with a cover manufactured from glass filled nylon impregnated in the same colour as the surface coat.
- Cable entry

Luminaire poles will be located within the patrol perimeter around the yard. Two 32 mm PVC sleeves will be cast into each concrete plinth to facilitate electrical cable entry to the light and cable egress to the next mast.

Vehicle impound yard lighting will be controlled by means of photocells.

Closed circuit television

The architecture of all *CCTV* systems must be IP based. Static cameras must be of *PoE* type. *PTZ* cameras must be of *PoE+* type. Cameras must be low light capable down to .03 *lux*.

CCTV cameras can be mounted to *GRP* poles utilised for illumination of the impound yard. An additional 32 *mm* galvanised conduit will be cast into applicable concrete plinths for entry of power and fibre optic cabling. This route will protrude the top of the plinth and continue to the camera gear cabinet height. The camera gear cabinet will be located directly above the designated camera height. This will allow all sleeve and cable entries to be located at the bottom of the cabinet to enhance ingress protection. The camera gear cabinet will have the following features:

- Size 400 *mm* (height) x 300 *mm* (width) x 200 *mm* (depth)
- Manufactured from 304L stainless steel
- *IP* rating of 66
- Include chassis plate and pole mount brackets
- Lockable
- Temperature rated -20 °C to +60 °C

It is recommended that all *CCTV CAT-5/CAT-6* cables be of purple insulation.

Two 110 *mm* nextube sleeves will provide reticulation routes for fibre optic and power cabling from the server room to a manhole located in close vicinity to the vehicle impound yard, specifically for illumination and *CCTV* coverage of the yard.

Electronic access control

Access to the vehicle yard will be by means of an automated sliding vehicle gate. The gate will be controlled via biometric readers located on the inside and outside of the gate. Biometric readers will be mounted in weatherproof enclosures suitable for the application. The weatherproof enclosures must be mounted on goose necks appropriately positioned to provide unobstructed entrance to vehicles. Goose necks must be cast in plinths with dimensions appropriate to the application. A single 25 *mm* diameter conduit must be cast into the plinth to provide a side entry through the plinth from the manhole used for *CCTV* and security lighting cabling.

Existing vehicle impound yards are required to meet the above minimum construction standards.

1.1.13 Vehicles safeguarding services facilities

See Annexure 14

GENERAL

Facilities size as indicated on an approved needs assessment document.

The facility should be designed by a registered *architect* based on the approved needs assessment.

PERIMETER WALL (Refer to Annexure 12)

Foundations for perimeter walls to be a minimum 600 x 230 *mm* concrete strip foundations (3:2:1 mix ratio @ 30 *MPa*) with the top surface of the foundation 340 *mm* minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Pilinth walls to be constructed of a satin face brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every consecutive brick layer from foundation up to floor screed height.

Perimeter walls to be constructed of a satin face brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Wall to be 2210 *mm* above the finished ground level with a roller brick coarse on top. Provide flat-wrap razor wire on top of the perimeter wall. Vertical expansion joints to be provided in the perimeter wall at distances not exceeding 12 meters. Provide weep holes at the base of the perimeter wall at 900 *mm* intervals by leaving half a brick opening, for storm water to flow away.

Perimeter columns for lateral support to be 440 x 440 *mm* satin face brick columns spaced at 3 *m* centre intervals; laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Provide pyramid shaped pre-manufactured concrete coping to top of columns.

An outer **security fence** must be constructed around the impound yard wall maintaining a 2 *m* patrol area around the impound yard. See Annexure 13 for the minimum outer security fence specifications.

Inner fencing for division of respective areas to comply with the outer security fence specifications as above. See Annexure 13.

ROAD SURFACES AND KERB STONES

Road surfaces (Paving specification)

The area to be paved will be scarified to a depth of 150 *mm* where good soil conditions exists. Poor soil conditions to be scarified, backfilled and compacted according to *civil engineer's* specifications. The soil / base will be stabilized to its optimum moisture content and then compacted with a vibrating roller (*Bomac*), whichever is deemed more appropriate for the paved area. The base course is to

be approved by a registered *civil engineer* prior to being treated with a weed killer similar or equal to HYVARX at the rate of 4 g/m² spread on a 45 mm thick loose layer of bedding sand (compacted to 30 mm).

The sand shall be sharp and well graded, slit or clay content not exceeding 3 % with 85 % or more passing a 2.36 mm sieve. The sand must be levelled using a straight edge or other suitable means. The sand surface must not be disturbed or walked upon before placing the paving bricks.

Approved 80 mm thick, interlocking, 30 MPa road stones with chamfered edges are to be laid in herringbone pattern (or pattern to match existing road surfaces) and compacted with a plate vibrator until the desired line level is achieved, where after the sweeping of sand into joints and additional passes of the plate vibrator is made until the joints are filled. The filling sand shall be finer than those used for bedding and should completely pass a 1.18 mm sieve, 90 % or more being retained on a 0.75 mm sieve.

The top of the sub-base shall be so constructed that surface water cannot pond and shall have a longitudinal fall of at least 1 % and a transverse fall of at least 2 %. The level after compaction shall be the designated level of the top of the sub-base.

Note (A). Deviation of the top of sub-base layer from the designated level: plus, minus 10 mm. (c) Thickness from 30 mm compacted sand bedding layer.

Kerb stones to be figure 3 pre-casted concrete kerbs stones and installed as follows: The line of installation will be scarified to a depth of 150 mm. The soil / base will be stabilized to its optimum moisture content and then compacted with a vibrating roller (*Bomac*), whichever is deemed more appropriate for the area. The base course is to be approved by a registered *civil engineer* prior to being treated with a weed killer similar or equal to HYVARX at the rate of 4 g/m² spread on a 45 mm thick loose layer of bedding sand (compacted to 30 mm).

The sand must be levelled using a straight edge or other suitable means. The sand surface must not be disturbed or walked upon before placing the kerb stones in line with the approved layout drawings. At the back of every joint where two kerb stones meet, pre-mixed cement needs to be lumped in order to provide lateral support. The back (Straight edge of the kerb must be filled and compacted with soil, level with the top end of the kerb stone. The finished paved surface shall be maximum 20 mm below the chamfer line on the front (paved) side of the kerb stone. Joints where kerb stones meet shall not exceed 20 mm and must be filled with mortar and stroked flush with the edges of the kerb stones. See Annexure 15.

ELECTRICAL

Lighting

A nominal lighting level of 50 lux must be achieved.

Luminaires are of 320 Watt modular street lighting LED format with a cool white colour rendering and must have SABS approval. The design must be high mast mountable with a provision of mounting up to three luminaires on a single bracket. Luminaires must be available with a variety of directional, symmetrical and a-symmetrical beams to ensure uniform lighting. Luminaires will be constructed from high pressure die-cast aluminium and high impact clear glass. The luminaire body will be finished in grey powder coating.

Luminaires will be mounted at a height of 8 m on glass fibre reinforced (*GRP*) poles. Poles will have the following features:

- Non-conductive
- Low inertia
- High Bending Strength
- Vandal resistant
- SANS 1749 compliant finishing coat
- Mountable to a concrete plinth by means of hot dipped galvanised flange plate
- Will be available with an access opening with a cover manufactured from glass filled nylon impregnated in the same colour as the surface coat.
- Cable entry

Luminaire poles will be located within the patrol perimeter around the yard. Two 32 mm PVC sleeves will be cast into each concrete plinth to facilitate electrical cable entry to the light and cable egress to the next mast.

Vehicle impound yard lighting will be controlled by means of photocells.

Closed circuit television

The architecture of all *CCTV* systems must be IP based. Static cameras must be of *PoE* type. *PTZ* cameras must be of *PoE+* type. Cameras must be low light capable down to .03 lux.

CCTV cameras can be mounted to *GRP* poles utilised for illumination of the impound yard. An additional 32 mm galvanised conduit will be cast into applicable concrete plinths for entry of power and fibre optic cabling. This route will protrude the top of the plinth and continue to the camera gear cabinet height. The camera gear cabinet will be located directly above the designated camera height. This will allow all sleeve and cable entries to be located at the bottom of the cabinet to enhance ingress protection. The camera gear cabinet will have the following features:

- Size 400 mm (height) x 300 mm (width) x 200 mm (depth)
- Manufactured from 304L stainless steel
- IP rating of 66
- Include chassis plate and pole mount brackets
- Lockable
- Temperature rated -20 °C to +60 °C

It is recommended that all *CCTV CAT-5/CAT-6* cables be of purple insulation.

Two 110 mm nextube sleeves will provide reticulation routes for fibre optic and power cabling from the server room to a manhole located in close vicinity to the vehicle impound yard, specifically for illumination and *CCTV* coverage of the yard.

Electronic access control

Access to the vehicle yard will be by means of an automated sliding vehicle gate. The gate will be controlled via biometric readers located on the inside and outside of the gate. Biometric readers will be mounted in weatherproof enclosures suitable for the application. The weatherproof enclosures must be mounted on goose necks appropriately positioned to provide unobstructed entrance to vehicles. Goose necks must be cast in plinths with dimensions appropriate to the application. A

single 25 mm diameter conduit must be cast into the plinth to provide a side entry through the plinth from the manhole used for CCTV and security lighting cabling.

BUILT STRUCTURES

All built structures as designed by registered *architect* with area as per approved needs assessment document and in compliance with SANS 10/400.

Foundations for walls to be a minimum 600 x 230 mm concrete strip foundations (3:2:1 mix ratio @ 30 MPa) with the top surface of the foundation 340 mm minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Plinth walls to be constructed of a satin face brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every consecutive brick layer from foundation up to floor screed height. SABS approved damp proof sheeting to be installed in walls at level of concrete surface bed.

External wall finish / construction to be of a satin face brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work.

Internal wall finish / construction to be of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Internal walls finished with 20 mm thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in colour: White on a suitable universal primer paint.

External window sills to be face brick on edge to match external walls with SABS approved damp proof sheeting under sills.

Internal window sills to be 152 x 12 mm fibre cement finished with 2 x coats Acrylic PVA paint on 1 x coat universal primer paint in colour as specified by *architect*.

Roof construction and covering as per *architect's* specifications. Roof covering to have low maintenance with proper roof slope to ensure effective rainwater disposal.

Floor to be 25 mm steel trowel floated cement screed on top of 75 mm thick in-situ casted concrete surface bed (3:3:1 mix ratio @ 30 MPa) with (Product code 193) 200 x 200 x 5.6 mm diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 mm. Cement screed to be finished with clear penetrating concrete sealant (Stores) in accordance with manufacturer's specifications. Floors of offices to be finished non-slip porcelain tiles with a 100 mm high tiled floor skirting to match floor tiles. SABS approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

External doors as per *architect's* specifications

External door frames as per *architect's* specifications

Window frames as per architect's specifications

Ceiling.

Provide buildings with a 600 x 600 *mm* suspended ceiling, installed in accordance with manufacturer's specifications.

Provide 600 *mm* wide and 75 *mm* thick in-situ casted **concrete apron** around the building with a 1:100 fall away from the building and 10 *mm* soft board expansion joints at centres not exceeding 1000 *mm*. Finish with a wood trowel and rounded stroke tool to front edges.

Shelving for engines and parts to be a standalone multipurpose, heavy-duty mild steel racking system finished with baked enamel powder coated epoxy and have 38 *mm* thick Pine shelving slats. The racks must be at least 600 *mm* deep and have a payload of 2200 *kg*.

ELECTRICAL

Lighting

A nominal lighting level of 350 *lux* must be achieved.

Luminaries are of 600 x 600 *mm* **LED** format with a cool white colour rendering and must have **SABS** approval. Luminaries must be of recessed type as used in office areas but be installed with proprietary surface mount steel frame finished in white powder coating. Conduit and draw boxes (63 *mm* diameter) will be cast into roof slab with luminary draw boxes directly behind the designated positions of luminaries. A centrally located 20 *mm* conduit entry will be provided for cable access to a surface mounted dual type (Infrared – Ultra Sonic) occupancy sensor. If the lighting design requires a centrally located luminary, the occupancy sensor will be positioned off-centre. All other conduit for electrical installations will be of 25 *mm* diameter.

An external red/green (default) **LED** indicator light, mounted directly above the passage door (category-2 door) at a height of 2300 *mm* above finished floor level (**AFFL**) and must also be activated by the internal occupancy sensor. No external or internal light switches will be provided.

Switched socket outlets

One single 100 x 100 *mm* recessed normal power switched socket outlets with steel face plate at 300 *mm* **AFFL** are provided for cleaning and general maintenance purposes.

Electronic fire detection

A centrally located surface mounted smoke detector will be provided. This smoke detector will be associated with the fire detection control panel located in the behind counter area of the **CSC**.

Closed circuit television

The architecture of all **CCTV** systems must be **IP** based. Static cameras must be of **PoE** type.

One surface mounted static camera must be provided on the inside of the room at an appropriate location to monitor the entrance. The position must be selected in a manner whereby shelving and storage items do not impede the line of sight to the entrance. A 20 *mm* diameter conduit will be installed from the designated camera

position to the ceiling void in adjacent proximity of the *CCTV*, access control, data & telephone welded wire mesh cable tray.

It is recommended that all data *CAT-5/CAT-6* be of blue or grey insulation and bundled together on one half of the cable tray and that all *CCTV* and access control *CAT-5/CAT-6* cables be of purple insulation and bundled together on the opposite half of the cable tray.

Electronic access control

The architecture of all access control systems must be IP based. The door controllers will be installed in the ceiling void above the ceiling slab. A single 100 x 50 *mm* emergency power single pole isolator with red steel faceplate and appropriately shaved earth will be provided in a weather proof slide lid type synthetic enclosure in the ceiling void in the approximate position of the door controller. It is recommended that the door controllers can also function in an off-line mode.

The category-2 door will be furnished with the following electronic access control devices:

- Magnetic lock with integrated door monitor and associated striker plate.
- Biometric reader.

The magnetic lock will be installed at approximately 2000 *mm AFFL* on the side wall of the entrance and in a vertical orientation. A 100 x 50 *mm* recessed draw box with steel faceplate will be installed in a vertical position in the side wall of the entrance and next to the magnetic lock mounting position. A 20 *mm* diameter conduit will be installed from the draw box to the ceiling void near of the door controller.

A surface mounted biometric reader will be installed at 1200 *mm AFFL* on the opening side of the category-2 door, no closer than 300 *mm* from the door frame. A recessed 63 *mm* diameter draw box will be installed in a position directly behind the designated position of the biometric reader. A 20 *mm* diameter conduit will be installed from the draw box, internal to the wall and ceiling slab and will enter the ceiling void in a symmetrically clustered formation with the other access control conduit routes associated with the same room.

ROOM TYPE AIR CONDITIONERS - AIR COOLED

General

Room type air conditioners shall be completely self-contained units of the direct expansion unitary or split type design, air-cooled.

The air conditioners shall generally be in accordance with *SABS 1125-1977* with sound levels not exceeding the values specified in the Supplementary Specification and/or this Standard Specification as applicable.

Room air side shall be equipped with a suitable and easily accessible filter, two speed fan, adjustable directional air discharge grille, adjustable outside air intake damper, control thermostat, electric heating elements (if not specified as reverse cycle heating) (where applicable), drain pan and drain piping, cooling coil, controls and control panel and complete wiring, including interlocking with outdoor unit.

The outdoor unit shall contain the matching compressor unit, air-cooled condenser, condenser fan within a waterproof painted and corrosion protected casing.

The indoor/outdoor units shall be interconnected with refrigerant piping (separately insulated suction and delivery piping for reverse cycle units), electric wiring and interlocking control cabling.

Where visible and/or exposed to the weather or possible mechanical damage refrigerant piping and cabling shall be run inside galvanised sheet steel trunking, neatly erected and painted as specified.

Where applicable provision shall be made in the unit design to re-evaporate condensate from the condenser.

Provision shall however be made in all cases for the drainage of excessive condensate to the nearest building drain by means of copper or uPVC tubing (refer to Supplementary Specification) not less than 18 mm diameter.

For reverse cycle heating units, including split type units, a proper drip pan with drainage piping as above shall be provided for the outdoor units where dripping can create unacceptable conditions.

Where drainage piping is required to be installed flush mounted, positioning and chasing shall be done in good time to meet construction programmes.

Drainage to points other than a proper building drain shall comply with *SABS 0400*.

All panels shall be neat fitting with hardwearing exposed surfaces of baked enamel or equal finish of approved colour.

Electrical Interlocking shall be provided to ensure that:

- Compressor cannot run without both indoor and outdoor fans running,
- No electric heating of areas- use air/con/heat pump units (only standby elements).
- It shall not be possible to switch cooling and heating on simultaneously.

Unless otherwise specified in the Supplementary Specification room type air conditioners in the cooling mode shall be rated at 35°C ambient dry bulb air temperature on to the condenser, 27°C dry bulb and 19°C wet bulb air entering conditions to evaporator, all at sea level with the cooling capacities specified at these conditions. For reverse cycle heating the rating shall be based on 7°C ambient dry bulb and 6°C wet bulb air on to the outdoor coil with 21°C dry bulb air on to the indoor coil.

Unless otherwise detailed on the drawings or in the Supplementary Specification units installed through a wall shall be installed with a sub frame built in to the wall (hardwood or steel) and neat finishing architraves inside and outside. The external architrave shall be of aluminium angle and shall be mitred at corners and shall cover the sub frame and opening completely. The architrave and sub frame surround shall be sealed with clear silicone sealant.

Console Type Units

Console units shall be completely self-contained and shall be mounted above skirting height for cleaning purposes.

Units with a two-part construction allowing the cabinet to be built in to the wall with the main body to slide in or out is preferred.

Matching weather tight air intake and exhaust louvered panels of anodised aluminium with horizontal blades shall be provided and installed with each unit.

Depending on size, detail and wall thickness the louver shall form part of the cabinet or shall be fixed to the sub frame.

Units shall be supplied with the manufacturer's standard 2 kW electric heating element thermostatically controlled.

The inverter reverse cycle units shall only be supplied for heating/ fresh air. Condensate handling during heating cycle (heat pump-not electrical) in winter.

Split Type Units

Split type units shall consist of a direct expansion indoor fan coil unit and a separate (remote) externally located air-cooled condensing unit.

The indoor fan coil unit shall be floor-mounted, wall mounted, under-ceiling mounted, and ceiling cassette mounted or above ceiling ducted type as specified. Above ceiling units shall be properly insulated, particularly where exposed to high roof or lighting heat loads.

No remote control units are allowed for air conditioners units. Hard wired fixed control units to be supplied / or remote fixed with cable to holder on wall.

All conduit and draw boxes shall be installed flush in the walls or partitions. Surface mounted wiring in trunking or the like will only be accepted if specified as such.

No joints will be allowed in the control wiring.

Suction lines shall be insulated as specified. Suction and delivering lines may not be insulated grouped together as for a single line. Vapour barrier integrity will be critical to prevent dripping.

Gas piping (insulated as specified) and wiring shall be installed in galvanised steel trunking throughout for protection, painted as specified where exposed or visible.

Outdoor units shall be installed on raised plinths or where wall mounted on unistrut or approved galvanised steel brackets, properly braced and fixed.

Refrigerant piping shall be sized and fitted with the necessary oil traps strictly in accordance with the manufacturer's requirements.

RECEIVING AREA

Office as designed by registered *architect* with area as per approved needs assessment document.

Identification team office as designed by registered *architect* with area as per approved needs assessment document.

ADMIN BLOCK

Retrieval office and ops room as designed by registered *architect* with area as per approved needs assessment document.

Key store and disposal area office as designed by registered *architect* with area as per approved needs assessment document.

HEAVY VEHICLE AND ACCIDENT VEHICLES

Vehicles impound area as designed by registered *architect* with area as per approved needs assessment document. Road surfaces and inner fencing as previously described under ROAD SURFACES AND KERB STONES.

COMPACTING AREA

Floor slab

Provide a 4000 x 18 000 x 300 *mm* thick *in-situ* casted concrete floor slab (3:3:1 mix ratio @ 40 *MPa*) with (Product code 888) 200 x 200 x 12 *mm* diameter mild steel reinforcing mesh to accommodate a compacting heavy vehicle during operation, in accordance with the specifications of a registered *structural engineer*. Floor slab to slope 1:100 minimum towards central positioned sand oil trap. See Annexure 16.

Provide a **sand oil trap** in the centre of the floor slab per detail specifications. See Annexure 16.

Provide adequate vehicle circulation for code 22 heavy vehicles.

IDENTIFIED VEHICLES

Loose parts store as designed by registered *architect* with area as per approved needs assessment document.

Engine store as designed by registered *architect* with area as per approved needs assessment document.

UNIDENTIFIED VEHICLES

Vehicles impound area as designed by registered *architect* with area as per approved needs assessment document. Road surfaces and inner fencing as previously described under ROAD SURFACES AND KERB STONES.

SAPS BOARDED VEHICLES

Vehicles impound area as designed by registered *architect* with area as per approved needs assessment document. Road surfaces and inner fencing as previously described under ROAD SURFACES AND KERB STONES.

DISPOSAL / VIEWING AREA

Vehicles impound area as designed by registered *architect* with area as per approved needs assessment document. Road surfaces and inner fencing as previously described under ROAD SURFACES AND KERB STONES.

INVESTIGATION AREA

Vehicles impound area as designed by registered *architect* with area as per approved needs assessment document. Road surfaces and inner fencing as previously described under ROAD SURFACES AND KERB STONES.

CLOSED RESTRICTED AREA

Office as designed by registered *architect* with area as per approved needs assessment document.

Vehicles circulation area as designed by registered *architect* with area as per approved needs assessment document. Road surfaces and inner fencing as previously described under ROAD SURFACES AND KERBS. Provide adequate vehicle circulation for code 22 heavy vehicles.

Pre-manufactured concrete coping

Face brick wall in exterior bond with mortar joints of 20mm with reinforcement every 5 layers. Provide brick on edge at top of wall.

Face brick column

80mm precast insulating panels with slope as per manufacturer's instructions

Weep holes

Secure

400 x 400mm Block in situ concrete

600 x 220mm Strip Concrete

Outer fence fence as per schedule 13

Hardware lifting arranged in layers not exceeding 150 mm

The diagram is a site plan of the SAP13 vehicle impound yard. It shows a rectangular area with a central 'SAP13 vehicle impound yard' and a 'Security patrol area' on the left. The yard is bordered by a '2.21m high brick wall' and a '60mm unloading concrete pavers' area. A 'Security gate' is located on the right side, with a 'Vehicle access road' and 'See specification documents for control and CCTV monitoring requirements' nearby. A 'Security sliding gate' is also shown. The plan includes dimensions such as '3m OC' and '60mm unloading concrete pavers'. Arrows indicate the 'Direction of slope' and 'Direction of flow'. A north arrow is located in the top right corner.

