



## BID NOTICE

### STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 70/26 STELLENBOSCH MUNICIPALITY WINDOW, DOOR REFURBISHMENTS AND PAINTING FOR THE NPK BUILDING AND TOWNHALL COMPLEX

TENDER NUMBER: **B/SM 70/26**  
DESCRIPTION: **STELLENBOSCH MUNICIPALITY WINDOW, DOOR REFURBISHMENTS AND PAINTING FOR THE NPK BUILDING AND TOWNHALL COMPLEX**  
CLOSING DATE: 04 May 2026  
CLOSING TIME: 12h00: Bids will be opened in the **Council Chambers or Supply Chain Management Boardroom.**  
CIDB: The following CIDB class of construction works will be applicable to the Tender, in accordance with the sum tendered or value determined in accordance with regulation 25(7A) of the Construction Industry Development Regulations, 2004 (as amended) – As of 23 May 2019 - Class of Construction Works: CIDB grading of **3GB** or higher is required

#### **INFORMATION:**

**Tender Specifications:** Baariq Kader at 0218250230: e-mail: [baariq@aceconsulting.co.za](mailto:baariq@aceconsulting.co.za)  
**SCM Requirements:** Renae Bergstedt at 0218088588: e-mail: [Renae.Bergstedt@stellenbosch.gov.za](mailto:Renae.Bergstedt@stellenbosch.gov.za)  
**Office hours for collection:** 08h00-15h30

A Compulsory Clarification Meeting in person attendance Meeting will be held on **16 April 2026 at 14h30** The Compulsory *Clarification meeting will be held at the Corporate Services Board Room, 3rd Floor NPK Building 20 Plein St, Stellenbosch Central, Stellenbosch, 7600 (Coordinates -33.936704864148375, 18.862961249869166).*

Tenders may only be submitted on the Tender document issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered and Stellenbosch Municipality does not bind itself to accept the lowest bid or any of the tenders that has been submitted.

Sealed Tenders, with “**B/SM 70/26 DESCRIPTION: STELLENBOSCH MUNICIPALITY WINDOW, DOOR REFURBISHMENTS AND PAINTING FOR THE NPK BUILDING AND TOWNHALL COMPLEX**” clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Town House Complex (Main Building between Town Hall and Municipal Library), Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

**NOTE:** This tender will be evaluated in terms of the General, JBCC, CIDB , Supply Chain Management Policy and relevant specification as depicted in the document and also the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452.

The preferential points system applied is as follows:80/20 in terms of the approved policy.

<b>Price</b>	<b>80</b>
<b>B-BBEE status level of contribution</b>	<b>10</b>
<b>Locality</b>	<b>10</b>
<b>Total points for Price, B-BBEE and locality</b>	<b>100</b>

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This Tender is subject to the General, JBCC, CIDB , and special conditions for Tendering.
2. Relevant terms of reference.
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality.
4. No award will be made to tenderers whose tax status is non-compliant.
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid.

*Tender documents, in English, are available free of charge on the website: [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za). Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, Town House Complex, 1<sup>st</sup> Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fee of **R745.00 per document.***

**Note:** The municipality will never contact you to pay money in exchange for the award of a tender.

G Mettler (Ms)  
**MUNICIPAL MANAGER**



## TENDER KENNISGEWING

### STELLENBOSCH MUNISIPALITEIT NOOI U VIR DIE VOLGENDE TENDER: B/SM 70/26 STELLENBOSCH MUNISIPALITEIT VENSTER-, DEUR-OPKNAPPING EN VERFWERK VIR DIE NPK-GEBOU EN STADSAAL-KOMPLEKS

TENDER NOMMER: **B/SM 70/26**  
BESKRYWING: **STELLENBOSCH MUNISIPALITEIT VENSTER-, DEUR-OPKNAPPING EN VERFWERK VIR DIE NPK-GEBOU EN STADSAAL-KOMPLEKS**

SLUITINGSdatum: **04 Mei 2026**  
TYD VAN SLUITING: **12h00.** Tenders sal oopgemaak word in die **Raadsaal** of in die **Voorsieningskanaalbestuurs Raadsaal.**

KIOR: Die volgende KIOR klas vir konstruksiewerk, in ooreenstemming met die totale bedrag getender of waarde bepaal in ooreenstemming met regulasie 25 (7A) van die Konstruksie-industrie Ontwikkelingsraad, Regulasies, 2004 (soos gewysig) op 23 Mei 2019, sal op die bod van toepassing wees. Tendersaars moet 'n geskatte KIOR kontrakgradering van ten minste **3GB** of hoër is vereis.

#### **NAVRAE:**

Tender spesifikasies: **Baariq Kader at 0218250230: e-mail: [baari@aceconsulting.co.za](mailto:baari@aceconsulting.co.za)**  
Vkb vereistes: **Renaë Bergstedt at 0218088588: e-mail: [Renaë.Bergstedt@stellenbosch.gov.za](mailto:Renaë.Bergstedt@stellenbosch.gov.za)**  
Kantoor Ure: **08h00-15h30**

'n **Verpligte inligtingsessie in persoon bywoning** sal gehou word op **16 April 2026 by 14h30 by die Korporatiewe Dienste Raadsaal, 3de Vloer NPK-Gebou, 20 Pleinstraat, Stellenbosch Sentraal, Stellenbosch, 7600** (Coordinates - 33.936704864148375, 18.862961249869166).

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir **180.dae** na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëde tenders duidelik gemerk: "**B/SM 70/26 - STELLENBOSCH MUNISIPALITEIT VENSTER-, DEUR-OPKNAPPING EN VERFWERK VIR DIE NPK-GEBOU EN STADSAAL-KOMPLEKS**" op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, (Hoofgebou tussen Stadsaal en Munisipale Biblioteek), Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooië stel tenderdokumente. Tendersaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

**LET WEL:** Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, JBCC, CIDB, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch **Voorkeurverkrygingsbeleid** **effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.**

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

<b>Prys</b>	<b>80</b>
<b>BBSEB status</b>	<b>10</b>
<b>Ligging</b>	<b>10</b>
<b>Totale punte vir prys, B-BSEB en ligging</b>	<b>100</b>

Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC), KOIR en JBCC
2. Toepaslike opdrag
3. Tendersaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëde koevert wees wat duidelik gemerk is met die Tondernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnamefooi van **R745.00 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za).*

**Let wel:** Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)  
**MUNISIPALE BESTUURDER**



**STELLENBOSCH**

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

V8 – 13/01/2025

**TENDER NO.: B/SM 70/26**

**STELLENBOSCH MUNICIPALITY WINDOW, DOOR REFURBISHMENTS AND PAINTING  
FOR THE NPK BUILDING AND TOWNHALL COMPLEX**

**PROCUREMENT DOCUMENT**

<b>NAME OF TENDERER:</b>			
<b>Total Bid Price (Inclusive of VAT) (refer to page 74):</b>			
<b>BBBEE LEVEL</b>			
<b>CLAIM POINTS FOR</b>	<b>LOCALITY</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

**DATE: MARCH 2026**

**PREPARED AND ISSUED BY:**

Directorate: Finance:  
Supply Chain Management Unit  
Stellenbosch Municipality,  
PO Box 17, Stellenbosch, 7599

**CONTACT FOR ENQUIRIES  
REGARDING SPECIFICATIONS:**

**Baariq Kader  
Project Manager**

Tel. Number: **021 825 0230**



## 1. TENDER NOTICE & INVITATION TO TENDER

### BID NOTICE

#### STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM

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DESCRIPTION: **STELLENBOSCH MUNICIPALITY WINDOW, DOOR REFURBISHMENTS AND PAINTING FOR THE NPK BUILDING AND TOWNHALL COMPLEX**  
CLOSING DATE: 13 April 2026  
CLOSING TIME: 12h00: Bids will be opened in the **Council Chambers or Supply Chain Management Boardroom**.  
CIDB: The following CIDB class of construction works will be applicable to the Tender, in accordance with the sum tendered or value determined in accordance with regulation 25(7A) of the Construction Industry Development Regulations, 2004 (as amended) – As of 23 May 2019 - Class of Construction Works: CIDB grading of **3GB** or higher is required

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**Office hours for collection:** 08h00-15h30

A Compulsory Clarification Meeting in person attendance Meeting will be held on **24 March 2026 at 10h00**. The Compulsory Clarification meeting will be held at the **Corporate Services Board Room, 3rd Floor NPK Building 20 Plein St, Stellenbosch Central, Stellenbosch, 7600** (Coordinates -33.936704864148375, 18.862961249869166).

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G Mettler (Ms)  
**MUNICIPAL MANAGER**



**TENDER KENNISGEWING**

**STELLENBOSCH MUNISIPALITEIT NOOI U VIR DIE VOLGENDE TENDER: B/SM**

TENDER NOMMER: **B/SM 70/26**  
BESKRYWING: **STELLENBOSCH MUNISIPALITEIT VENSTER-, DEUR-OPKNAPPING EN VERFWERK VIR DIE NPK-GEBOU EN STADSAAL-KOMPLEKS**  
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KIOR: Die volgende KIOR klas vir konstruksiewerk, in ooreenstemming met die totale bedrag getender of waarde bepaal in ooreenstemming met regulasie 25 (7A) van die Konstruksie-industrie Ontwikkelingsraad, Regulasies, 2004 (soos gewysig) op 23 Mei 2019, sal op die bod van toepassing wees. Tendersaars moet 'n geskatte KIOR kontrakteurgradering van ten minste **3GB** of hoër is vereis.

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Kantoor Ure: **08h00-15h30**

'n **Verpligte inligtingsessie in persoon bywoning** sal gehou word op **24 Maart 2026 by 10h00 by die Korporatiewe Dienste Raadsaal, 3de Vloer NPK-Gebou, 20 Pleinstraat, Stellenbosch Sentraal, Stellenbosch, 7600** (Coordinates -33.936704864148375, 18.862961249869166).

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir **180.dae** na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëelde tenders duidelik gemerk: "**B/SM 70/26 - STELLENBOSCH MUNISIPALITEIT VENSTER-, DEUR-OPKNAPPING EN VERFWERK VIR DIE NPK-GEBOU EN STADSAAL-KOMPLEKS**" op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, (Hoofgebou tussen Stadsaal en Munisipale Biblioteek), Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooide stel tenderdokumente. Tenderaanbiede wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

**LET WEL:** Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, JBCC, CIDB, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch Voorkeurverkrygingsbeleid **effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.**

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

<b>Prys</b>	<b>80</b>
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Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC), KOIR en JBCC
2. Toepaslike opdrag
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4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëelde koevert wees wat duidelik gemerk is met die Tendernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n*



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*nie-terugbetaalde tenderdeelnamefooi van **R745.00 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za).*

**Let wel:** Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)

**MUNISIPALE BESTUURDER**



# STELLENBOSCH

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## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	70/26	CLOSING DATE:	13 April 2026	CLOSING TIME:	12h00
DESCRIPTION	STELLENBOSCH MUNICIPALITY WINDOW, DOOR REFURBISHMENTS AND PAINTING FOR THE NPK BUILDING AND TOWNHALL COMPLEX				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT **STELLENBOSCH MUNICIPALITY, TOWN HOUSE COMPLEX (MAIN BUILDING BETWEEN TOWN HALL AND MUNICIPAL LIBRARY), PLEIN STREET, STELLENBOSCH**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
1. 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]		2. 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 ]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE		
			R		
5. SIGNATURE OF BIDDER			6. DATE		
.....					
7. NAME AND SURNAME OF RESPONSIBLE PERSON					
8. CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SCM		CONTACT PERSON	Baariq Kader	
CONTACT PERSON	Renaë Bergstedt		TELEPHONE NUMBER	021 825 0230	
TELEPHONE NUMBER	021 808 8588		E-MAIL ADDRESS	<a href="mailto:baariq@aceconsulting.co.za">baariq@aceconsulting.co.za</a>	
E-MAIL ADDRESS	<a href="mailto:Renaë.bergstedt@stellenbosch.gov.za">Renaë.bergstedt@stellenbosch.gov.za</a>				



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR SUBMITTED ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 16 January 2023, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC, JBCC, FIDIC OR CIDB) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE 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 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

NAME AND SURNAME

.....

DATE

.....



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## **PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY**



**2. CHECKLIST**

**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

<b>Certificate of Clarification/Virtual Meeting Attendance</b> - Is the form duly completed and signed by both tenderer and agent of the Stellenbosch Municipality?	Yes	No	
<b>Authority to Sign a Bid</b> - Is the form duly completed and is a <b>certified copy</b> of the <b>resolution</b> attached?	Yes	No	
<b>MBD 4</b> (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
<b>MBD 5</b> - Is the form duly completed and signed?	Yes	No	
<b>MBD 6.1</b> (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a copy of the <b>B-BBEE Certificate</b> issued by a Verification Agency accredited by SANAS or the <b>original Sworn Affidavit</b> attached? (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT <b>MUST</b> BE AN ORIGINAL AND <b>NOT</b> A COPY TO BE ELIGIBLE FOR BBBEE POINTS)	Yes	No	
<b>MBD 8</b> (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
<b>MBD 9</b> (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
<b>MBD 10</b> (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the <b>Identity numbers, residential addresses</b> and <b>municipal account numbers</b> of <b>ALL</b> members, partners, directors, etc. provided on the form as requested? (NB! MUNICIPAL ACCOUNTS WILL BE VERIFIED AND USED AS BASIS FOR PREFERENCE POINTS SCORING IN TERMS OF THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY. THE BUSINESS ADDRESS, LEASE AGREEMENT OR SWORN AFFADAVIT WILL BE THE BASIS FOR AWARDING POINTS FOR LOCALITY)	Yes	No	
<b>OHSA</b> (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid <b>Letter of Good Standing</b> from the Compensation Commissioner attached?	Yes	No	
<b>Form of Indemnity</b> - Is the form duly completed and signed?	Yes	No	
<b>Pricing Schedule</b> - Is the form duly completed and signed?	Yes	No	
<b>Form of Offer</b> - Is the form duly completed and signed? (If applicable)	Yes	No	
<b>Declaration by Tenderer</b> - Is the form duly completed and signed?	Yes	No	



**3. CLARIFICATION MEETING CERTIFICATE**

I / We\*, the undersigned, certify that I / we\* have examined the Site for the Works and its surroundings for which I / we\* am / are\* submitting this Tender and have, as far as practicable possible, familiarized myself / ourselves\* with all information, risks, contingencies and other circumstances which may influence or affect my / our\* tender.

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO			
E-MAIL		SIGNATURE	

*NB: Please note that no latecomers will be allowed.*

*For all compulsory briefing sessions/site meetings/clarification meetings, bids received from interested bidders that did not attend the meeting or arrived later than predetermined date and time, will be **disqualified***



**4. AUTHORITY TO SIGN A BID**

**1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON**

1.1. I, \_\_\_\_\_, the undersigned, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

**OR**

1.2. I, \_\_\_\_\_, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**OR**

**2. COMPANIES AND/OR CLOSE CORPORATIONS**

2.1. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid

2.2. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC**

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

Is a COPY of the resolution attached?	YES		NO	
---------------------------------------	-----	--	----	--

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



OR

**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

OR

**4. CONSORTIUM**

We, the undersigned consortium partners, hereby authorize \_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. \_\_\_\_\_ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



**5. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms. \_\_\_\_\_  
 \_\_\_\_\_  
 authorized signatory of the Company/Close Corporation/Partnership (name) \_\_\_\_\_  
 \_\_\_\_\_, acting in the capacity of lead partner, to sign  
 all documents in connection with the tender offer and any contract resulting from it on our behalf.

(i) Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

(ii) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

(iii) Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

(iv) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

**NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.**



## 6. STANDARD CONDITIONS OF TENDER (CIDB)

### F.1 General

#### F.1.1 Actions

**F.1.1.1** The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

**F.1.1.2** The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

*Note*

- 1) *A conflict of interest may arise due to a conflict of roles, which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
- 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty, which would in any way, affect any decisions taken.*

**F.1.1.3** The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

#### F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

#### F.1.3 Interpretation

**F.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**F.1.3.2** These conditions of tender, the tender data and tender schedules, which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

**F.1.3.3** For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
  - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;



- 
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
  - d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;
  - e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;
  - f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

#### **F.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

#### **F.1.5 Cancellation and Re-Invitation of Tenders**

F1.5.1 An organ of state may, prior to the award of the tender, cancel a tender if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received.

F1.5.2 The decision to cancel a tender must be published in the cidb website and in the government Tender Bulletin for the media in which the original tender invitation was advertised.

#### **F.1.6 Procurement procedures**

##### **F.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

##### **F.1.6.2 Competitive negotiation procedure**

**F.1.6.2.1** Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

**F.1.6.2.2** All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's



competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

**F.1.6.2.3** At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

**F.1.6.2.4** The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.

**F.1.6.3 Proposal procedure using the two stage-system**

**F.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

**F.1.6.3.2 Option 2**

**F.1.6.3.2.1** Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

**F.1.6.3.2.2** The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

**F.2 Tenderer's obligations**

**F.2.1 Eligibility**

**F.2.1.1** Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

**F.2.1.2** Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

**F.2.2 Cost of tendering**

**F.2.2.1** Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

**F.2.2.2** The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

**F.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

**F.2.4 Confidentiality and copyright of documents**




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Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

**F.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

**F.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

**F.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

**F.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

**F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

**F.2.10 Pricing the tender offer**

**F.2.10.1** Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

**F.2.10.2** Show VAT payable by the employer separately as an addition to the tendered total of the prices.

**F.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

**F.2.10.4** State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

**F.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

**F.2.12 Alternative tender offers**

**F.2.12.1** Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

**F.2.12.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

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**F.2.12.3** An alternative tender offer may only be considered in the event that the main tender offer is the winning tender.

**F.2.13 Submitting a tender offer**

**F.2.13.1** Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

**F.2.13.2** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

**F.2.13.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

**F.2.13.4** Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

**F.2.13.5** Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

**F.2.13.6** Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

**F.2.13.7** Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

**F.2.13.8** Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

**F.2.13.9** Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

**F.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

**F.2.15 Closing time**

**F.2.15.1** Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

**F.2.15.2** Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

**F.2.16 Tender offer validity**



- 
- F.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.
- F.2.16.2** If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.
- F.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.
- F.2.16.4** Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

**F.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

*Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

**F.2.18 Provide other material**

- F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.
- F.2.18.2** Dispose of samples of materials provided for evaluation by the employer, where required.

**F.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**F.2.20 Submit securities, bonds and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**F.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**F.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

**F.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

**F.3 The employer's undertakings**

**F.3.1 Respond to requests from the tenderer**

---



**F.3.1.1** Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

**F.3.1.2** Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**F.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

**F.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**F.3.4 Opening of tender submissions**

**F.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**F.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its B-BBEE status level and time for completion for the main tender offer only.

**F.3.4.3** Make available the record outlined in F.3.4.2 to all interested persons upon request.

**F.3.5 Two-envelope system**

**F.3.5.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

**F.3.5.2** Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on B-BBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

**F.3.6 Non-disclosure**



Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **F.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **F.3.8 Test for responsiveness**

**F.3.8.1** Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**F.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **F.3.9 Arithmetical errors, omissions and discrepancies**

**F.3.9.1** Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

**F3.9.2** The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the



prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

### **F.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **F.3.11 Evaluation of tender offers**

#### **F.3.11.1 General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

#### **F.3.11.2 Method 1: Price and Preference**

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for preference
- 3) Add the points scored for price and preference

#### **F.3.11.3 Method 2: Functionality, Price and Preference**

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have received the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 5 below.

#### **The 80/20 point system for acquisition of services, works or goods up to Rand value of R50 million.**

The following formula must be used to calculate the points for price in respect of tender (including price quotation) with a rand value equal to, or above R30 000 and up to Rand value of R50 000 000 (all applicable taxes included):

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

Where:

$P_s$  = Points scored for price of bid under consideration;

$P_t$  = Price of bid under consideration; and

$P_{min}$  = Price of lowest acceptable tender or offer.

- 1) (a)(1) A maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), must be allocated for specific goals. These goals are :



- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
  - (ii) Promotion of enterprises located in the municipal area (WCO24)
- 2) Regarding par 1(a)(1)(i) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- A tenderer must submit proof of its BBBEE status level contributor.
  - A tenderer failing to submit proof of BBBEE status level of contributor may only score in terms of the 80/90-point formula for price; and scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 3) Regarding par 1(a)(1)(ii) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	10	5
Outside of the boundaries of the municipality	0	0

**The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.**

- 4) An employer of state may apply the formula in paragraph (i) for price quotations with a value less than R30 000, if and when appropriate:



- 5) Subject to paragraph 4.3.8 of “Standard for Uniformity in Procurement, April 2017”, the contract must be awarded to the tenderer who scores the highest total number of points.

**The 90/10 preference points system for acquisition of services, works or goods with a Rand value above R50 million**

- 5) (a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value above R50 000 000 (all applicable taxes included):

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

**Where:**

- P<sub>s</sub>* = Points scored for price of bid under consideration;  
*P<sub>t</sub>* = Price of bid under consideration; and  
*P<sub>min</sub>* = Price of lowest acceptable bid.

- 6) (a)(i) A maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), must be allocated for specific goals. These goals are :
- (ii) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (iii) Promotion of enterprises located in the municipal area (WCO24)
- 7) Regarding par 6(a)(i) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE status level of contributor	Number of points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- A tenderer must submit proof of its BBBEE status level contributor.
- A tenderer failing to submit proof of BBBEE status level of contributor may only score in terms of the 80/90-point formula for price; and



scores 0 points out of 10/5 BBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

- 8) Regarding par 6(a)(1)(ii) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	10	5
Outside of the boundaries of the municipality	0	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.

- 5) (c) A maximum of 10 points may be allocated in accordance with subparagraph (5)(b).
- 5) (d) The points scored by tender in respect of B-BBEE contribution must be added to the points scored for price as calculated
- 5) (e) Subject to paragraph 4.3.8 of “Standard for Uniformity in Procurement, April 2017”, the contract must be awarded to the tender who scores the highest total number of points.

#### F.3.11.6 Decimal places

Score price, preference and functionality, as relevant, to two decimal places.

#### F.3.11.7 Scoring Price

Score price of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

**Where:**

$N_{FO}$  = the number of tender evaluation points awarded for price.

$W_1$  = the maximum possible number of tender evaluation points awarded for price as stated in the Tender Data.

$A$  = a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

**Table F.1: Formulae for calculating the value of A**

Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
1	Highest price or discount	$A = \left(1 + \frac{P - P_m}{P_m}\right)$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{P - P_m}{P_m}\right)$	$A = P_m / P$
	<sup>a</sup> $P_m$ = is the comparative offer of the most favourable comparative offer. $P$ = is the comparative offer of the tender offer under consideration.		

#### F.3.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are



not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

#### **F.3.11.9 Scoring functionality**

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_O / M_S$$

**Where:**

$S_O$  = the score for quality allocated to the submission under consideration;

$M_S$  = the maximum possible score for quality in respect of a submission; and

$W_2$  = the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

#### **F.3.12 Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

#### **F.3.13 Acceptance of tender offer**

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

#### **F.3.14 Prepare contract documents**

**F.3.14.1** If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

**F.3.14.2** Complete the schedule of deviations attached to the form of offer and acceptance, if any.

#### **F.3.15 Complete adjudicator's contract**



Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

### **F.3.16 Notice to unsuccessful tenderers**

**F.3.16.1** Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

**F.3.16.2** After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

### **F.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

### **F.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information, which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

### **F3.19 Transparency in the procurement process**

**F3.19.1** The cidb prescripts require that tenders must be advertised and be registered on the cidb i-Tender system.

**F3.19.2** The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

**F3.19.3** The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

**F3.19.4** The client must publish the information on a quarterly basis, which contains the following information:

- Procurement planning process
- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate
- Contract title
- Contract firm(s)
- Contract price
- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

**F3.19.5** The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

**F3.19.6** Consultative Forum must be an independent structure from the bid committees. **F3.19.7** The information must be published on the employer's website.

**F 3.19.8** Records of such disclosed information must be retained for audit purposes.



## 7. JOINT BUILDING CONTRACTS COMMITTEE – GOVERNMENT PROCUREMENT

### 1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15. "JBCC" means the Joint Building Contracts Committee.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.



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- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

## **4. Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in JBCC clause 5.1 except for purposes of performing the contract.



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- 5.3. Any document, other than the contract itself mentioned in JBCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## **7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.2. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.3. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.4. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.5. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.



- 8.6. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.7. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of JBCC.

## 9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, and in any subsequent instructions ordered by the purchaser.

## 10. Delivery

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

## 11. Insurance

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

## 12. Transportation

Should a price other than an all-inclusive delivered price be required, this shall be specified.

## 13. Incidental

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
- 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.



#### 14. Spare parts

14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

14.1.2. in the event of termination of production of the spare parts:

14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### 16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated.

#### 17. Prices

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

#### 18. Variation orders

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.



## 19. Assignment

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## 20. Subcontracts

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## 21. Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.4. Except as provided under JBCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to JBCC Clause 22, unless an extension of time is agreed upon pursuant to JBCC Clause 22 without the application of penalties.

21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## 22. Penalties

Subject to JBCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to JBCC Clause 23.

## 23. Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to JBCC Clause 21.2;

23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or

23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for



such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

23.6.1. the name and address of the supplier and / or person restricted by the purchaser;

23.6.2. the date of commencement of the restriction

23.6.3. the period of restriction; and

23.6.4. the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Anti-dumping and countervailing duties and rights**

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

25.1. Notwithstanding the provisions of JBCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably



practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Notwithstanding any reference to mediation and/or court proceedings herein,

27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. Limitation of liability**

28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

## **29. Governing language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

## **31. Notices**

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.



32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

### **33. Transfer of contracts**

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

### **34. Amendment of contracts**

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

### **35. Prohibition of restrictive practices.**

35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 of 1998.

35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

*Joint Building Contracts Committee (Edition 6.2, 2018)*



**8. MBD 4 – DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
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, shareholder <sup>2</sup> etc.)				
3.4.	Company Registration Number				
3.5.	Tax Reference Number				
3.6.	VAT Registration Number				
3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

<sup>1</sup> MSCM Regulations: “in the service of the state” means to be –

- a. a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- d. an employee of 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);
- e. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.

<sup>2</sup> “Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



<b>3.9.</b>	<b>Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?</b>	YES		NO
3.9.1.	If so, furnish particulars:			
<b>3.10.</b>	<b>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</b>	YES		NO
3.10.1.	If so, furnish particulars:			
<b>3.11.</b>	<b>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	YES		NO
3.11.1.	If so, furnish particulars:			
<b>3.12.</b>	<b>Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	YES		NO
3.12.1.	If so, furnish particulars:			
<b>3.13.</b>	<b>Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?</b>	YES		NO
3.13.1.	If so, furnish particulars:			



3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State <sup>3</sup> Employee Number

**NB:**

a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)  
 b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

**4. DECLARATION**

I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

<sup>3</sup> MSCM Regulations: "in the service of the state" means to be –

- a. a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- d. an employee of 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);
- e. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.



**9. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 –SERVICES 80/20**

**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, 16 January 2023 and the Stellenbosch Preferential Procurement Policy 2025/2026**

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 and any other applicable preference

**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
- 1.2
  - a) The value of this bid is estimated to **exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 (delete whichever is not applicable for this tender) preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
  - (a) Price;
  - (b) B-BBEE Status Level of Contributor. and
  - (c) Locality of supplier
- 1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	10
<b>LOCALITY (See definitions)</b>	10
<b>Total points for Price, BBEE and Locality (must not exceed 100)</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.
- 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.



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## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 4. POINTS AWARDED FOR PRICE

##### 4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

##### 4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

##### 4.3 POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender

5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.

5.3 A maximum of 20 points (80/20 preference points system, must be allocated for specific goals. These goals are :

(a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

(b) Promotion of enterprises located in the municipal area (WCO24)



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5.4 Regarding par 5.3 (a) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points for 80/20 Preference Points System</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.5 A tenderer must submit proof of its BBBEE status level contributor.

5.6 A tenderer failing to submit proof of BBBEE status level of contributor –

5.6.1 may only score in terms of the 80-point formula for price; and

5.6.2 scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

5.7 Regarding par 5.3 (b) a maximum of 50% of the 20 points must be allocated to promote this goal. Maximum points will be allocated as follows.

<b>Locality of supplier</b>	<b>Number of Points for 80/20 Preference Points System</b>
Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0



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**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

7.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10)

(Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

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

Business Address - .....  
 .....  
 .....

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement, or sworn affidavit must be attached)

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

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 or QSE

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise

Designated Group: An EME or QSE which is at last 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		



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Black people who are military veterans		
<b>OR</b>		
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]

**9.5 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 MUNICIPAL INFORMATION**

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

9.8 Total number of years the company/firm has been in business:.....

9.9 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 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, 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



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indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, 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 contributor/Locality points 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



**PLEASE COMPLETE IN FULL YOUR OWN AFFIDAVIT TO CLAIM POINTS**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL (DRAFT EXAMPLE)**  
(DO NOT USE. USE NEW/APPLICABLE TEMPLATE)

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (Select one) of the following enterprise and am duly authorised to act on its behalf:

**NB!**

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If applicable)</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p style="margin-left: 40px;">i. before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>



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<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>
--	---

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

NB!

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	



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4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date : \_\_\_\_\_

**NB! ORIGINALLY CERTIFIED/ NOT COPY**

\_\_\_\_\_  
Commissioner of Oaths

Signature & stamp

Date:

**EXAMPLE OF POINT SCORING AND ALLOCATION OF PREFERENCE POINTS (80/20) WHERE LOCALITY AS A GOAL IS INCLUDED. STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY.**

BIDDER	PRICE	BBBEE LEVEL (VALID)	BUSINESS PREMISES (IN WC024)
TENDERER A	R 80 000	1	NO
TENDERER B	R 75 000	1	YES
TENDERER C	R 70 000	2	NO

BIDDER	PRICE POINTS (Out of 80)	BBBEE POINTS (Out of 10)	LOCALITY POINTS (Out of 10)	TOTAL POINTS (Out of 100)
TENDERER A	68.57	10	0	78.57
TENDERER B	74.29	10	10	94.29
TENDERER C	80	9	0	89



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**10. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - 3.2. been convicted for fraud or corruption during the past five years;
  - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?  <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	<b>Yes</b>	<b>No</b>
4.1.1	If so, furnish particulars:		
4.2	Is the 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)?  <i>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</i>	<b>Yes</b>	<b>No</b>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<b>Yes</b>	<b>No</b>



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4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

**5. CERTIFICATION**

I, the undersigned (full name), \_\_\_\_\_, certify that the information furnished on this declaration form 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.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



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**11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids 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).<sup>4</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD 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 (MBD 9) must be completed and submitted with the bid:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**STELLENBOSCH MUNICIPALITY**

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

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

<sup>4</sup> 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.



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“competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- 5.1. has been requested to submit a bid in response to this bid invitation;
  - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - 5.3. 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 consortium<sup>5</sup> 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:
- 7.1. prices;
  - 7.2. geographical area where product or service will be rendered (market allocation)
  - 7.3. methods, factors or formulas used to calculate prices;
  - 7.4. the intention or decision to submit or not to submit, a bid;
  - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - 7.6. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

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<sup>5</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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**12. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Stellenbosch Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

**FURTHER DETAILS OF THE BIDDER’S Director / Shareholder / Partners, etc.:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy (ies) of ID document(s) and Municipal Accounts If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement or sworn affidavit must be submitted with this tender.

- PLEASE SUBMIT MUNICIPAL ACCOUNTS FOR THE FOLLOWING TWO MONTHS AFTER BID CLOSURE TO THE RELEVANT SCM PRACTITIONER SHOULD THE BID NOT BE AWARDED YET.

Signature	Position	Date



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**13. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)**

**COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)**

**Stellenbosch Municipality** has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor's registration number with the office of the Compensation Commissioner:

**NOTE:**

**A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.**

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



**14. FORM OF INDEMNITY**

**INDEMNITY**

Given by (Name of Company) \_\_\_\_\_  
of (registered address of Company) \_\_\_\_\_  
a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) \_\_\_\_\_  
\_\_\_\_\_ in his capacity as (Designation) \_\_\_\_\_  
of the Contractor, is duly authorised hereto by a resolution dated \_\_\_\_\_ /20\_\_\_\_,  
to sign on behalf of the Contractor.

**WHEREAS** the Contractor has entered into a Contract dated \_\_\_\_\_ / 20\_\_\_\_,  
with the Municipality who require this indemnity from the Contractor.

**NOW THEREFORE THIS DEED WITNESSES** that the Contractor does hereby indemnify and hold harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	



## **PART B – SPECIFICATIONS AND PRICING SCHEDULE**



**15. SPECIFICATIONS**

**1. PURPOSE**

The purpose of this tender is to appoint a suitably qualified and experienced construction contractor to undertake the external refurbishment works for the NPK Building and the Stellenbosch Municipal Townhall Complex. This includes the external painting of walls, as well as the refurbishment, servicing, or replacement of external windows and doors, in line with heritage recommendations where applicable. The appointed contractor will work under the supervision of a designated Principal Agent/Quantity Surveyor

**2. BACKGROUND**

Recent internal renovations have been completed on the NPK Building and Stellenbosch Townhall Complex. However, these efforts did not encompass the necessary refurbishment, servicing, or replacement of external windows and doors. To address this, a comprehensive external upgrade is required to maintain the structural integrity, aesthetic appeal, and heritage value of these municipal assets. The NPK Building, a multi-storey structure located at the corner of Ryneveld Street and van Riebeeck Street, requires focused external enhancements. Similarly, the Townhall Complex, situated at the corner of Andringa Street and Plein Street, comprises multiple interconnected buildings including the Townhall, Law Enforcement Building, Neethling Huis, Building Control, Council Chamber, Main Office Building (including Demand Management Section), Library, and de Witt Huis. These facilities serve critical municipal functions and must be upgraded without disrupting operations, adhering to any heritage guidelines provided by appointed professionals.

**3. THE SCOPE OF WORK ARE AS FOLLOWS:**

The scope of works encompasses the external refurbishment and maintenance of the NPK Building and Stellenbosch Municipal Townhall Complex, as detailed below. All works must use materials similar to existing ones (e.g., paint matching current shades) and comply with recommendations from the appointed Heritage Professional, Architectural Professional, and other team members. The contractor shall collaborate with the Principal Agent/Quantity Surveyor during all stages, including needs analysis, to determine specific interventions for each window and door (e.g., refurbishment, service, or replacement).

**NPK Building:**

- External painting of all walls using paint similar to the existing color and finish.
- Refurbishment, servicing, or replacement of all external windows, including painting with similar paint.
- Refurbishment, servicing, or replacement of all external doors, including painting with similar paint.
- Works to be conducted on this single multi-storey building, ensuring minimal disruption to ongoing municipal activities.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



**Stellenbosch Municipal Townhall Complex:**

- Refurbishment, servicing, or replacement of all external windows across the complex, including painting or varnishing as recommended by the Heritage Professional.
- The complex includes the following buildings: Townhall, Law Enforcement Building, Neethling Huis, Building Control, Council Chamber, Main Office Building (including Demand Management Section), Library, de Witt Huis, and associated external structures.
- All works must preserve the heritage character of the buildings, with the contractor responsible for obtaining necessary approvals if required.

**General Requirements:**

- Adhere to all relevant building regulations, health and safety standards, and environmental management plans.
- Provide detailed pricing in the Bill of Quantities, including provisions for variations, fluctuations in costs, and provisional sums.
- Attend site meetings, prepare progress reports, and ensure quality assurance throughout the project.
- Existing building plans will be provided to shortlisted bidders via email following the compulsory clarification meeting.

The project timeline is estimated as follows, subject to funding availability and approvals:

- Commencement of works: 1 July 2026
- Completion: To be determined based on the final contract but aligned with the overall project close-out.

For efficient project management, the contractor must have a presence in the Western Cape, with a site office or representative based in the Stellenbosch Area (WC024) from commencement until completion. No costs for setting up or operating this office will be reimbursed by the client.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



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Figure 2: Aerial view of site: Stellenbosch municipality Present and NPK Building

**4. BILL OF QUANTITIES / PRICING SCHEDULE**

Hereto attached as **ANNEXURE 1** a Bill of Quantities for Phase 01 that needs to be populated by

Figure 1: Aerial view of site: Stellenbosch municipality Present and NPK Building

prospective bidders. The electronic BOQ (Excel spreadsheet) this must be attached to the Tender Document that is submitted. The electronic copy will only be used for evaluation purposes, bidders must still completed the hardcopy in their own handwriting and submit it with the tender document. If there are any discrepancies between the handwritten hardcopy and the electronic copy, only the handwritten hardcopy will be considered.

An electronic version must be submitted to the following e-mail address,

- Baariq Kader baariq@aceconsulting.co.za ;
- Renae Bergstedt renae.bergstedt@stellenbosch.gov.za

on the day of the closing date or must accompany the tender document (memory stick or CD). The memory stick and/or CD's will not be returned to Tenderers.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



**5. GENERAL**

- Completion period: 7 Calendar months as of 1st July 2026
- 3 GB CIDB Grading or higher
- Tender is valid for 180 days
- The retention is 10% during construction reduced to 5% after practical completion for a period of 1 year.
- Payments will be made in terms of the municipal policy and purchase orders.

**6. LOCAL LABOUR**

Successful bidders must make use of local (WC024 area of jurisdiction) labour on the following basis (this is not negotiable inclusive of the sub-contractors' unskilled and semi-skilled labour:

- (a) Unskilled labour: 100%
- (b) Semi-skilled labour: 40%
- (c) Skilled labour: 10%

**7. PROVISIONAL PROGRAMME**

- Proposed Tender documentation to the market: March 2026
- Proposed contract appointment: May 2026
- Construction work commencement: July 2026
- Contractor completion date: January 2027
- Contract period: including building holiday 7 Calendar Months

**6-Month Construction Program for NPK Building and Stellenbosch Municipal Townhall Complex Refurbishments**

This program outlines a structured 7-month schedule for the external refurbishment works, commencing on July 2026 and concluding by January 2027. It assumes the appointment of the construction contractor has occurred prior to the start date, with all necessary approvals, heritage recommendations, and building plans in place. The program is divided into key phases aligned with the project stages (e.g., preparation, execution, and close-out), incorporating collaboration with the Principal Agent/Quantity Surveyor, Heritage Professional, and other stakeholders. Works will be sequenced to minimize disruption to municipal operations, prioritize safety, and adhere to environmental and heritage guidelines.

The program accounts for:

- **Sites:** NPK Building (single multi-storey structure) and Townhall Complex (multiple buildings: Townhall, Law Enforcement Building, Neethling Huis, Building Control, Council Chamber, Main Office Building including Demand Management Section, Library, and de Witt Huis).

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



- **Key Activities:** Site setup needs analysis validation, external painting of walls (NPK only), refurbishment/servicing/replacement of external windows and doors (both sites), painting/varnishing as per heritage specs, quality checks, and final handover.
- **Assumptions:** 5-day work weeks (Monday-Friday), excluding public holidays; buffer for weather delays (e.g., rain in Western Cape); weekly progress meetings; contractor based in Stellenbosch (WC024) for oversight.
- **Duration:** 26 weeks total, with overlapping activities where feasible to fit within 6 months.

**Provisional Program Overview Table**

Phase	Activity Description	Start Date	End Date	Duration (Weeks)
<b>Phase 1: Mobilization and Preparation</b>	Site handover, setup of temporary facilities (scaffolding, safety barriers), validation of needs analysis (e.g., window/door assessments with Heritage Professional), procurement of materials (paint matching existing, windows/doors). Environmental and health & safety plans finalized.	Jul 2026	31 Jul 2026	4
<b>Phase 2: NPK Building Execution</b>	External wall painting (using similar paint to existing). Refurbishment/servicing/replacement of external windows and doors, including painting. Quality inspections at 50% and 100% completion.	01 Aug 2026	15 Sep 2026	1.5
<b>Phase 3: Townhall Complex Execution</b>	Refurbishment/servicing/replacement of external windows and doors across all buildings, including painting/varnishing per heritage recommendations. Phased by building (e.g., Townhall and Council Chamber first, Library and de Witt Huis last) to avoid operational shutdowns. Quality inspections per building.	16 Aug 2026	30 Nov 2026	2.5
<b>Phase 4: Integrated Testing and Variations</b>	Site-wide testing (e.g., paint adhesion, window functionality). Handle variations (e.g., cost fluctuations, additional replacements). Prepare interim financial reports and payment certificates.	01 Oct 2026	31 Oct 2026	1
<b>Phase 5: Defects Rectification and Handover</b>	Issue practical completion lists, rectify defects. Procure operations manuals, guarantees, and as-built drawings. Final inspections, statutory certificates, and handover to Municipality.	30 Nov 2026	11 Dec 2026	0.5
<b>Phase 6: Close-Out and Final Account</b>	Prepare final account (including variations and reconciliations). Issue completion certificates. Submit project close-out report. Demobilize site.	11 Jan 2027	30 Jan 2027	0.5

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



**16. CONTRACT OF TEMPORARY EMPLOYMENT AS COMMUNITY LIAISON**

**Construction Contract No.:** .....

**PROJECT: Stellenbosch Municipality Window, Door Refurbishments and Painting for the NPK Building and Townhall Complex**

**AGREEMENT made between the CONTRACTOR .....**

**and the Community Liaison Officer....., hereafter referred to as the CLO, for the appointment and employment of a CLO for the duration of the work in respect of the above-named construction contract.**

**1. THE PARTIES HAVE AGREED THAT**

The CLO will be employed by the CONTRACTOR on a temporary basis for the duration of the work from the date of signing this agreement to the date of practical completion as defined in the Contract, subject to all the conditions set out below.

**2. THE DUTIES OF THE COMMUNITY LIAISON OFFICER SHALL BE:**

- 2.1. to keep the community informed on the progress of the project;
- 2.2. to keep the Contractor informed on relevant Community affairs and possible grievances;
- 2.3. to manage the recruitment of workers from the Sub-Council Job-Seekers Database;
- 2.4. to assist the Contractor’s supervisory staff in the management of the workers.

**3. THE FOLLOWING CONDITIONS OF EMPLOYMENT SHALL APPLY:**

The Conditions of Temporary Employment as applicable on this Contract for the workers recruited from the Community shall apply equally to the CLO, except that the rate of remuneration shall be per month. These conditions that apply are listed below as they appear in the Contract of Temporary Employment:

- 3.1. If required to work on a statutory public holiday or Sunday, the payment will be double the amount stated in the previous paragraph.
- 3.2. Maximum hours of work:
  - (i) 9¼ hours per day
  - (ii) 45 hours per week;
  - (iii) 5 days per week;
  - (iv) 5 hours without an interval, whereupon there shall be an interval of at least 30 minutes;

<b>PRINT NAME:</b>			
<b>CAPACITY:</b>		<b>Name of firm</b>	
<b>SIGNATURE:</b>		<b>DATE:</b>	



- (v) A spread-over period of 12 hours.
- 3.3. The CLO shall be entitled to payment where he is prevented from working by reasons which are within the control of the Contractor.
- 3.4. On days when it is raining the Contractor may, before 9 a.m., decide not to open the site and there will be no pay.

If the Contractor closes the site between 9 a.m. and 1 p.m., the CLO will be paid half the daily wage.

If the site works later than 1 p.m., the CLO will be paid the full daily wage.

3.5. Workers and the CLO will not be permitted to work under conditions of:

- (i) undisciplined or unruly behaviour;
- (ii) insubordination to Team Leader, Supervisors or Management;
- (iii) abuse of intoxicating substances;
- (iv) criminal actions by the employee;
- (v) strike action or political stayaways.

3.6. Workers, including the CLO, may be dismissed after two official written warnings for the following behaviour:

- (i) undisciplined or unruly behaviour;
- (ii) insubordination to Team Leader, Supervisors or Management;
- (iii) abuse of intoxicating substances;
- (iv) wilful or negligent damage to or loss of machines or equipment.

The Contractor shall ensure that he has statements from at least two witnesses concerning any of the above situations.

The Contractor shall inform the CLO within 24 hours of any warning issued to workers employed from the Job-Seekers Database.

3.7. The CLO will be paid on a Friday afternoon every two weeks, one week in arrears.

3.8. The CLO shall be given a statement with each payment on which is recorded:

- (i) the name of the Contractor;
- (ii) the CLO's name;
- (iii) the number of days worked by the CLO;
- (iv) the rate per day;

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



- (v) the details of any deductions made;
- (vi) the actual amount paid to the CLO.

3.9. No deduction shall be made from the remuneration except where the CLO consents in writing or unless the Contractor is permitted or required to do so by law or the order of any competent court.

3.10. The CLO shall be supplied free of charge with all health and safety equipment required by the Occupation Health and Safety Act. The equipment shall remain the property of the Contractor.

3.11. The Contractor must give the CLO at least one week's notice of the termination of the Contract of Temporary Employment. If this is not done, the CLO must be paid earnings for five days. This condition does not apply if the CLO is dismissed.

3.12. At the end of the period of temporary employment, the Contractor shall provide a Certificate of Service recording the Contractor's name, the CLO's name and address, the period of service, the type of work on which the CLO was engaged and the rate of remuneration on termination.

4. TERMINATION OF AGREEMENT

4.1. If the CLO can no longer perform and execute his/her duties as detailed in this agreement, this agreement will be terminated without prejudice to any rights under this agreement.

5. THE CONDITIONS OF THIS AGREEMENT

5.1. The parties expressly declare that this agreement contains all the conditions negotiated between them, and no condition or stipulation not contained herein shall be binding upon the parties.

6. THUS AGREED AND SIGNED BY THE PARTIES:

Contractor: .....

Community Liaison officer .....

Date: .....

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



### 17. PRE-QUALIFICATION SCORE SHEET

**\* Proof of Contactable References is required, as indicated below, and must accompany bidder's offer.**

Prospective bidders must have a CIDB status of **3 GB** or higher.

Bidders should provide full detail of at least 3 projects of similar size and nature (construction and or maintenance work) that were successfully completed during the past 5 years. The client's company name, contact person, telephone number and email address must be provided. Reference letters for the projects must also be submitted. Bidders must complete the Schedule of Work Experience of the Tenderer - Completed Contracts in fully and in detail before attaching additional information. References will be given 72 hours to confirm successfully completion of the work via email or telephonically.

Similar size and nature mean construction and or maintenance for a minimum of R 500 000.00/ per project.

Failure to provide such information of the references will invalidate his/her offer.

SIGNATURE (Bidder)		<b>FOR OFFICE USE ONLY:</b>	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



**18. SCHEDULE OF PLANT AND EQUIPMENT**

The following are lists of major items of relevant equipment that I/we **presently** own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

DETAILS OF MAJOR EQUIPMENT THAT IS OWNED BY AND IMMEDIATELY AVAILABLE FOR THIS CONTRACT.			
QUANTITY	DESCRIPTION	SIZE	CAPACITY

Attach additional pages if mores space is required.

DETAIL OF MAJOR EQUIPMENT THAT WILL BE HIRED, ORE ACQUIRED FOR THIS CONTRACT IF MY / OUR TENDER IS ACCEPTED.			
QUANTITY	DESCRIPTION,	SIZE	CAPACITY

Attach additional pages if mores space is required.

Number of sheets appended by the tenderer to this schedule ( <i>If nil, enter NIL</i> )	
---	--

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**19. SCHEDULE OF SUBCONTRACTORS**

I/we the tenderer, notify the Stellenbosch Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
1.	Name of firm			
	Contact person			
	Tel No			
	Address			
2.	Name of firm			
	Contact person			
	Tel No			
	Address			
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			
Number of sheets appended by the tenderer to this schedule ( <i>If nil, enter NIL</i> )				

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**20. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS**

EMPLOYER (Name, Tel, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	CONTRACT PERIOD
Company				From
Tel				
Contact Person				To
Email				
Company				From
Tel				
Contact Person				To
Company				
Company				From
Tel				
Contact Person				To
Email				
Company				From
Tel				
Contact Person				To
Email				
Company				From
Tel				
Contact Person				To
Email				
Company				From
Tel				
Contact Person				To
Email				
Company				From
Tel				
Contact Person				To
Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)			
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**21. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS**

The following is a statement of similar work successfully executed by myself / ourselves:

EMPLOYER (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	CONTRACT PERIOD
Company				From
Tel				To
Contact Person				
Email				
Company				From
Tel				To
Contact Person				
Email				
Company				From
Tel				To
Contact Person				
Email				
Company				From
Tel				To
Contact Person				
Email				
Company				From
Tel				To
Contact Person				
Email				
Company				From
Tel				To
Contact Person				
Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
--	--

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**22. CERTIFICATE OF REGISTRATION WITH CIDB**

**CIDB Contractor Registration Certificate**

A Certificate of Contractors Registration issued by the Construction Industry Development Board (CIDB) shall be attached to this schedule.

Where a tenderer satisfies CIDB Contractor Grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
CRS Number:	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



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## 23. FORM OF OFFER AND ACCEPTANCE

**NOTE:**

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
  - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
3. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
  - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	<b>INDICATE WITH AN 'X'</b>							
<b>Are you/is the firm a registered VAT Vendor</b>	<b>YES</b>					<b>NO</b>		
<b>If "YES", please provide VAT number</b>								

- 1. OFFER**
- 1.1. The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **B/SM: 70/26**
  - 1.2. The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.
  - 1.3. By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the **Employer** under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

<b>THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:</b>	
In figures:	R
In words:	

- 1.4. This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the **Contractor** in the conditions of contract identified in the Contract Data.

Signature(s)		
Name(s)		
Capacity		
Name of tenderer:		
Name of witness:	<i>(Insert name and address of organisation)</i>	<b>Date</b>
Signature of witness:		



**2. ACCEPTANCE**

- 2.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 2.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 2.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):		
Name(s):		
Capacity:		
<b>For the Employer:</b>	<b>Stellenbosch Municipality, Plein Street, Stellenbosch</b>	
Name of witness:		Date:
Signature of witness:		



**24. PRICING SCHEDULE**

**NOTE:**

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. **NO** correction fluid/tape may be used.
  - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.

I / We \_\_\_\_\_  
(full name of Bidder) the undersigned in my capacity as \_\_\_\_\_  
of the firm \_\_\_\_\_

hereby offer to Stellenbosch Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Stellenbosch Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

	<b>INDICATE WITH AN 'X'</b>							
<b>Are you/is the firm a registered VAT Vendor</b>	<b>YES</b>					<b>NO</b>		
<b>If "YES", please provide VAT number</b>								

**Please note the following:**

1. Stellenbosch Municipality reserves the right to adjust the scope of work/ quantity required to stay within its budget.
2. Only firm prices will be accepted and non-firm prices will not be considered.

**PRICING SCHEDULE:**

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**25. DECLARATION BY TENDERER**

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of \*my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	



## **Annexure A: Door and Window Schedule and work that must be done**




# STELLENBOSCH

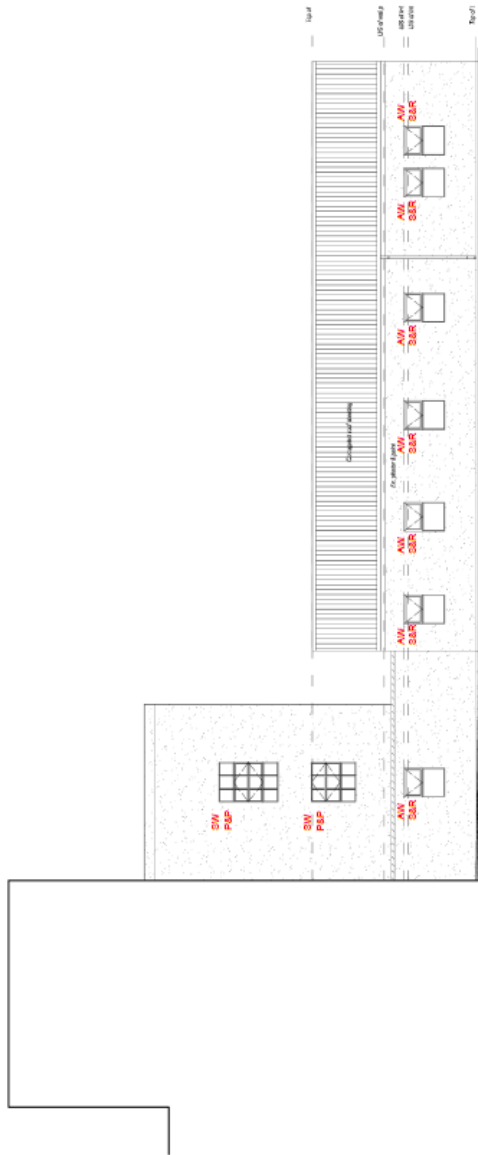
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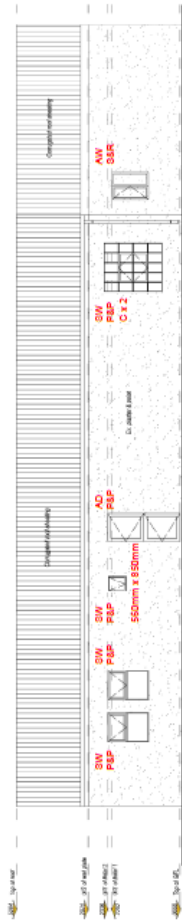
**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- S&P - Stripped and Painted
- P&P - Prep and Paint

	
<b>CONSULTANT</b> ACE CONSULTING LABAVIA COLLEGE CENTURY CITY 7441 TEL: +27 28 656 0256 TEL: +27 28 656 0254 INFO@aceconsulting.co.za www.aceconsulting.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT - BUILDING CONTROL	
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT	
<b>DATE</b> 25/06/2025	<b>DRAWN</b> ACE Consulting
<b>PROJECT FILE NO.</b> 2025-004	<b>CHECKED</b> BEAN WELJONEN
<b>DRAWING NO.</b> 2025-004-001	<b>SCALE</b> AS SHOWN
	<b>REV. NO.</b> A



**Building Control**  
 East Elevation  
 Scale: 1:100 - A1  
 1: 200 - A3



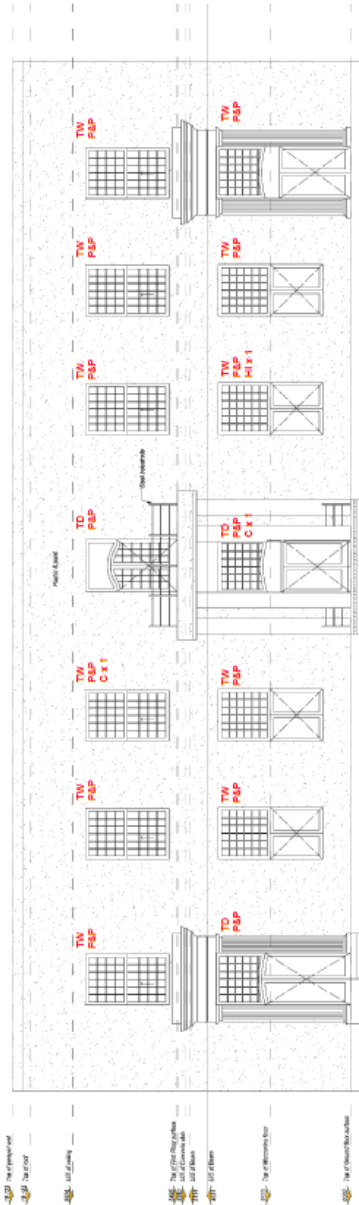
**Building Control**  
 West Elevation  
 Scale: 1:100 - A1  
 1: 200 - A3



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## Council Chambers

### South Elevation


Scale: 1:100 - A1  
1:200 - A3

#### ADDITIONAL NOTES:

- All windows and doors to be Prepped and Painted
- All Beading and Putty to be replaced

#### LEGEND:

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- St&P - Stripped and Painted
- P&P - Prep and Paint

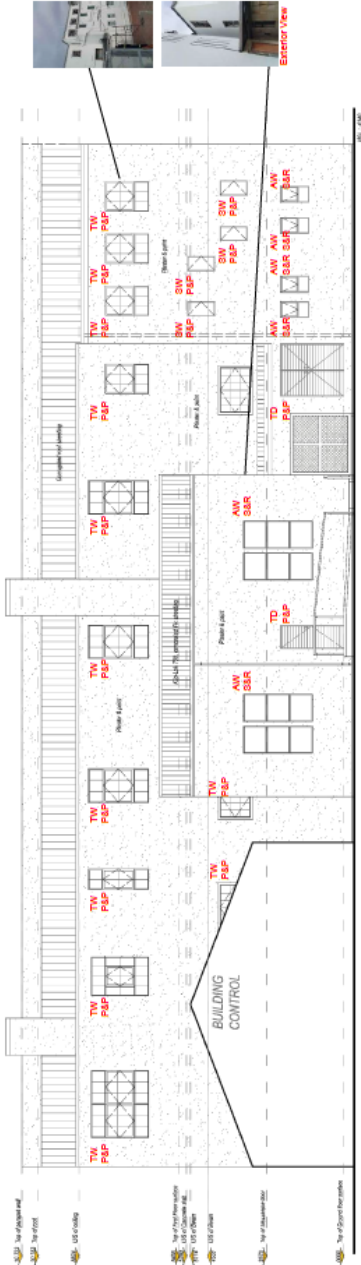
	
<b>CONSULTANT</b> APC CONSULTING THE ISLAND CLUB LA SAVANNA 1441 STURRY CITY TEL: +27 21 825 0250 FAX: +27 21 825 0250 INFO@APCCONSULTING.CO.ZA WWW.APCCONSULTING.CO.ZA	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT - COUNCIL CHAMBERS	
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT	
<b>DATE</b> 25/08/2023	<b>DRAWN BY</b> APC Consulting
<b>SCALE</b> AS SHOWN	<b>CHECKED BY</b> WILKINSON
<b>PROJECT FILE NO.</b> 2023-004-002	
<b>REF. NO.</b> A	



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**Council Chambers**  
North Elevation

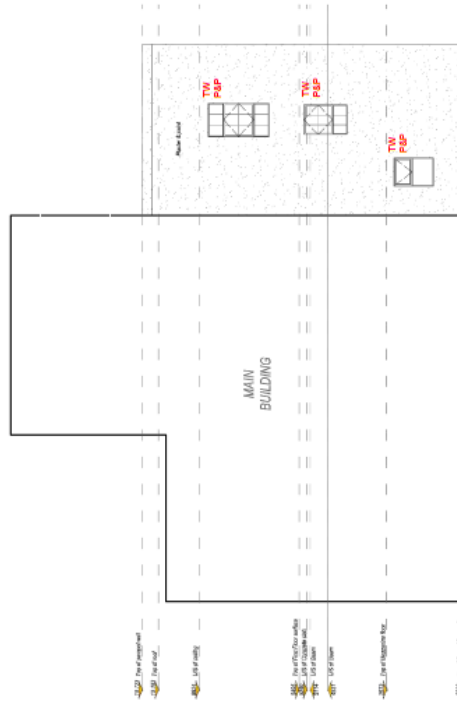
Scale: 1:100 - A1  
1:200 - A3

**ADDITIONAL NOTES:**

- All windows and doors to be Prepped and Painted
- All Beading and Putty to be replaced

**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Slay Replacement
- R - Window Slay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- St&P - Stripped and Painted
- P&P - Prep and Paint



**Council Chambers**  
East Elevation

Scale: 1:100 - A1  
1:200 - A3

**ADDITIONAL NOTES:**

- All windows and doors to be Prepped and Painted
- All Beading and Putty to be replaced

<b>CONSULTANT</b> LA SAVANA THE ISLAND CLUB LAURENCE STREET 2441 STELLENBOSCH TEL: +27 28 556 9524 FAX: +27 28 556 9524 info@laconsulting.co.za www.laconsulting.co.za			
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – COUNCIL CHAMBERS <b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT			
DATE	DRAWN	SCALE	CHECKED
28/08/2023	AJC Consulting	As Shown	WILKINSON
PROJECT FILE NO.		DRAWING NO.	
2022-004-003		2022-004-003	
REV. NO.		A	



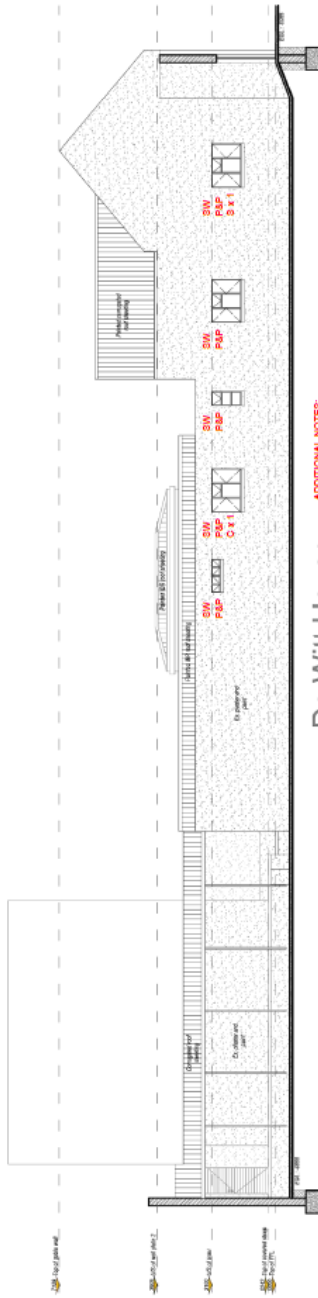
# STELLENBOSCH

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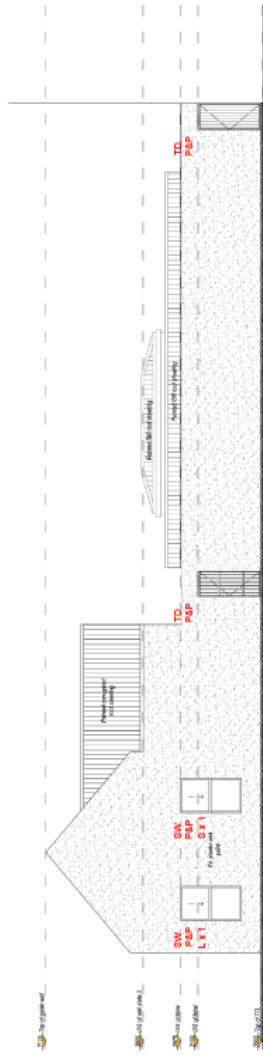
**LEGEND:**

- TW - Timber Frame Window
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- P&P - Prep and Paint



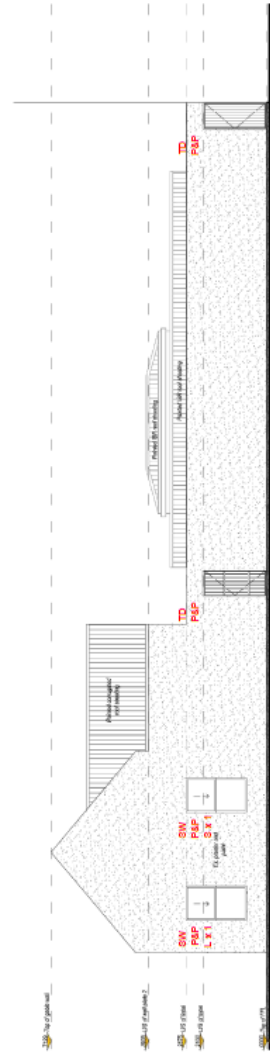
**De Witt House**  
West Elevation  
Scale: 1:100- A1  
1:200 - A3

**ADDITIONAL NOTES:**  
• All windows and doors to be Prepped and Painted



**De Witt House**  
East Elevation  
Scale: 1:100- A1  
1:200 - A3

**ADDITIONAL NOTES:**  
• All windows and doors to be Prepped and Painted



**De Witt House**  
East Elevation  
Scale: 1:100- A1  
1:200 - A3

**ADDITIONAL NOTES:**  
• All windows and doors to be Prepped and Painted

<b>CONSULTANT</b> ACE CONSULTING 101 WILSON AVENUE THE ISLAND CLUB 7481 WILSON AVENUE WILSON, ONTARIO L4A 1R1 Tel: +1 226 825 0230 Fax: +1 226 825 0230 info@aceconsulting.ca www.aceconsulting.ca	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – DE WITT HOUSE DRAWING TITLE <b>WINDOWS &amp; DOORS REFURBISHMENT</b>	
<b>DATE</b> 29/09/2025	<b>SCALE</b> AS SHOWN
<b>DESIGNED BY</b> SEAN WILKINSON	<b>CHECKED BY</b> SEAN WILKINSON
<b>PROJECT FILE NO.</b> 2025-004	
<b>DRAWING NO.</b> 2025-004-004	
<b>REV. NO.</b> A	




# STELLENBOSCH

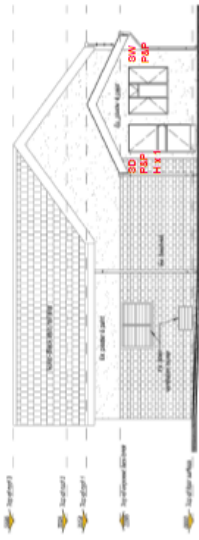
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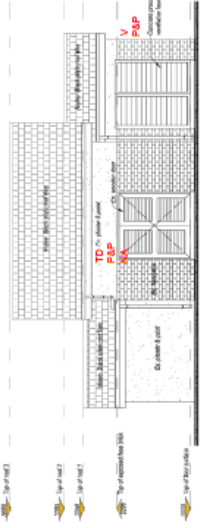
**LEGEND:**

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- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
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- S&R - Service and Repair
- St&P - Stripped and Painted
- P&P - Prep and Paint

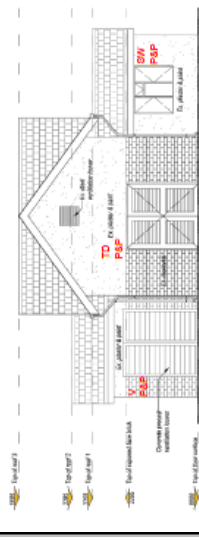
			
<b>CONSULTANT</b> SHOP 8, LA SAVANNA CLUB CENTURY CITY, 7441, 7571, 655 0205 Tel: +27 86 566 0034 info@aceconsulting.co.za www.aceconsulting.co.za			
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – GENERATOR BUILDING DRAWING TITLE <b>WINDOWS &amp; DOORS REFURBISHMENT</b>			
DATE	DRAWN	SCALE	CHECKED
25/01/2023	ACE Consulting	AS SHOWN	BEAN WELJEMEN
<b>PROJECT FILE NO.</b> 2022-004			
<b>DRAWING NO.</b> 2022-004-005			<b>REV. NO.</b> A



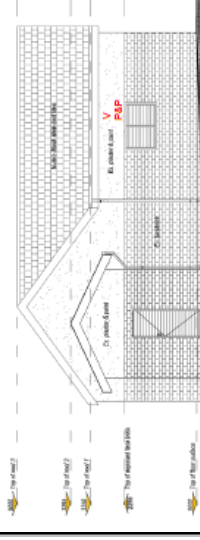
**Generator Building**  
 North Elevation  
 Scale: 1:100 - A1  
 1: 200 - A3



**Generator Building**  
 West Elevation  
 Scale: 1:100 - A1  
 1: 200 - A3



**Generator Building**  
 East Elevation  
 Scale: 1:100 - A1  
 1: 200 - A3



**Generator Building**  
 South Elevation  
 Scale: 1:100 - A1  
 1: 200 - A3



# STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

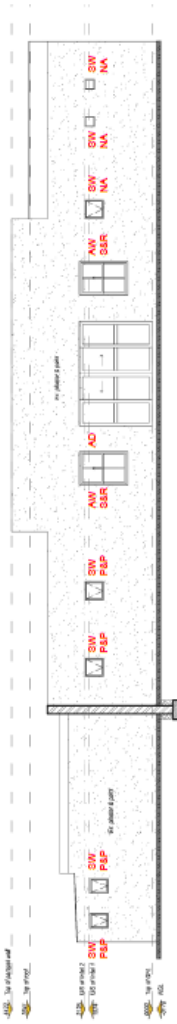
**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- St&P - Stripped and Painted
- P&P - Prep and Paint



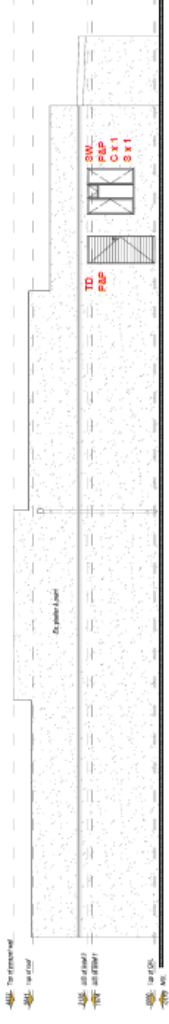
**CONSULTANT**  
 SHOP R.  
 LA BAYNA CLUB  
 CENTURY CITY  
 744 27 21 605 0200  
 Mr. +27 86 598 9534  
 info@aceconsulting.co.za  
 www.aceconsulting.co.za

<b>PROJECT TITLE</b>			
STELLENBOSCH PRECINCT – LAW ENFORCEMENT			
<b>DRAWING TITLE</b>			
WINDOWS & DOORS REFURBISHMENT			
DATE	DRAWN	SCALE	CHECKED
28/09/23	ACE Consulting	AS SHOWN	BEAN WELFORDSON
<b>PROJECT FILE NO.</b>			
2023-004			
<b>DRAWING NO.</b>			
2023-004-008			
<b>REV. NO.</b>			
A			



**Law Enforcement**  
 East Elevation  
 Scale: 1:100 - A1  
 1:200 - A3

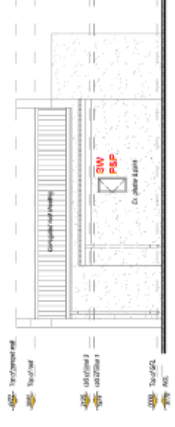
**ADDITIONAL NOTES:**  
 • All windows and doors to be Prepped and Painted



**Law Enforcement**  
 West Elevation  
 Scale: 1:100 - A1  
 1:200 - A3

**ADDITIONAL NOTES:**  
 • All windows and doors to be Prepped and Painted

- 400 - To replace
- 401 - To repair
- 402 - To replace
- 403 - To replace
- 404 - To replace
- 405 - To replace
- 406 - To replace
- 407 - To replace
- 408 - To replace
- 409 - To replace
- 410 - To replace



**Law Enforcement**  
 South Elevation  
 Scale: 1:100 - A1  
 1:200 - A3

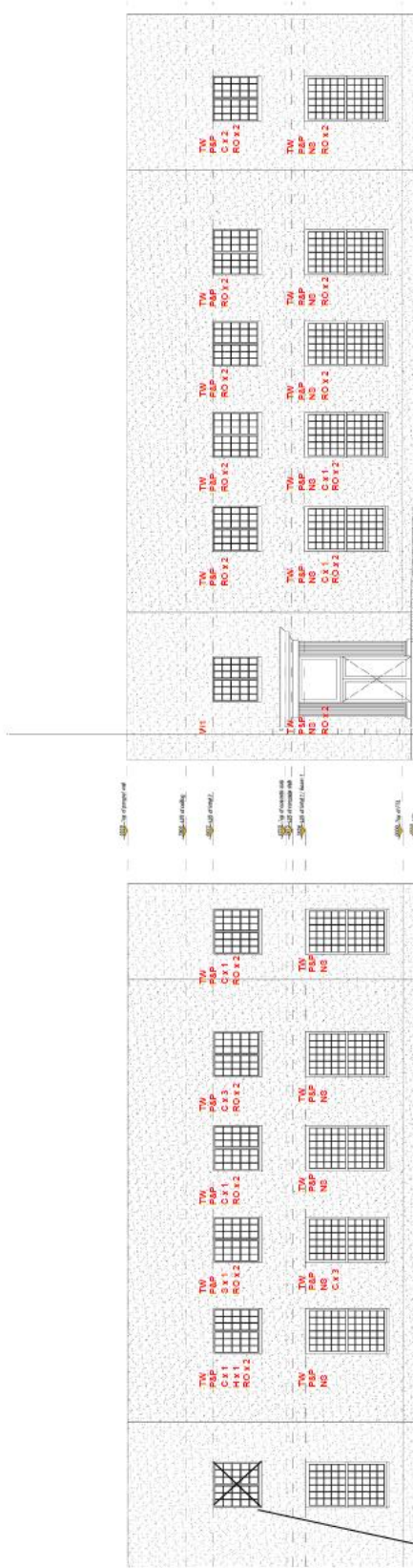
**ADDITIONAL NOTES:**  
 • All windows and doors to be Prepped and Painted



# STELLENBOSCH

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**Library**  
West Elevation  
Scale: 1:100 - A1  
1:200 - A3

**Library**  
East Elevation  
Scale: 1:100 - A1  
1:200 - A3



**Exterior**  
First Floor (East) W1 - as indicated below

**ADDITIONAL NOTES:**

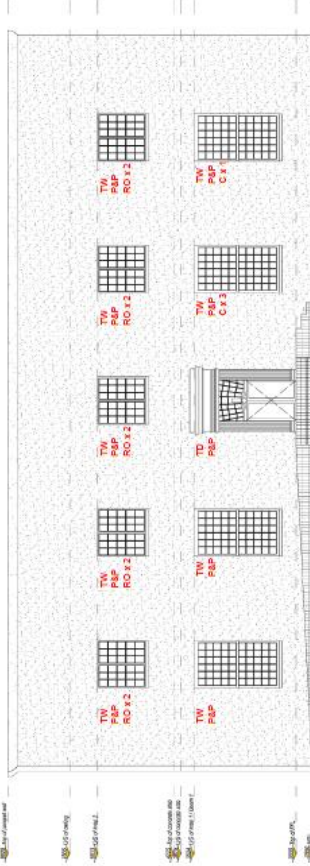
- All windows and doors to be Prep and Painted
- All P&P to be replaced

**ADDITIONAL NOTES:**

- All windows and doors to be Prep and Painted
- All P&P to be replaced

**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- R - Window Slay Replacement
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- S&P - Stripped and Painted
- P&P - Prep and Paint



**Library**  
South Elevation  
Scale: 1:100 - A1  
1:200 - A3

**ADDITIONAL NOTES:**

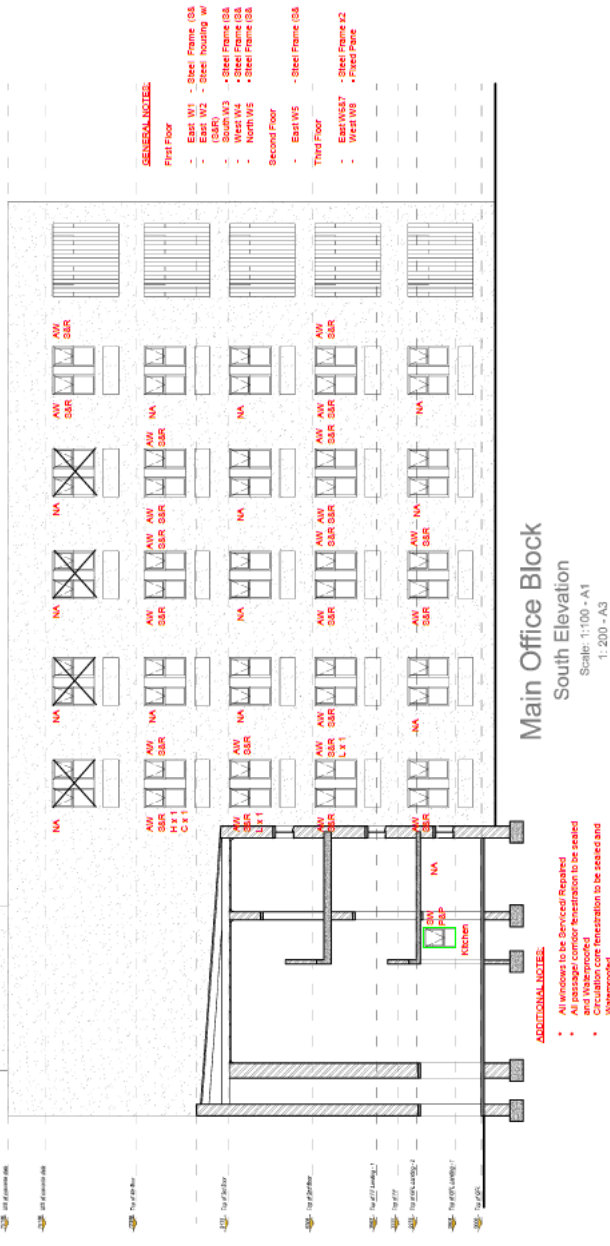
- All windows and doors to be Prep and Painted
- All P&P to be replaced

<b>CONSULTANT</b> SPECTRA THE ISLAND CLUB CENTURY CITY 10000000 Tel: +27 21 825 0230 Fax: +27 21 825 0231 www.spectra.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – LIBRARY	
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT	
<b>DATE</b> 20/06/2025	<b>SCALE</b> BROWN
<b>PROJECT FILE NO</b> 2025-004-007	<b>REVISION</b> A



- LEGEND:**
- TW - Timber Frame Window
  - SW - Steel Frame Window
  - AW - Aluminium Frame Window
  - AD - Aluminium Frame Door
  - TD - Timber Frame Door
  - SD - Steel Frame Door
  - FP - Fixed Pane
  - NA - No Access
  - NS - Nailed Shut
  - C - Cracked Window Pane Replacement
  - S - Window Stay Replacement
  - R - Window Stay Repair
  - H - Window Handle Replacement
  - HI - Hinge Replacement
  - L - Latch Replacement
  - PB - Panic Bar Replacement
  - RO - Rope Replacement
  - RE - Replace
  - V - Vent
  - W - Welded/ Paint Shut
  - S&R - Service and Repair
  - Sl&P - Slipped and Painted
  - P&P - Prep and Paint

- East W&S7 - Steel Frame x2 (GAR)
- West W8 - Fixed Pane



**Main Office Block**  
South Elevation

Scale: 1:100 - A1  
1:200 - A3

**ADDITIONAL NOTES:**

- All windows to be Serviced, Repaired and Waterproofed
- Circulation core fenestration to be sealed and Waterproofed

<b>CONSULTANT</b> PNIEL & ASSOCIATES THE ISLAND CLUB CENTURION CITY 144 WILHELMUSDALE TEL: +27 21 865 0030 FAX: +27 21 865 0030 INFO@PNIELANDASSOCIATES.CO.ZA WWW.PNIELANDASSOCIATES.CO.ZA			
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT - MAIN OFFICE BLOCK DRAWING TITLE WINDOWS & DOORS REFURBISHMENT			
DATE 25/09/2025	DRAWN ACE Coovalling	SCALE AS SHOWN	CHECKED SEAN WILHELMSON
PROJECT FILE NO. 2025-004		DRAWING NO. 2025-004-008	
		REV NO. A	



# STELLENBOSCH

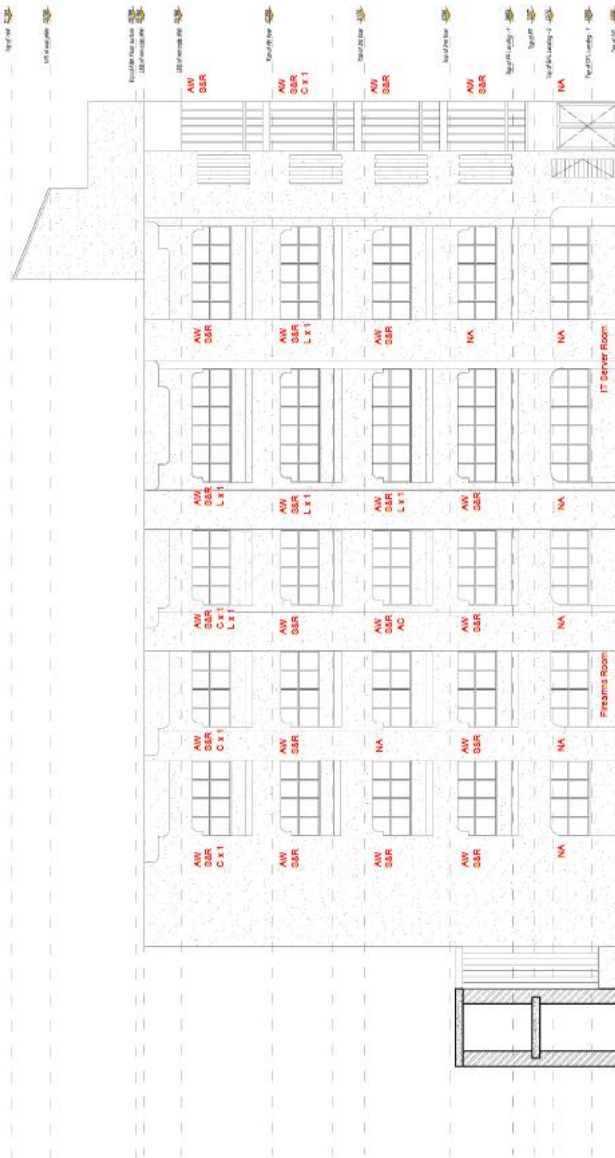
STELLENBOSCH • PNIEL • FRANSCHHOEK

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		<b>CONSULTANT</b> APD CONSULTANTS 111 BLOEMFONTEIN AVENUE THE BLAND CLUB CENTURY CITY JOHANNESBURG TEL: +27 11 835 0200 FAX: +27 11 835 0204 WWW.APDCONSULTANTS.CO.ZA	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – MAIN OFFICE BLOCK DRAWING TITLE WINDOWS & DOORS REFURBISHMENT		<b>DATE</b> 24/08/2025	
<b>PROJECT FILE NO.</b> 2025/04		<b>DESIGNED BY</b> SEAN WILKINSON	
<b>DRAWING NO.</b> 2025-04-009		<b>REV. NO.</b> A	

**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- S&P - Stripped and Painted
- P&P - Prep and Paint



**GENERAL NOTES:**


- First Floor
  - East W1 - Steel Frame (S&R)
  - East W2 - Steel housing w/ timber frame
  - South W3 - Steel Frame (S&R, L x 1)
  - West W4 - Steel Frame (S&R)
  - North W5 - Steel Frame (S&R, S x 1)
- Second Floor
  - East W6 - Steel Frame (S&R)
- Third Floor
  - East W&S7 - Steel Frame L2 (S&R)
  - West W8 - Fixed Pane

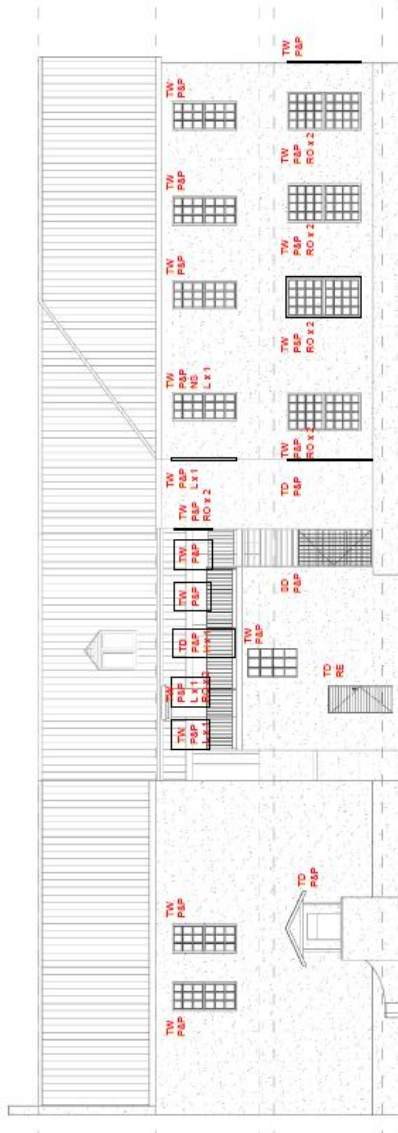
**ADDITIONAL NOTES:**

- All windows to be checked/ repaired
- All passages/condor penetration to be sealed and waterproofed
- Circulation core penetration to be sealed and waterproofed





		<b>CONSULTANT</b> 3400 W. SA THE ISLAND CLUB 5241 TURK CITY 7441 Tel: +27 21 825 0230 Fax: +27 21 825 0231 Email: info@aceconsulting.co.za www.aceconsulting.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – NEEHLING HUIS DRAWING TITLE WINDOWS & DOORS REFURBISHMENT		<b>DATE</b> 26/09/2025	<b>CHECKED</b> REAN WILHEMSEN
<b>SCALE</b> AS SHOWN	<b>DRAWN</b> ACE Consulting	<b>PROJECT FILE NO.</b> 2025-004	<b>DRAWING NO.</b> 2025-004-010
		<b>REV NO.</b> A	



**Neehling Huis**  
 West Elevation  
 Scale: 1:100 - A1  
 1:200 - A3

**ADDITIONAL NOTES:**

- All windows and doors to be Represet and Painted
- All Pully to be replaced



**Neehling Huis**  
 South Elevation  
 Scale: 1:100 - A1  
 1:200 - A3

**ADDITIONAL NOTES:**

- All windows and doors to be Represet and Painted
- All Pully to be replaced

**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- S&P - Stripped and Painted
- P&P - Prep and Paint





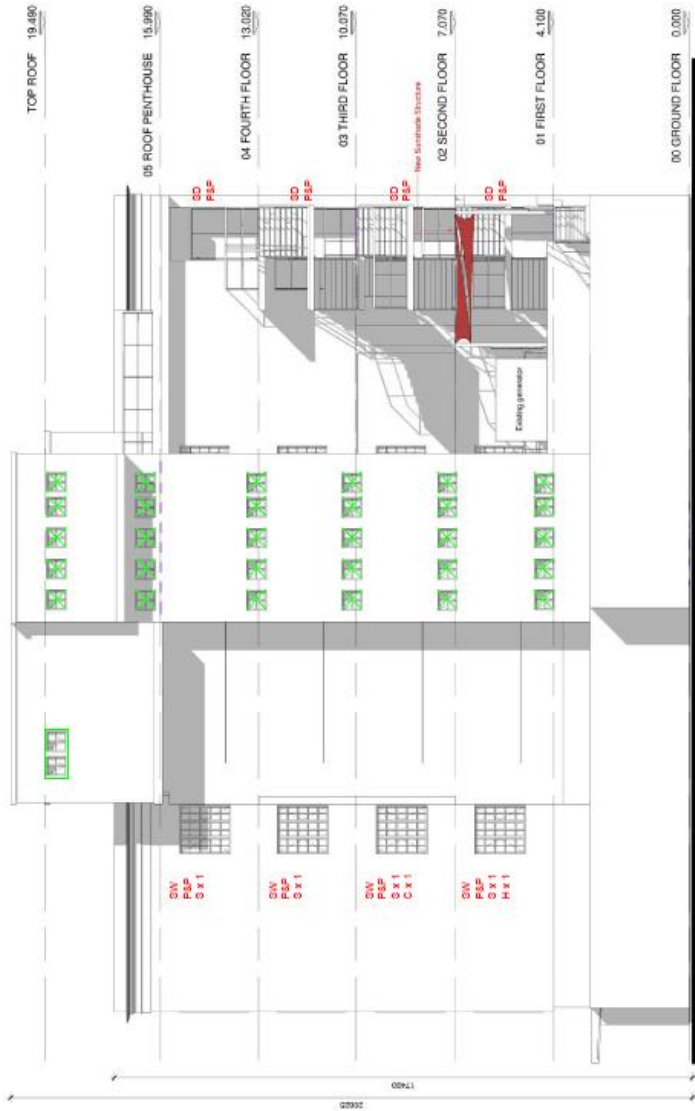
# STELLENBOSCH

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**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- St&P - Stripped and Painted
- P&P - Prep and Paint
- X - Prep and Paint



**EAST ELEVATION**

Scale: 1 : 100

**ADDITIONAL NOTES:**

- \* All windows and doors to be Prepped and Painted
- \* All Cracked Windows/ Doors to be replaced
- \* All Cracked Windows/ Doors to be replaced

		<b>CONSULTANT</b> ACE CONSULTING 101 SAUVINIA THE ISLAND CLUB 7441 FOURTH CITY 7441 Tel: +27 21 625 0230 Fax: +27 21 365 0234 Email: info@aceconsulting.co.za www.aceconsulting.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT - NPK HOUSE			
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT			
<b>DATE</b> 25/06/2025	<b>DRAWN</b> ACE Consulting	<b>SCALE</b> AS SHOWN	<b>CHECKED</b> SEAN WILKINSON
<b>PROJECT FILE NO.</b> 2025-004		<b>REVISION</b>	
<b>DRAWING NO.</b> 2025-004-012	<b>REV. NO.</b> A		



# STELLENBOSCH

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**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- NA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Stay Replacement
- R - Window Stay Repair
- H - Hinge Replacement
- HI - Hinge Replacement
- L - Latch Replacement
- PB - Panic Bar Replacement
- RO - Rope Replacement
- RE - Replace
- V - Vent
- W - Welded/ Paint Shut
- S&R - Service and Repair
- St&P - Stripped and Painted
- P&P - Prep and Paint



**CONSULTANT**  
 SHOP 6,  
 LABARINA  
 CLUB  
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 7441  
 TEL: 021 856 6585  
 MR. 021 856 6584  
 WWW.ABBCONSULTING.CO.ZA

**PROJECT TITLE**

**STELLENBOSCH PRECINCT - NPK HOUSE**

**DRAWING TITLE**

**WINDOWS & DOORS REFURBISHMENT**

DATE 2023-08-08	DESIGN ACE COMMING	SCALE AS SHOWN	CHECKED WILMSON
PROJECT FILE NO. 2023-08-08		REV. NO. A	

- All Courtyard Windows' puffy to be replaced
- Ground Floor Aluminium Frames



**WEST ELEVATION**  
Scale: 1:100

**ADDITIONAL NOTE:**

- All windows and doors to be Prepped and Painted
- All Courtyard Windows' puffy to be replaced
- Ground Floor Aluminium Frames




# STELLENBOSCH

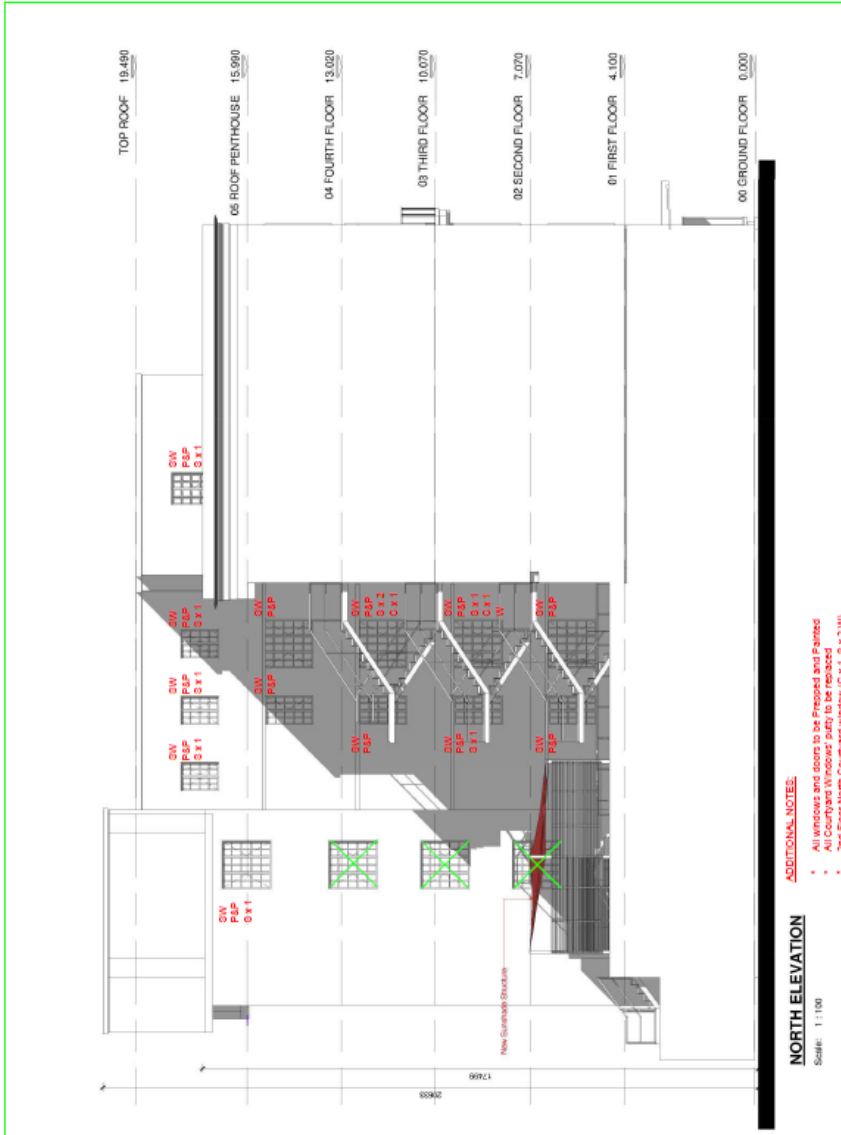
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**LEGEND:**

TW	- Timber Frame Window
SW	- Steel Frame Window
AW	- Aluminium Frame Window
AD	- Aluminium Frame Door
TD	- Timber Frame Door
SD	- Steel Frame Door
FP	- Fixed Pane
NA	- No Access
NS	- Nailed Shut
C	- Cracked Window Pane Replacement
S	- Window Stay Replacement
R	- Window Stay Repair
H	- Window Handle Replacement
L	- Hinge Replacement
L	- Latch Replacement
PB	- Panic Bar Replacement
RO	- Rope Replacement
RE	- Replace
V	- Vent
W	- Welded/ Paint Shut
S&R	- Service and Repair
St&P	- Stripped and Painted
P&P	- Prep and Paint

	
<b>CONSULTANT</b> SHOPA LABATINA CENTURY CITY 741 TEL: +27 21 456 6336 FAX: +27 21 569 6934 info@shopa.co.za www.shopa.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT - NPK HOUSE	
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT	
<b>DATE</b> 24/06/2025	<b>CHECKED</b> SEAN WILKINSON
<b>DRAWN</b> ACE Consulting	<b>SCALE</b> AS SHOWN
<b>PROJECT FILE NO.</b> 2025-004	
<b>DRAWING NO.</b> 2025-004-014	
<b>REV. NO.</b> A	








# STELLENBOSCH

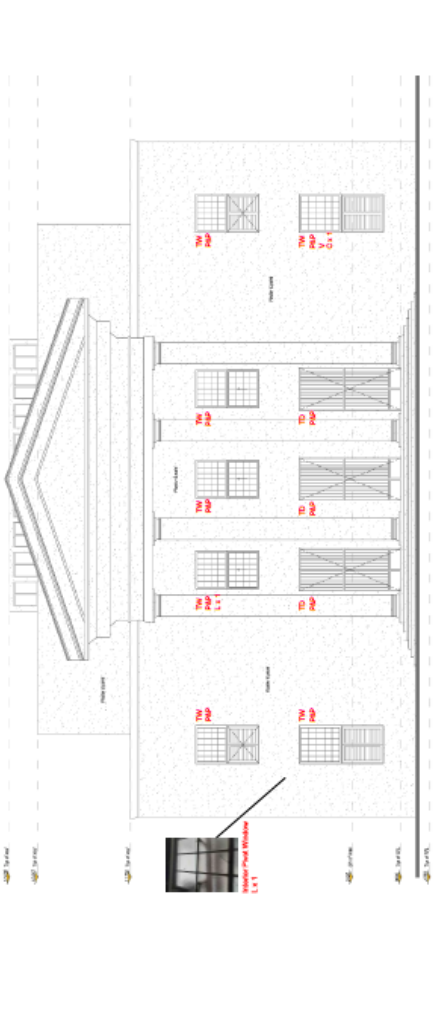
STELLENBOSCH • PNIEL • FRANSCHHOEK

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**LEGEND:**

- TW - Timber Frame Window
- SW - Steel Frame Window
- AW - Aluminium Frame Window
- AD - Aluminium Frame Door
- SD - Steel Frame Door
- SP - Steel Frame Door
- FP - Fixed Pane
- MA - No Access
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Sash Replacement
- R - Window Stay Repair
- H - Window Handle Replacement
- L - Latch Replacement
- PB - Pane Bar Replacement
- RC - Ropes Replacement
- VE - Vents
- W - Welded/ Paint Shut
- S&R - Service and Repair
- S&P - Stripped and Painted
- P&P - Prep and Paint

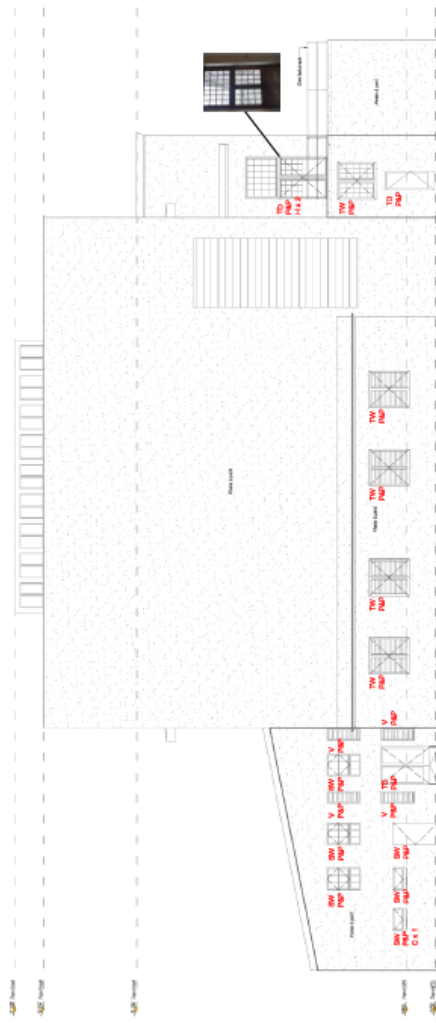
	
<b>CONSULTANT</b> SHOP 6 LA SAUNIA RECREATION CLUB CENTURION CITY 7441 Tel: +27 21 826 0200 Fax: +27 21 826 0200 info@aceconsulting.co.za www.aceconsulting.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – TOWN HALL	
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT	
<b>DATE</b> 25/06/2025	<b>DRAWN</b> ACE Consulting
<b>PROJECT FILE NO.</b> 2025-004	<b>CHECKED</b> BEAN WILHELMSON
<b>DRAWING NO.</b> 2025-004-018	<b>REV. NO.</b> A



**Town Hall**  
**South Elevation**  
 Scale: 1:100 - A1  
 1:200 - A3

**ADDITIONAL NOTES:**

- Windows and doors to be Prepped and Painted
- All Scaffolding and Cray to be removed



**Town Hall**  
**North Elevation**  
 Scale: 1:100 - A1  
 1:200 - A3

**ADDITIONAL NOTES:**

- Windows and doors to be Prepped and Painted
- All Scaffolding and Cray to be removed



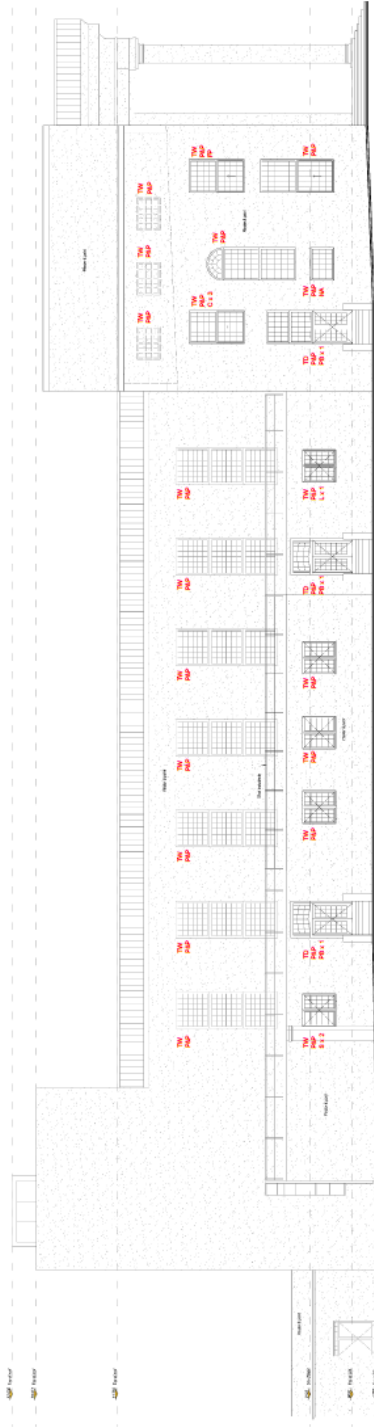
# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY


**LEGEND:**

- TW - Timber Frame Window
- W - Window
- AW - Aluminium Frame Window
- AC - Aluminium Frame Door
- TD - Timber Frame Door
- SD - Steel Frame Door
- FP - Fixed Pane
- PA - Paint
- NS - Nailed Shut
- C - Cracked Window Pane Replacement
- S - Window Sash Replacement
- R - Window Sill Replacement
- H - Window Handle Replacement
- L - Latch Replacement
- PB - Paint Bar Replacement
- RO - Rope Replacement
- RE - Replace
- W - Wood Paint Shut
- SMR - Service and Repair
- SMF - Stripped and Painted
- PMP - Prep and Paint



**Town Hall**  
West Elevation  
Scale: 1:200  
1:200-43

- ADDITIONAL NOTES:**
- All windows and doors to be prepared and replaced.
  - All framing and sills to be replaced.

	
<b>CONSULTANT</b> APP 16 BARNARD CLUB CENTURY CITY Cape Town Tel: +27 21 825 0220 Fax: +27 21 856 8924 Email: info@app.co.za www.app.co.za	
<b>PROJECT TITLE</b> STELLENBOSCH PRECINCT – TOWN HALL	
<b>DRAWING TITLE</b> WINDOWS & DOORS REFURBISHMENT	
<b>DATE</b> 2023-09-04	<b>SCALE</b> AS SHOWN
<b>DESIGNER</b> S. VAN DER MERWE	<b>REVISION</b> 01 - Initial Design
<b>PROJECT FILE NO.</b> 2023-004	<b>CONSULTANT'S SHOWN</b> (Indicates areas shown on drawing)
<b>DRAWING NO.</b> 2023-004-017	<b>REV. NO.</b> A



**Town Hall**  
East Elevation  
Scale: 1:200  
1:200-43

- ADDITIONAL NOTES:**
- All windows and doors to be prepared and replaced.
  - All framing and sills to be replaced.



## Annexure B: Bill of Quantities



**STELLENBOSCH MUNICIPALITY PRECINCT**

Client : Stellebosch Municipality

TENDERERS NAME :

Bill No.	Bill Name	Amount
1	Preliminaries	R -
2	Building Control	R -
3	Council Chambers	R -
4	De Witt House	R -
5	Generator Building	R -
6	Law Enforcement	R -
7	Library	R -
8	Main Office Block	R -
9	Neethling Huis	R -
10	NPK Gebou	R -
11	Town Hall	R -
	<b>Sub-Total excluding Contingency and VAT</b>	R -
	Contingency to be used at Discretion of Project Manager (10%)	R -
	<b>Sub-Total excluding VAT</b>	R -
	VAT @ 15%	R -
	<b>AMOUNT CARRIED FORWARD TO FORM OF TENDER (INCLUDING VAT)</b>	R -



**STELLENBOSCH MUNICIPALITY PRECINCT**  
**DOOR AND WINDOW REFURBISHMENT**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<p><b><u>BILL No 1</u></b></p> <p><b>* TENDERERS TO NOTE:</b> <b>THIS BILLS OF QUANTITIES DOCUMENT ISSUED IN THIS FORMAT (EXCEL WORKBOOK), IS ISSUED ONLY TO ASSIST THE TENDERER IN HIS PRICING OF THIS TENDER, AND THE QUANTITY SURVEYOR WHO COMPILED AND ISSUED THIS DOCUMENT (ACE CONSULTING) WILL IN NO WAY BE RESPONSIBLE FOR ANY CALCULATION/FORMULA/ COUNTING ERRORS THAT MAY ARISE WITH THE SUBMITTAL OF THE TENDERER'S DOCUMENTS ALONG WITH ALL OTHER NECESSARY DOCUMENTS ISSUED WITH THE TENDER *.</b></p> <p><b>ALL CONTRACTUAL CLAUSES, PREAMBLES AND SPECIFICATIONS ARE APPLICABLE AS PER THE PDF TENDER DOCUMENT ISSUED ELECTRONICALLY</b></p> <p>- <b><u>PRELIMINARIES</u></b></p> <p>- <b>SECTION A : CONDITIONS OF CONTRACT</b></p>				
1	Clause 1 to 29 of the WE11 contract All clauses under the WE11 to be priced for under this items. Clauses listed below list additional requirements and can be priced under the listed items.	Item	1		R -
2	Clause 20 Commencement and Completion The contract period shall be 6 (Six) months and shall	Item	1		R -



	<p>commence from the date of the letter of acceptance of the tender and shall include all statutory but exclude building industry holidays</p> <p><b>SECTION B : MODEL PRELIMINARIES</b></p>				
3	<p>B1.1 Clauses B1 to B9 of the Model Preliminaries All clauses under the Model Preliminaries to be priced for under this items. Clauses listed below list additional requirements and can be priced under the listed items.</p> <p><b>B1 SUPPLEMENTARY DOCUMENTATION</b></p> <p>B1.4 Name of Architect, Quantity Surveyor and specialist consultants : ACE Consulting - 011 463 0073 / Farghana.Peck@rbconsult.co.za</p> <p><b>B2 THE SITE</b></p> <p>B2.1 Site and site boundaries The Site is situated on 26 Andringa St, Stellenbosch Central, Stellenbosch, 7600.</p>	Item	1		R -
4	<p>B2.2 Area of the works The Contractor is to exercise proper control to ensure that his workmen do not enter adjoining sites on the Employer's or Landlord's premises. Adequate area on the site in close proximity to the building work will be designated for storage of materials, plant, etc</p>	Item	1		R -
5	<p>B2.6 Existing premises occupied</p> <p><b>B3 MANAGEMENT OF CONTRACT</b></p>	Item	1		R -



6	<p>B3.1 Management of the Works          Clause B3.1 shall be deemed to be amended by the addition of the following: "The Contractor shall to the satisfaction of the Architect provide, in addition to the Foreman, the services of experienced and competent Professionally Registered Construction Managers and Site Agents supported by a management team who shall, inter-alia be responsible for all activities of the Contractor and all Sub-Contractors and in particular:</p> <ul style="list-style-type: none"> <li>(a) Programming</li> <li>(b) Scheduling</li> <li>(c) Reporting/Monitoring of Progress</li> <li>(d) Production of shop drawings and samples</li> <li>(e) Procurement and expediting</li> <li>(f) Liason and co-ordinating of construction</li> <li>(g) Commissioning, instruction, handover and follow-up</li> <li>(h) Monitoring and reporting on building activities taking place "off-site"</li> </ul> <p>The names and CV's of the Contractor's site management teams shall be submitted to the Architect at time of tender submission and, after the Architect's agreement on the composition thereof has been obtained, no changes shall be made nor shall any member of the said team be removed from the site while remaining in the employ of the Contractor without the Architect's express written approval</p> <p>The Contractor is also referred to Clause 5 of the Conditions of Contract and Contract Agreement.</p>	Item	1		R	-
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7	<p><b>B6 TEMPORARY SERVICES</b></p> <p>B6.4 Toilets Contractor to provide his own chemical toilets</p> <p><b>B8 FINANCIAL ASPECTS</b></p> <p>B8.2 Contract price adjustment provisions Contract price adjustment provisions will not be applicable to this contract. Tenderers should therefore make provision within all unit rates for possible price increases during the contract period as no claim in this regard will be entertained.</p> <p><b>B9 GENERAL</b></p> <p>B9.3 SafetyThe total construction shall comply with the Occupational Health and Safety Act, 1993 - Construction Regulations, 2014. - Gazette no. 40883 published 2 June 2017 (<a href="http://www.labour.gov.za">www.labour.gov.za</a> <a href="http://www.labour.gov.za">http://www.labour.gov.za</a> - Department of Labour). Note that the employer will provide a Health and Safety Specification where the contractor will provide Health and Safety plan/program within two weeks from appointment. All costs with regards to the application of the regulation will be included in the tender price.</p> <p>In addition, the contractor will be required to follow the following safety requirements: Submit safety plan before commence with the works Submit safety reports at each management meeting Submit incident reports at each management meeting</p>	Item	1	R	-
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	<p>Refer to the appendix for the Health, Safety and Environmental Specification. The Contractor and all Sub-contractors shall adhere strictly to the Health and Safety Specification in all respects and submit a Health and Safety Plan for acceptance by the Project Manager within 2 weeks of the Contract Commencement Date. The Health and Safety Plan must also be approved by the Employer's appointed Health and Safety Agent within this time frame.</p>				
8	<p>A written agreement (appendix) is to be signed before work is started on site. The Contractor's full time safety representative is compulsory regardless of the number of workers on site. The Contractor's full time, qualified first aid officer is compulsory</p> <p>Personal Protective Equipment as specified in the Safety Specification will be compulsory for all people who access the site.</p> <p><b>SECTION C : SPECIFIC PRELIMINARIES</b></p> <p><u>C1 Site records</u></p> <p>A site record book must be available on site and updated daily with the following specific information : 1. Executed work 2. Site visitors 3. Rainfall 4. Delays 5. Labour strengths 6. Important equipment and plant A copy of the above information must be handed to the Architect at every site inspection A seperate book must be available for Architect's instructions</p>	Item	1	R	-
		Item	1	R	-



	<p><b>SECTION D : WORKING AT HEIGHTS</b></p> <p>The Contractor shall allow for the provision, erection, maintenance, and removal of all necessary scaffolding and/or the use of a cherry picker (MEWP) to safely access work areas at height</p> <p>This includes but is not limited to:          Compliance with the Occupational Health and Safety Act and relevant SANS standards for working at height (SANS 10085 for scaffolding, SANS 16368 for MEWPs) ; Provision of lifelines, harnesses, and all necessary fall arrest systems for workers ;          Regular inspection and certification of scaffolding and MEWP equipment by competent persons ; All statutory signage, barricading, and safety controls for work areas at height; Full allowance for safe access and egress to all elevated work locations ; Protection of the public and other site personnel from overhead work risks ; All associated permits, equipment hire, transport, and operating costs</p>				
9	<p>The Contractor shall ensure that all operatives working at height are trained and competent, with current Working at Heights certification</p>	Item	1		R -
<b>Carried to collection</b>					R -
	<p><b><u>BILL No. 2</u></b></p> <p>-</p> <p><b><u>BUILDING CONTROL</u></b></p> <p><b>STEEL WINDOWS</b></p> <p><b>PREPARE AND PAINT</b></p> <p>-</p>				



	<p><u>All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting</u></p> <p>- <u>Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding or similar approved by Architect</u></p> <p>- <u>Apply two full coats of Dulux Weatherguard Exterior Acrylic to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects or similar approved by Architect</u></p>				
1	Steel window approximately 1150x2000mm (East Elevation)	No.	2		R -
2	Steel window approximately 1000x1400mm (West Elevation)	No.	2		R -
3	Steel window approximately 560x850mm (West Elevation)	No.	1		R -



4	<p>Steel window approximately 1600x1900mm (West Elevation)</p> <p><b>GLASS PANES REPLACEMENT</b></p> <p><u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u></p>	No.	1		R	-
5	<p>&gt; 0.1 m<sup>2</sup> and ≤ 0.5 m<sup>2</sup> (West Elevation)</p> <p><b>ALUMINIUM WINDOWS AND DOORS</b></p> <p><b>SERVICE AND REPAIR</b></p> <p><u>All materials and replacement parts must be compatible with the existing aluminium frame system, matching original profiles, finishes, and performance specifications. All work shall comply with relevant SANS standards, manufacturer guidelines, and industry best practice</u></p> <p><u>Visually inspect all aluminium frames, sashes, and glazing beads for signs of damage, corrosion, distortion, or deformation. Inspect fixings, screws, hinges, stays, handles, locks, and associated hardware for correct operation, wear, or damage. Check alignment of frames and sashes to ensure proper closure and fit. Inspect perimeter sealants and glazing gaskets for shrinkage, cracking, or deterioration</u></p> <p><u>Clean all aluminium frames, tracks, and components using non-abrasive, pH-neutral cleaners as per SANS 1227 (Cleaning of Buildings) and aluminium manufacturer's guidelines. Remove all</u></p>	m2	0,3		R	-



dirt, debris, and buildup that could affect operation

- Realign and adjust all opening sashes to ensure smooth operation and proper weather sealing. Lubricate all moving parts such as hinges, stays, rollers, and locks with suitable silicone-based lubricants or manufacturer-approved alternatives. Replace all defective hardware with equivalent or approved replacement parts conforming to SANS 613 specifications. Ensure all fixings are tight and secure

Replace cracked, broken, or damaged glass with glazing materials that meet SANS 1263 (Safety Glazing Materials in Buildings) and SANS 10137 standards. Refit or replace damaged or perished glazing gaskets. Cut out and replace defective perimeter sealants using UV-stable, non-staining, neutral-cure silicone sealant suitable for aluminium substrates and compatible with adjacent materials

Touch up minor surface scratches and abrasions with manufacturer-approved aluminium touch-up paint, colour-matched to the original frame finish. For severe surface damage or corrosion, the affected sections shall be professionally restored, resprayed, or re-anodized in accordance with SANS 1796 (Anodizing of Aluminium) where required.

- All service and repair work shall be fully compliant with SANS standards and manufacturer specifications

A post-repair inspection report shall be submitted detailing work carried out,



	<u>materials used, and any replacement parts fitted.</u>			
6	Aluminium window approximately 950x1350mm (East Elevation)	No.	7	
7	Aluminium window approximately 900x1150mm (West Elevation)	No.	1	
<b>PREPARE AND PAINT</b>				
<p><u>Clean surfaces thoroughly to remove dirt, grease, oxidation, and old loose coatings using pH-neutral cleaners. Lightly abrade bare aluminium and glossy areas with fine abrasive paper (min. P180 grit) to promote adhesion. Ensure surfaces are clean, dry, and dust-free before painting</u></p> <p><u>Apply etch primer or two-pack epoxy primer suitable for aluminium (e.g., Dulux Metalshield Etch Primer)</u></p> <p><u>One coat of universal undercoat for adhesion and uniformity. Two full coats of Dulux Weatherguard Exterior Acrylic for external surfaces. Two full coats of Dulux Acrylic PVA (Low Sheen or Matt) for internal surfaces</u></p> <p><u>Apply by brush, roller, or airless spray, following manufacturer's instructions. Finish must be smooth, uniform, and free from defects. Protect surrounding surfaces and clean thoroughly after painting. Ensure colour matches approved sample. All work to conform to SANS standards and manufacturer datasheets</u></p> <p><u>Allow proper drying and curing between coats</u></p>				
8	- Aluminium stable door and frame approximately 1000x2100mm (West Elevation)	No.	1	



	<b>Carried to collection</b>				<b>R</b>	-
	<p><b><u>BILL No 3</u></b></p> <p>-</p> <p><b><u>COUNCIL CHAMBERS</u></b></p> <p><b>TIMBER WINDOWS AND DOORS</b></p> <p><b>PREPARE AND PAINT</b></p> <p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p> <p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion or similar approved by Architect</u></p> <p>-</p> <p><u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent); Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish or similar approved by Architect</u></p>					



	<u>Finish to be smooth, even and free from defects</u>				
	- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u>				
1	Timber window approximately 1600x2650mm (South Elevation)	No.	6	R	-
2	Timber window approximately 1650x3300mm (South Elevation)	No.	4	R	-
3	Timber window approximately 2300x2000mm (North Elevation)	No.	1	R	-
4	Timber window approximately 1350x2000mm (North Elevation)	No.	1	R	-
5	Timber window approximately 750x2000mm (North Elevation)	No.	1	R	-
6	Timber window approximately 1200x2000mm (North Elevation)	No.	3	R	-
7	Timber window approximately 1000x1450mm (North Elevation)	No.	4	R	-
8	Timber window approximately 1600x1150 (North Elevation)	No.	3	R	-
9	Timber window approximately 1150x2000mm (East Elevation)	No.	1	R	-
10	Timber window approximately 1000x1500mm (East Elevation)	No.	1	R	-
11	Timber window approximately 1000x1350mm (East Elevation)	No.	1	R	-
12	Timber double door and frame approximately 1650x2200mm (South Elevation)	No.	1	R	-
13	Timber double door and frame approximately 1650x4300mm (South Elevation)	No.	3	R	-
14	Timber double door and frame approximately 1650x2100mm (North Elevation)	No.	1	R	-
15	Timber single door and frame approximately 1000x2100mm (North Elevation)	No.	1	R	-
	<b>GLASS PANES REPLACEMENT</b>				



16	<p><u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external timber window frame, all in accordance with SANS standards</u></p>	m2	0,15	R	-
<b>IRONMONGERY</b>					
17	<p><u>Remove and replace hinges, latches, etc. to timber windows and frames to match existing or similar approved as specified by the Architect</u></p>	No.	1	R	-
<b>STEEL WINDOWS</b>					
<b>PREPARE AND PAINT</b>					
	<p><u>All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting</u></p>				



18	<p><u>Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding or similar approved by Architect</u></p> <p>- <u>Apply two full coats of Dulux Weatherguard Exterior Acrylic to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects or similar approved by Architect</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.</u></p> <p>- Steel window approximately 500x950mm (North Elevation)</p> <p><b>ALUMINIUM WINDOWS AND DOORS</b></p> <p><b>SERVICE AND REPAIR</b></p> <p><u>All materials and replacement parts must be compatible with the existing aluminium frame system, matching original profiles, finishes, and performance specifications. All work shall comply with relevant SANS standards, manufacturer guidelines, and industry best practice</u></p>	No.	4	R	-
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Visually inspect all aluminium frames, sashes, and glazing beads for signs of damage, corrosion, distortion, or deformation. Inspect fixings, screws, hinges, stays, handles, locks, and associated hardware for correct operation, wear, or damage. Check alignment of frames and sashes to ensure proper closure and fit. Inspect perimeter sealants and glazing gaskets for shrinkage, cracking, or deterioration

Clean all aluminium frames, tracks, and components using non-abrasive, pH-neutral cleaners as per SANS 1227 (Cleaning of Buildings) and aluminium manufacturer's guidelines. Remove all dirt, debris, and buildup that could affect operation

- Realign and adjust all opening sashes to ensure smooth operation and proper weather sealing. Lubricate all moving parts such as hinges, stays, rollers, and locks with suitable silicone-based lubricants or manufacturer-approved alternatives. Replace all defective hardware with equivalent or approved replacement parts conforming to SANS 613 specifications. Ensure all fixings are tight and secure

Replace cracked, broken, or damaged glass with glazing materials that meet SANS 1263 (Safety Glazing Materials in Buildings) and SANS 10137 standards. Refit or replace damaged or perished glazing gaskets. Cut out and replace defective perimeter sealants using UV-stable, non-staining, neutral-cure silicone sealant suitable for aluminium substrates and compatible with adjacent materials



	<p><u>Touch up minor surface scratches and abrasions with manufacturer-approved aluminium touch-up paint, colour-matched to the original frame finish. For severe surface damage or corrosion, the affected sections shall be professionally restored, resprayed, or re-anodized in accordance with SANS 1796 (Anodizing of Aluminium) where required.</u></p> <p>-</p> <p><u>All service and repair work shall be fully compliant with SANS standards and manufacturer specifications</u></p> <p><u>A post-repair inspection report shall be submitted detailing work carried out, materials used, and any replacement parts fitted.</u></p>				
19	Aluminium window approximately 550x1000mm (North Elevation)	No.	4		R -
20	Aluminium window approximately 950x2350mm (North Elevation)	No.	4		R -
	<p><b>PREPARE AND PAINT</b></p> <p><u>Clean surfaces thoroughly to remove dirt, grease, oxidation, and old loose coatings using pH-neutral cleaners. Lightly abrade bare aluminium and glossy areas with fine abrasive paper (min. P180 grit) to promote adhesion. Ensure surfaces are clean, dry, and dust-free before painting</u></p> <p><u>Apply etch primer or two-pack epoxy primer suitable for aluminium (e.g., Dulux Metalshield Etch Primer or similar approved by Architect)</u></p> <p><u>One coat of universal undercoat for adhesion and uniformity. Two full coats of Dulux Weatherguard Exterior Acrylic for external surfaces. Two full coats of Dulux Acrylic PVA (Low Sheen</u></p>				



	<p><u>or Matt) for internal surfaces or similar approved by Architect</u></p> <p><u>Apply by brush, roller, or airless spray, following manufacturer's instructions. Finish must be smooth, uniform, and free from defects. Protect surrounding surfaces and clean thoroughly after painting. Ensure colour matches approved sample. All work to conform to SANS standards and manufacturer datasheets</u></p> <p><u>Allow proper drying and curing between coats</u></p>					
21	Aluminium window approximately 550x1000mm (North Elevation)	No.	4			
22	Aluminium window approximately 950x2350mm (North Elevation)	No.	4			
<b>Carried to collection</b>					<b>R</b>	<b>-</b>
<p><b><u>BILL No. 4</u></b></p> <p>-</p> <p><b><u>DE WITT HOUSE</u></b></p> <p><b>TIMBER WINDOWS AND DOORS</b></p> <p><b>PREPARE AND PAINT</b></p> <p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p>						



<p>1</p>	<p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>-</p> <p><u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p> <p><u>Finish to be smooth, even and free from defects</u></p> <p>-</p> <p><u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u></p> <p>Timber single door and frame approximately 1000x2100mm (East Elevation)</p> <p><b>STEEL WINDOWS</b></p> <p><b>PREPARE AND PAINT</b></p> <p>-</p>	<p>No.</p>	<p>2</p>	<p>R</p>	<p>-</p>
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All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting

- Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding or similar approved by Architect

- Apply two full coats of Dulux Weatherguard Exterior Acrylic or similar approved by Architect to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) or similar approved by Architect to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects

- Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.



2	- Steel window approximately 1150x300mm (West Elevation)	No.	1		R	-
3	Steel window approximately 1500x1000mm (West Elevation)	No.	3		R	-
4	Steel window approximately 1200x2000mm (East Elevation)	No.	2		R	-
<b>GLASS PANES REPLACEMENT</b>						
<u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u>						
5	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (West Elevation)	m2	0,48		R	-
<b>IRONMONGERY</b>						
<u>Remove and replace hinges, latches, etc. to timber windows and frames to match existing or similar approved as specified by the Architect</u>						
6	Latch to steel windows	No.	1		R	-
<u>Remove defective steel window stay and replace with new; including all fittings, fixings, adjustments, and making good to match existing; all in accordance with SANS standards</u>						
7	- To steel windows	No.	2		R	-
<b>Carried to collection</b>					<b>R</b>	<b>-</b>
<b><u>BILL No. 5</u></b>						
- <b><u>GENERATOR BUILDING</u></b>						
<b>TIMBER WINDOWS AND DOORS</b>						



1	<p><b>PREPARE AND PAINT</b></p> <p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p> <p>- <u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>- <u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatheguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p> <p>- <u>Finish to be smooth, even and free from defects</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u></p> <p>- <u>Timber louvred double door and frame approximately 1800x2100mm (East &amp; West Elevation)</u></p>	No.	2	R	-
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**STEEL WINDOWS**

**PREPARE AND PAINT**

- All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting
- Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding or similar approved by Architect
- Apply two full coats of Dulux Weatherguard Exterior Acrylic or similar approved by Architect to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects or similar approved by Architect
-



	<u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.</u>				
2	- Steel window approximately 1550x1350mm (East & North Elevation)	No.	2		R -
3	Steel single door approximately 1000x2100mm (North Elevation)	No.	1		R -
	<b>IRONMONGERY</b>				
	<u>Remove and replace hinges, latches, etc. to timber windows and frames to match existing or similar approved as specified by the Architect</u>				
4	Hinges to steel door welded to frame	No.	3		R -
	<b>CONCRETE SURFACES</b>				
	- <b>PAINTING ON FLOATED PLASTER</b>				
	<u>One coat "Plascon" alcalyne plaster primer and two coats Dulux Weatherguard</u>				
5	- On existing precast concrete vent	m2	23,5		R -
	<b>Carried to collection</b>				R -
	<b><u>BILL No. 6</u></b>				
	- <b><u>LAW ENFORCEMENT</u></b>				
	<b>TIMBER WINDOWS AND DOORS</b>				
	<b>PREPARE AND PAINT</b>				



<p>1</p>	<p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p> <p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>- <u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p> <p><u>Finish to be smooth, even and free from defects</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u></p> <p>Timber single door and frame approximately 1000x2100mm (West Elevation)</p> <p><b>STEEL WINDOWS</b></p>	<p>No.</p>	<p>1</p>	<p>R</p>	<p>-</p>
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## PREPARE AND PAINT

- All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting
- Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding or similar approved by Architect
- Apply two full coats of Dulux Weatherguard Exterior Acrylic to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects or similar approved by Architect
- Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows,



	<u>doors, and frames; all in accordance with SANS standards.</u>				
2	- Steel window approximately 500x600mm (East Elevation)	No.	5		R -
3	Steel window approximately 350x350mm (East Elevation)	No.	2		R -
4	Steel window approximately 1500x1550mm (West Elevation)	No.	1		R -
5	Steel window approximately 500x1000mm (South Elevation)	No.	1		R -
	<b>GLASS PANES REPLACEMENT</b>				
	<u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u>				
6	> 0.5 m <sup>2</sup> and ≤ 2 m <sup>2</sup> (West Elevation)	m2	0,75		R -
	<b>IRONMONGERY</b>				
	<u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u>				
7	Steel window approximately 1500x1550mm (West Elevation)	No.	1		R -
	<b>ALUMINIUM WINDOWS AND DOORS</b>				
	<b>SERVICE AND REPAIR</b>				
	<u>All materials and replacement parts must be compatible with the existing aluminium frame system, matching original profiles, finishes, and performance specifications. All work</u>				



shall comply with relevant SANS standards, manufacturer guidelines, and industry best practice

Visually inspect all aluminium frames, sashes, and glazing beads for signs of damage, corrosion, distortion, or deformation. Inspect fixings, screws, hinges, stays, handles, locks, and associated hardware for correct operation, wear, or damage. Check alignment of frames and sashes to ensure proper closure and fit. Inspect perimeter sealants and glazing gaskets for shrinkage, cracking, or deterioration

Clean all aluminium frames, tracks, and components using non-abrasive, pH-neutral cleaners as per SANS 1227 (Cleaning of Buildings) and aluminium manufacturer's guidelines. Remove all dirt, debris, and buildup that could affect operation

- Realign and adjust all opening sashes to ensure smooth operation and proper weather sealing. Lubricate all moving parts such as hinges, stays, rollers, and locks with suitable silicone-based lubricants or manufacturer-approved alternatives. Replace all defective hardware with equivalent or approved replacement parts conforming to SANS 613 specifications. Ensure all fixings are tight and secure

Replace cracked, broken, or damaged glass with glazing materials that meet SANS 1263 (Safety Glazing Materials in Buildings) and SANS 10137 standards. Refit or replace damaged or perished glazing gaskets. Cut out and replace defective perimeter sealants using UV-



	<p><u>stable, non-staining, neutral-cure silicone sealant suitable for aluminium substrates and compatible with adjacent materials</u></p> <p><u>Touch up minor surface scratches and abrasions with manufacturer-approved aluminium touch-up paint, colour-matched to the original frame finish. For severe surface damage or corrosion, the affected sections shall be professionally restored, resprayed, or re-anodized in accordance with SANS 1796 (Anodizing of Aluminium) where required.</u></p> <p>- <u>All service and repair work shall be fully compliant with SANS standards and manufacturer specifications</u></p> <p><u>A post-repair inspection report shall be submitted detailing work carried out, materials used, and any replacement parts fitted.</u></p>				
8	Aluminium window approximately 1100x1500mm (East Elevation)	No.	2		R -
9	Aluminium stacking door approximately 3300x2350mm (East Elevation)	No.	1		R -
	<p><b>PREPARE AND PAINT</b></p> <p><u>Clean surfaces thoroughly to remove dirt, grease, oxidation, and old loose coatings using pH-neutral cleaners. Lightly abrade bare aluminium and glossy areas with fine abrasive paper (min. P180 grit) to promote adhesion. Ensure surfaces are clean, dry, and dust-free before painting</u></p>				



	<p><u>Apply etch primer or two-pack epoxy primer suitable for aluminium (e.g., Dulux Metalshield Etch Primer)</u></p> <p><u>One coat of universal undercoat for adhesion and uniformity. Two full coats of Dulux Weatherguard Exterior Acrylic for external surfaces. Two full coats of Dulux Acrylic PVA (Low Sheen or Matt) for internal surfaces or similar approved by Architect</u></p> <p><u>Apply by brush, roller, or airless spray, following manufacturer's instructions. Finish must be smooth, uniform, and free from defects. Protect surrounding surfaces and clean thoroughly after painting. Ensure colour matches approved sample. All work to conform to SANS standards and manufacturer datasheets</u></p> <p><u>Allow proper drying and curing between coats</u></p>					
10	Aluminium window approximately 1100x1500mm (East Elevation)	No.	2			
11	Aluminium stacking door approximately 3300x2350mm (East Elevation)	No.	1			
<b>Carried to collection</b>					<b>R</b>	-
	<p><b><u>BILL No 7</u></b></p> <p>-</p> <p><b><u>LIBRARY</u></b></p> <p><b>TIMBER WINDOWS AND DOORS</b></p> <p><b>PREPARE AND PAINT</b></p>					



	<p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p> <p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>- <u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p> <p><u>Finish to be smooth, even and free from defects</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u></p>				
1	Timber window approximately 1700x1650mm high (East & West Elevation)	No.	17		R -
2	Timber window approximately 1700x3050mm high (East & West	No.	15		R -



	Elevation) (Windows nailed shut to remain)					
3	Timber double door and window approximately 1700x4200mm high (West Elevation) (Windows nailed shut to remain)	No.	1		R	-
4	Timber double door and window approximately 1700x2700mm high (South Elevation) (Windows nailed shut to remain)	No.	1		R	-
	- <b>GLASS PANES REPLACEMENT</b>					
	<u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u>					
5	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (East & West Elevation)	m2	2,55		R	-
	<b>IRONMONGERY</b>					
	<u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u>					
6	Hinges to timber windows	No.	1		R	-
	<u>Replace sash cord/rope to windows at height; including access, removal of old cord, supply and fitting of new rope, reassembly, and making good; all in accordance with SANS standards</u>					
7	Timber windows on first floor	No.	44		R	-
	<u>Remove defective timber window stay and replace with new; including all fittings, fixings, adjustments, and</u>					



8	<p><u>making good to match existing; all in accordance with SANS standards</u></p> <p>- To timber windows</p>	No.	1		R -
<b>Carried to collection</b>					<b>R -</b>
<p><b><u>BILL No. 8</u></b></p> <p>- <b><u>MAIN OFFICE BLOCK</u></b></p> <p><b>STEEL WINDOWS</b></p> <p><b>SERVICE AND REPAIR</b></p> <p><u>Visually inspect all steel frames and sashes for corrosion, distortion, damage, or misalignment. Check the condition and operation of all hinges, stays, handles, friction stays, and locking mechanisms. Inspect all fixings and screws for tightness and structural soundness. Examine perimeter sealants and glazing putty for cracking, gaps, or deterioration. Check window operation for smooth opening, closing, and secure locking.</u></p> <p><u>Thoroughly clean all exposed surfaces, including frames, sashes, and hardware, using non-abrasive, suitable cleaning agents as recommended for steel frames. Remove all dirt, dust, debris, and any build-up that could affect operation</u></p> <p><u>Realign and adjust sashes as necessary to ensure correct operation and fit. Lubricate all moving parts (hinges, stays, and locks) with light machine oil or manufacturer-recommended lubricant. Replace missing or defective fixings with new corrosion-resistant</u></p>					



	<p><u>fasteners. Tighten and secure all loose hardware components.</u></p> <p><u>Wire-brush small areas of surface rust or corrosion back to sound metal. Apply rust converter or zinc-rich primer to treated areas before repainting (if part of the scope). Larger corrosion repairs, frame section replacements, or full repainting to be measured separately</u></p> <p><u>On completion, check all windows for smooth operation, correct alignment, and secure locking. Ensure all glazing is properly seated and sealed.</u></p> <p>- <u>A post-repair inspection report shall be submitted detailing work carried out, materials used, and any replacement parts fitted.</u></p>				
1	Steel window approximately 700x1200mm (South Elevation)	No.	1	R	-
2	Steel window approximately 2650x1350mm (North Elevation)	No.	11	R	-
3	Steel window approximately 4100x1350mm (North Elevation)	No.	4	R	-
4	Steel window approximately 3300x1350mm (North Elevation)	No.	3	R	-
	<b>PREPARE AND PAINT</b>				
	-				



All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting

- Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding

- Apply two full coats of Dulux Weatherguard Exterior Acrylic or similar approved by Architect to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic or similar approved by Architect (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects

- Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.

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5	Steel window approximately 700x1200mm (South Elevation)	No.	1		R	-
6	Steel window approximately 2650x1350mm (North Elevation)	No.	15		R	-
7	Steel window approximately 4100x1350mm (North Elevation)	No.	5		R	-
8	Steel window approximately 3300x1350mm (North Elevation)	No.	5		R	-
<b>GLASS PANES REPLACEMENT</b>						
<p><u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u></p>						
9	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (North Elevation)	m2	1,5		R	-
<b>IRONMONGERY</b>						
<p><u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u></p>						
10	Latches to steel windows	No.	3		R	-
<b>ALUMINIUM WINDOWS AND DOORS</b>						
<b>SERVICE AND REPAIR</b>						
<p><u>All materials and replacement parts must be compatible with the existing aluminium frame system, matching original profiles, finishes, and performance specifications. All work shall comply with relevant SANS standards, manufacturer guidelines, and industry best practice</u></p>						



Visually inspect all aluminium frames, sashes, and glazing beads for signs of damage, corrosion, distortion, or deformation. Inspect fixings, screws, hinges, stays, handles, locks, and associated hardware for correct operation, wear, or damage. Check alignment of frames and sashes to ensure proper closure and fit. Inspect perimeter sealants and glazing gaskets for shrinkage, cracking, or deterioration

Clean all aluminium frames, tracks, and components using non-abrasive, pH-neutral cleaners as per SANS 1227 (Cleaning of Buildings) and aluminium manufacturer's guidelines. Remove all dirt, debris, and buildup that could affect operation

- Realign and adjust all opening sashes to ensure smooth operation and proper weather sealing. Lubricate all moving parts such as hinges, stays, rollers, and locks with suitable silicone-based lubricants or manufacturer-approved alternatives. Replace all defective hardware with equivalent or approved replacement parts conforming to SANS 613 specifications. Ensure all fixings are tight and secure

Replace cracked, broken, or damaged glass with glazing materials that meet SANS 1263 (Safety Glazing Materials in Buildings) and SANS 10137 standards. Refit or replace damaged or perished glazing gaskets. Cut out and replace defective perimeter sealants using UV-stable, non-staining, neutral-cure silicone sealant suitable for aluminium substrates and compatible with adjacent materials



	<p><u>Touch up minor surface scratches and abrasions with manufacturer-approved aluminium touch-up paint, colour-matched to the original frame finish. For severe surface damage or corrosion, the affected sections shall be professionally restored, resprayed, or re-anodized in accordance with SANS 1796 (Anodizing of Aluminium) where required.</u></p> <p>-</p> <p><u>All service and repair work shall be fully compliant with SANS standards and manufacturer specifications</u></p> <p><u>A post-repair inspection report shall be submitted detailing work carried out, materials used, and any replacement parts fitted.</u></p>				
11	Aluminium window approximately 750x1500mm (South Elevation)	No.	23		R -
12	Aluminium window approximately 1750x2800mm (South Elevation)	No.	4		R -
	<p><b>GLASS PANES REPLACEMENT</b></p> <p><u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u></p>				
13	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (East & West Elevation)	m2	0,37		R -
	<p><b>IRONMONGERY</b></p> <p><u>Remove and replace hinges, latches, etc. to aluminium windows and frames to match existing or similar approved as specified by the Architect</u></p>				
14	Hinges to aluminium windows	No.	2		R -



15	Latches to aluminium windows	No.	2		R	-
<b>Carried to collection</b>					R	-
	<p><b><u>BILL No. 9</u></b></p> <p>-</p> <p><b><u>NEETHLING HUIS</u></b></p> <p><b>TIMBER WINDOWS AND DOORS</b></p> <p><b>PREPARE AND PAINT</b></p> <p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p> <p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>-</p> <p><u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p> <p><u>Finish to be smooth, even and free from defects</u></p>					



	- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u>				
1	Timber window approximately 950x2150mm high (West Elevation)	No.	6		R -
2	Timber window approximately 1000x1250mm high (West Elevation)	No.	4		R -
3	Timber window approximately 950x1600mm high (West Elevation)	No.	1		R -
4	Timber window approximately 1250x2400mm high (West Elevation)	No.	4		R -
5	Timber window approximately 2150x2550mm high (South Elevation)	No.	1		R -
6	Timber window approximately 1300x2450mm high (South, East & North Elevation)	No.	37		R -
7	Timber window approximately 800x2450mm high (South, East & North Elevation)	No.	8		R -
8	Timber window approximately 1650x3500mm high (North Elevation)	No.	1		R -
9	Timber door and frame approximately 1000x2100mm high (West Elevation)	No.	2		R -
10	Timber door and frame approximately 2200x3800mm high (East Elevation)	No.	1		R -
11	Timber door and frame approximately 2400x2700mm high (East Elevation)	No.	1		R -
12	Timber door and frame approximately 1700x2650mm high (East Elevation)	No.	2		R -
	- <b>GLASS PANES REPLACEMENT</b>  <u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u>				



13	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (East & West Elevation)	m2	0,22	R	-
	<b>IRONMONGERY</b>				
	<u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u>				
14	Hinges to timber windows/doors	No.	4	R	-
15	Latches to timber windows	No.	8	R	-
	<u>Replace sash cord/rope to windows at height; including access, removal of old cord, supply and fitting of new rope, reassembly, and making good; all in accordance with SANS standards</u>				
16	Timber windows	No.	34	R	-
	<u>Remove defective timber window stay and replace with new; including all fittings, fixings, adjustments, and making good to match existing; all in accordance with SANS standards</u>				
17	- To timber windows	No.	1	R	-
	<b>STEEL WINDOWS AND DOORS</b>				
	<b>PREPARE AND PAINT</b>				
	- <u>All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already</u>				



	<p><u>galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting</u></p> <p>- <u>Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding or similar approved by Architect</u></p> <p>- <u>Apply two full coats of Dulux Weatherguard Exterior Acrylic or similar approved by Architect to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic or similar approved by Architect (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.</u></p>				
18	Steel window approximately 550x550mm high (South & North Elevation)	No.	4		R -
19	Steel window approximately 700x1150mm high (North Elevation)	No.	1		R -



20	Steel door and frame approximately 1000x2100mm high (West Elevation) -	No.	1		R	-
<b>Carried to collection</b>					<b>R</b>	<b>-</b>
<p><b><u>BILL No. 10</u></b></p> <p>-</p> <p><b><u>NPK GEBOU</u></b></p> <p>-</p> <p><b>TIMBER WINDOWS AND DOORS</b></p> <p><b>PREPARE AND PAINT</b></p> <p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p> <p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>-</p> <p><u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p>						



<p>1</p>	<p><u>Finish to be smooth, even and free from defects</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u></p> <p>Timber door and frame approximately 1000x1100mm high (North &amp; South Elevation)</p> <p><b>STEEL WINDOWS</b></p> <p><b>PREPARE AND PAINT</b></p> <p>- <u>All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting</u></p> <p>- <u>Apply one coat of Dulux Weatherguard Universal Undercoat or similar approved by Architect to provide proper adhesion and promote finish coat bonding</u></p>	<p>No.</p>	<p>2</p>	<p>R</p>	<p>-</p>
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	<p><u>Apply two full coats of Dulux Weatherguard Exterior Acrylic or similar approved by Architect to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects or similar approved by Architect</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.</u></p>				
2	Steel window approximately 1000x1600mm high (West Elevation)	No.	76		R -
3	Steel window approximately 1000x1100mm high (West & South Elevation)	No.	4		R -
4	Steel window approximately 1550x1550mm high (North Elevation)	No.	8		R -
5	Steel window approximately 950x1250mm high (North Elevation)	No.	4		R -
6	Steel window approximately 950x1550mm high (North Elevation)	No.	4		R -
7	Steel window approximately 1700x2100mm high (South Elevation)	No.	1		R -
8	Steel single door and frame approximately 1000x2100mm high (West Elevation)	No.	1		R -
	<b>GLASS PANES REPLACEMENT</b>				
	<p><u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to</u></p>				



9	<p><u>external steel window frame, all in accordance with SANS standards</u></p> <p>&gt; 0.1 m<sup>2</sup> and ≤ 0.5 m<sup>2</sup> (North Elevation)</p>	m2	0,99	R	-
<b>IRONMONGERY</b>					
10	<p><u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u></p> <p>Hinges to timber windows/doors</p>	No.	12	R	-
11	<p><u>Remove defective timber window stay and replace with new; including all fittings, fixings, adjustments, and making good to match existing; all in accordance with SANS standards</u></p> <p>- To timber windows</p>	No.	48	R	-
<b>ALUMINIUM SHUTTER</b>					
<b>PREPARE AND PAINT</b>					
<p><u>Clean surfaces thoroughly to remove dirt, grease, oxidation, and old loose coatings using pH-neutral cleaners. Lightly abrade bare aluminium and glossy areas with fine abrasive paper (min. P180 grit) to promote adhesion. Ensure surfaces are clean, dry, and dust-free before painting</u></p> <p><u>Apply etch primer or two-pack epoxy primer suitable for aluminium (e.g., Dulux Metalshield Etch Primer)</u></p> <p><u>One coat of universal undercoat for adhesion and uniformity. Two full coats of Dulux Weatherguard Exterior Acrylic for external surfaces. Two full</u></p>					



12	<p><u>coats of Dulux Acrylic PVA (Low Sheen or Matt) for internal surfaces or similar approved by Architect</u></p> <p><u>Apply by brush, roller, or airless spray, following manufacturer's instructions. Finish must be smooth, uniform, and free from defects. Protect surrounding surfaces and clean thoroughly after painting. Ensure colour matches approved sample. All work to conform to SANS standards and manufacturer datasheets</u></p> <p><u>Allow proper drying and curing between coats</u></p> <p>Aluminium shutter approximately 650x650mm high (South Elevation)</p>	No.	4			
<b>Carried to collection</b>					<b>R</b>	-
<p><b><u>BILL No. 11</u></b></p> <p>- <b><u>TOWN HALL</u></b></p> <p>- <b><u>TIMBER WINDOWS AND DOORS</u></b></p> <p><b><u>PREPARE AND PAINT</u></b></p> <p><u>Surfaces to be clean, dry, and free from dust, dirt, grease, and previous loose or flaking coatings. Sand all surfaces to a smooth, even finish and remove dust. Fill all cracks, nail holes, and surface imperfections with a suitable timber filler. Prime all bare timber surfaces immediately after preparation to prevent moisture absorption.</u></p>						



	<p><u>Apply one full coat of alkyd wood primer (e.g., Dulux Wood Primer or approved equivalent) to all bare timber surfaces in accordance with SANS 1091. Ensure end-grain, joints, and timber edges are well sealed. Apply one coat of universal undercoat or timber sealer compatible with the selected finish coat. Sand lightly between coats to ensure adhesion</u></p> <p>- <u>Apply two full coats of suitable finishing paint: External surfaces: High-quality weather-resistant acrylic PVA (e.g., Dulux Weatherguard or approved equivalent) ; Internal surfaces: Acrylic PVA, Low Sheen, or Eggshell Enamel, depending on the specified finish</u></p> <p><u>Finish to be smooth, even and free from defects</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to timber windows, doors, and frames; all in accordance with SANS standards.</u></p>				
1	Timber window approximately 1650x2800mm high (South Elevation)	No.	5		R -
2	Timber window approximately 1650x3700mm high (South & East Elevation)	No.	3		R -
3	Timber window approximately 1600x1750mm high (North Elevation)	No.	4		R -
4	Timber window approximately 1650x1650mm high (North Elevation)	No.	1		R -
5	Timber window approximately 1850x5100mm high (West Elevation)	No.	12		R -
6	Timber window approximately 1700x1650mm high (West Elevation)	No.	5		R -
7	Timber window approximately 1700x2750mm high (West & East Elevation)	No.	4		R -



8	Timber window approximately 1650x1200mm high (West & East Elevation)	No.	6		R	-
9	Timber window approximately 1700x4400mm high (West & East Elevation)	No.	2		R	-
10	Timber window approximately 1700x1150mm high (West & East Elevation)	No.	2		R	-
11	Timber window approximately 1050x1500mm high (East Elevation)	No.	1		R	-
12	Timber door and frame approximately 1850x4450mm high (South Elevation)	No.	3		R	-
13	Timber door and frame approximately 1650x2100mm high (North & East Elevation)	No.	4		R	-
14	Timber door and frame approximately 1850x3600mm high (North Elevation)	No.	1		R	-
15	Timber door and frame approximately 1000x2100mm high (North & East Elevation)	No.	2		R	-
16	Timber door and frame approximately 1850x3100mm high (West Elevation)	No.	2		R	-
17	Timber door and frame approximately 1650x4300mm high (West Elevation)	No.	1		R	-
	<b>GLASS PANES REPLACEMENT</b>					
	<u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u>					
18	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (North Elevation)	m2	0,66		R	-
	<b>IRONMONGERY</b>					
	<u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u>					



19	Hinges to timber windows/doors	No.			R	-
20	Latches to timber windows	No.	3		R	-
21	Panic bars to doors to match existing or similar approved	No.	3			
	<u>Remove defective timber window stay and replace with new; including all fittings, fixings, adjustments, and making good to match existing; all in accordance with SANS standards</u>					
22	- To timber windows	No.	2		R	-
	<b>STEEL WINDOWS</b>					
	<b>PREPARE AND PAINT</b>					
	- <u>All steel surfaces shall be thoroughly cleaned and prepared in accordance with SANS 10094 (Preparation of Steel Surfaces for Painting) and SANS 121 (Hot Dip Galvanizing of Steel) where applicable. Remove all rust, scale, dirt, oil, grease, and other contaminants by means of wire brushing, mechanical sanding, or abrasive blasting to a minimum standard of SA 2½ (Commercial Blast Cleaning) as per ISO 8501-1. Where windows are already galvanized, ensure the surface is clean, dry, and free of white rust or oxidation prior to painting. All welds, sharp edges, and surface irregularities shall be ground smooth. Any bare metal spots shall be primed immediately after preparation to avoid flash rusting</u>					
	- <u>Apply one coat of Dulux Weatherguard Universal Undercoat to provide proper adhesion and promote finish coat bonding</u>					
	-					



	<p><u>Apply two full coats of Dulux Weatherguard Exterior Acrylic or similar approved by Architect to all external surfaces. Apply two full coats of Dulux Weatherguard Interior Acrylic (Low Sheen or Matt, as specified) to all internal surfaces. Application to be in accordance with Dulux manufacturer recommendations and SANS 1091 standards. Finish shall be smooth, free from drips, runs, pinholes, or other defects or similar approved by Architect</u></p> <p>- <u>Remove damaged beading and putty; supply and fix new timber beading and glazing putty; make good and finish to match existing; to steel windows, doors, and frames; all in accordance with SANS standards.</u></p> <p>- Steel window approximately 1000x1500mm high (North &amp; East Elevation)</p> <p>- Steel window approximately 950x700mm high (North &amp; East Elevation)</p> <p>- Steel window approximately 1700x1750mm high (East Elevation)</p> <p>- Steel window approximately 550x800mm high (East Elevation)</p> <p>- Steel window approximately 1000x950mm high (East Elevation)</p> <p>- Steel single door approximately 1000x2100mm high (North Elevation)</p> <p><b>GLASS PANES REPLACEMENT</b></p> <p><u>Carefully remove broken glass and replace with new clear float glass, thickness to match existing, including cutting, fitting, glazing, puttying/sealing, and cleaning, to external steel window frame, all in accordance with SANS standards</u></p>				
23		No.	5		R -
24		No.	3		R -
25		No.	1		R -
26		No.	4		R -
27		No.	2		R -
28		No.	1		R -



29	> 0.1 m <sup>2</sup> and ≤ 0.5 m <sup>2</sup> (North Elevation)	m2			R	-
	<b>IRONMONGERY</b>					
	<u>Remove and replace hinges, latches, etc. to steel windows and frames to match existing or similar approved as specified by the Architect</u>					
30	Hinges to timber windows/doors	No.			R	-
	<u>Remove defective timber window stay and replace with new; including all fittings, fixings, adjustments, and making good to match existing; all in accordance with SANS standards</u>					
31	- To timber windows	No.			R	-
	<b>CONCRETE SURFACES</b>					
	- <b>PAINTING ON FLOATED PLASTER</b>					
	<u>One coat "Plascon" alcalyne plaster primer and two coats Dulux Weatherguard</u>					
32	- On existing precast concrete vent	m2	3,2		R	-
<b>Carried to collection</b>					<b>R</b>	<b>-</b>
	- - <b><u>Final Summary</u></b>					
1	Preliminaries				R	-
2	Building Control				R	-
3	Council Chambers				R	-
4	De Witt House				R	-
5	Generator Building				R	-



# STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

6	Law Enforcement				R	-
7	Library				R	-
8	Main Office Block				R	-
9	Neethling Huis				R	-
10	NPK Gebou				R	-
11	Town Hall				R	-
	<b>NET AMOUNT CARRIED FORWARD TO SUMMARY EXCLUDING CONTINGENCY AND VAT</b>				R	-