



**TENDER DOCUMENT: HPCSA 01/2023
READVERT**

**REQUEST FOR PROPOSAL
PANEL OF CONTRACTORS FOR
PLUMBING SERVICES
(AS AND WHEN REQUIRED)
FOR A PERIOD THREE (3) YEARS
READVERTISEMENT**

**ON BEHALF OF THE
HEALTH PROFESSIONS COUNCIL
OF SOUTH AFRICA**

Situated at: 553 Madiba Street, Arcadia, Pretoria

Deadline for tender submission: 03 May 2023 at 12h00

(South African Standard Time)

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PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	19 November 2023
TENDER CLOSING DATE/TIME	13 December 2023 (12h00 – Local SA Time)
SITE VISIT DATE & TIME	N/A
VENUE FOR SITE VISIT	HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001
TENDER BOX & ADDRESS	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
HPCSA TENDER REPRESENTATIVES	Ms. S Ledwaba email: Tenders@hpcsa.co.za
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street 13 December 2023 @ 12h00
PREFERENCE SYSTEM (Preferential Procurement Regulations)	80/20

PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

Individual / Sole Proprietor
Company

Close Corporation

Partnership or Joint Venture or
Consortium Trust

Other:

2.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	

PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 01/2023 PANEL OF CONTRACTORS FOR PLUMBING SERVICES (AS AND WHEN REQUIRED) READVERTISEMENT.

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* ("the tenderer")	
Trading as (if different from above)	

AND WHO IS represented herein by:(full names of signatory)

duly authorized to act on behalf of the tenderer in his capacity as: (title/ designation)

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA.

confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk.

offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:

- a. terms and conditions stipulated in this tender document.
- b. specifications stipulated in this tender document; and

2. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):

On behalf of the tenderer (duly authorized)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

**TENDER NO: HPCSA 01/2023 PANEL OF CONTRACTORS FOR PLUMBING SERVICES (AS AND WHEN REQUIRED) READVERTISEMENT.
PART B (TO BE FILLED IN BY THE HPCSA)**

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER") _____, thereby concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months.
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____
(PLACE) (DD) (MM) (YY)

Signature(s) and stamp of
Executive Director or his/ her delegated authority

Print name(s):
(Duly authorized in terms of
the System of Delegations
as approved by Council)

FORM OF OFFER AND ACCEPTANCE (continued)

Schedule of Deviations

Notes:

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

- e) Subject
Details
.....
.....
.....

- f) Subject
Details
.....
.....
.....

- g) Subject
Details
.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification, or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

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.

4. PART 4 - ADMINISTRATIVE INFORMATION

4.1 Purpose

4.1.1 The Health Professions Council of South Africa hereby invites suitably qualified and experienced bidders to submit proposals and quotations to be considered for the Panel of Contractors for Plumbing Service (as and when required) for a period of three (3) at the Health Professions Council of South Africa offices at No: 572 Madiba St, Arcadia, Pretoria, 0002 and at No: 553 Madiba St, Arcadia, Pretoria, 0002.

4.2 HPCSA Terms & Conditions of the Tender

4.2.1 The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).

4.2.2 The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.

4.2.3 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.

4.2.4 Tenders should be submitted in a sealed package marked, "**HPCSA 01/2023**"

4.2.5 **Bidders are required to provide hard copies of their bid submission regarding Envelope 1 – "Technical Proposal", bidders must provide original proposal plus three (3) hard copies.** The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.

Note: This Tendering Process will use a two-envelope system i.e., Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.

4.2.6 No Tender received by telegram, mail, e-mail, or facsimile will be considered.

4.2.7 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

4.2.8 The HPCSA is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.

4.3 Confidentiality

4.3.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

4.4 Retention of Tenders

4.4.1 All tenders submitted shall become the property of the HPCSA.

4.4.2 The HPCSA will make all reasonable efforts to maintain tenders in confidence.

4.4.3 Proprietary information should be identified in each tender.

4.5 Cancellation and re-invitation of bids

4.5.1 The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

4.6 Vendor Communications

4.6.1 During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions.

4.6.2 All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English.

4.6.3 All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Service Provider Relationship

4.7.1 The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued.

4.7.2 Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

4.8 Response Validity Period

4.8.1 Tender responses will be valid for a period of 90 days after the closing date.

4.9 Pricing Section (Annexure F attached)

4.9.1 These guidelines are to assist you in submitting pricing data.

4.9.2 Provide a summary description of your standard estimating methods bearing the following in mind:

- a. Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated.
- b. Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.
- c. Price must be fixed for all categories and inclusive of the three yearly increases.

5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

5.1.1 The Health Professions Council of South Africa owns three buildings, namely Main building, Metroden building & Garage property, which are situated in Madiba Street (553,572 &568) in Arcadia, Pretoria. The HPCSA had identified the need to appoint multiple contractors who will provide plumbing services (as and when required) to the HPCSA.

5.2 Scope of Work

5.2.1 The scope of work entails the assessment, repairs, replacement of damaged components and equipment (where necessary) to the existing plumbing systems within HPCSA, including procurement of additional plumbing related components if/when requested. Qualified and experienced companies with thorough knowledge and expertise in the plumbing systems will be required to carry out the work on a regular basis as well as in emergency situations as and when it is identified by the HPCSA.

5.2.1.1 All materials provided must be SABS approved and all construction related work must be carried out in line with SANS 10400 and be compliant with all construction building regulations in the country.

5.2.2 The Service Provider shall provide the following services (as and when required):

5.2.2.1 Replacement/repair of different types of plumbing fixtures and fittings as well as any other plumbing repairs.

5.2.2.2 Upgrading, adding, or making changes to any plumbing systems and issue Certificates of Compliance.

5.2.2.3 Fault-finding on different types of plumbing systems.

5.2.2.4 Routine maintenance/inspections of all plumbing systems as and when requested by HPCSA.

5.2.3 GENERAL REQUIREMENTS

5.2.3.1 The service provider or its representative must be registered with the Department of Labour to issue Certificate of Compliance (COC) and must be registered with the Plumbing Industry Registration Board.

5.2.3.2 The service provider shall ensure that its team has relevant expertise and provide diligent and necessary support to the HPCSA as and when required.

5.2.3.3 The service provider will under no circumstance divulge, furnish, or disclose any sensitive information concerning HPCSA or any other Stakeholders' activities to the public or news media. HPCSA reserves the right to have confidentiality agreement signed with the successful service provider.

5.2.3.4 The service provider shall respond to call outs within 24 hours, of which emergencies must be attended to within 2 hours.

5.2.3.5 The appointed service provider shall follow all statutory provisions and safety rules for carrying this work including but not limited to SANS and the OHS Act, no 85 of 1993.

5.2.3.6 Any costs/damages incurred by the HPCSA because of gross negligence or poor workmanship, the service provider will be held liable for such costs.

5.2.4 Ad-hoc Repairs

5.2.4.1 A detailed quotation will be requested from the successful bidder for the replacement of equipment and fittings as and when the need arises.

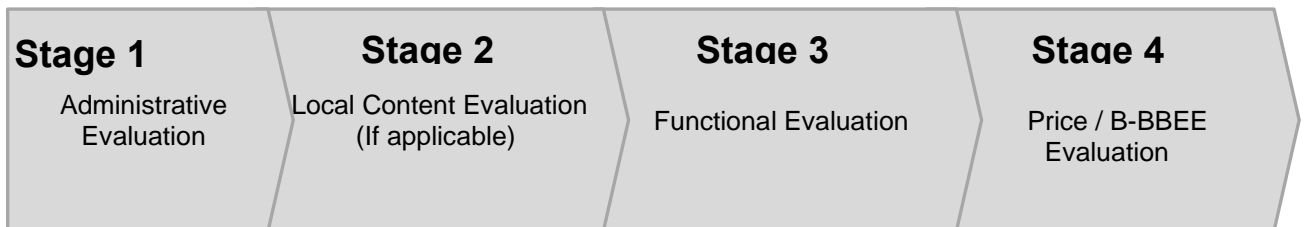
5.2.4.2 Upon receiving approval in writing (not necessarily a PO), the service provider must continue executing the work without delays.

5.2.5 Duration of contract

5.2.5.1 The Service Provider would be required to enter into a service level agreement for a period of three (3) years.

6. PART 6 - EVALUATION PROCESS

- This tender will be evaluated in accordance with the Preferential Procurement Regulations. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.
- The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



Stage 1: Administrative Evaluation

- During this stage of the evaluation the bidders will be evaluated on whether they comply with the following:
 - a. Complied with all the conditions of tender; and
 - b. Submitted all mandatory documentation required.
- A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further
- The required mandatory administrative documentation includes the following:

Mandatory Document	Yes/No
Duly completed HPCSA Service Provider declaration form (Certified by Commissioner of Oath) Annexure A	
Certificate of Intellectual Property and Commission (CIPC) Registration Certificate from the Department of Trade and Industry (Certified)	
If applicable; a Joint Venture agreement (Certified)	
A Company Profile (company footprint must be included)	
Proof of registration as a plumbing contractor with the Department of Labour– Issued in the name of the company.	
Proof of registration with the Plumbing Industry Registration Board	
Proof of registration with CIDB grade 1SO or higher	
Letter of good standing (COIDA)	
Proof that the bidder’s tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
Public liability insurance of R5 000 000.00 or more	
SBD4 – Declaration of Interest see Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form Annexure E	

Stage 2: Local Content

- Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

Stage 3: Functional Evaluation

- Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

6.1.1 Scoring Criteria

- All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- A *minimum score of 80 points out of 100* will be required to pass the Functional Evaluation stage.
- The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

FUNCTIONAL EVALUATION CRITERIA						
CRITERIA	SUB-CRITERIA				POINTS	
Company Experience: The Company must have a minimum of three (3) years' experience and above, delivering similar services. Bidders must submit Company profile stating years of experience. Bidders must submit a table refer to Annexure G.	<3 Years	3 to 5 Years	6 to 10 Years	Above 10 years	20	
	0	10	15	20		
Number of written references: Bidders must submit signed reference letters from their clients. Reference letter must be on client letterhead. (Attach signed contactable reference letters specifying the duration of the contract/s) Bidders must submit a table refer to Annexure G.	<3 Letters	3 Letters	4 to 5 Letters	6 and more Letters	20	
	0	10	15	20		
Experience of the site supervisor: must have a minimum of five (5) years' experience in supervising Buildings, Plumbing and Maintenance Services and post matric qualification. Provide a Copy of CV/Resume and Qualifications of the Site Supervisor, detailing the relevant years of experience. NB: Failure to attach detailed CV and Qualification will result in zero allocation of points.	< 5 Years	5 to 10 Years	>10 to 15 Years	>15years	30	
	0	10	20	30		

Experience of the assigned artisan/plumber: must have a minimum of five (5) years' experience in building plumbing systems maintenance services and post matric qualification. Provide copy of a CV/ Resume and Qualifications of the Site Artisan, detailing the relevant years of experience. <i>NB: Failure to attach detailed CV and Qualification will result in zero allocation of points.</i>					30
	< 5 Years	5 to 10 Years	>10 to 15 Years	>15years	
	0	10	20	30	
TOTAL					100

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Price and B-BBEE.

Stage 4: Price and B-BBEE

- Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (B-BBEE). The 80/20 preference point system will be applicable for this tender. the qualifying bids are evaluated in terms of 80/20 preference points systems, where 80 points must be used for price only and the 20 are used for B-BBEE as per PPPFA.

6.1.2 Preference Scores

- A bidder will only be awarded points for preference, provided:

6.1.2.1 The bidder has completed and signed the Preference Points Claim Form (SBD 6.1 Annexure E).

6.1.2.2 The bidder:

- Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
- Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such B-BBEE scorecard is prepared for every separate bid.

- In terms of the Preferential Procurement Regulations, preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system) For procurement, up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

7. PART - 8 HPCSA CONTRACT Template (Attached separately)

ANNEXURE A



**SERVICE PROVIDER
DECLARATION FORM**

Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: Tenders@hpcsa.co.za

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION
SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

Where applicable under mentioned documents must be attached with tenders

Please tick box.

	Y	N	NA
Valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency/Affidavit			
Company registration document (certified)			
Proof of ownership/ shareholder certificate (certified)			
If applicable; a Joint Venture agreement (certified)			
Proof that the bidder's tax affairs are in order with SARS (e.g. Valid Tax Clearance Certificate/ Status Pin number)			
Proof of banking document			
Comprehensive company profile			
Duly signed HPCSA Service Provider declaration form			
A copy of your audited financial statements			
SBD4 – Declaration of Interest			
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			

BUSINESS PARTICULARS

Name of Business

Physical address

City

Province

Postal address (if not same as above)

City

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Province

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Telephone

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Fax no

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Cell no

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Email address

Web page address

Contact person for correspondence address

Name

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Surname

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SALES AND ACCOUNTS DEPARTMENTS

Sales Department

Contact name

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Telephone

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Fax

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Email address

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Cell no

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FINANCIAL DETAILS (BANKING)

Accounts Department

Banking institution name

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Branch

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Town/City

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Banking account number

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Account type

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Account holder's name

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NB: Documentary proof of banking institution must be supplied confirming banking details, including either an:

- original cancelled cheque; or
- Original stamped letter from Bank.

HDI INFORMATION

Explanation of abbreviations used in the following tables:

Capacity		HDI status	
Director	D	HDI	H
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	O		

Proof of disability provided by a recognized institution in the case of handicapped persons must be supplied.

NB: certified copy of shareholder certificates or proof of ownership must be supplied

Complete the following for the shareholders who are actively involved in the management and daily business operation of the business.

First name

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Surname

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Identification number

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Capacity

D	P	M	R	O
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M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being).

Are you actively involved in the management and daily business operations of the business?
(please provide a written breakdown e.g. company profile).

First name

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Surname

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Identification number

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Capacity

D	P	M	R	O
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M F (sex)

--	--

HDI status

H	W	D

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

CONTACTABLE REFERENCES

Please supply a list containing the names, telephone numbers and client relationship of a minimum of three contactable references

Contact person 1

Contact number 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact person 2

Contact number 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact person 3

Contact number 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or tendering experience?

Yes	No

If yes, please complete the table below. List the last two contracts awarded to you or previous experience with other businesses related to this of work or supply

Employer/ Department

Contact person

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact number

Estimated contract value in rands

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year awarded

--	--	--	--

Proof documents attached

Yes	NO

Did _____ your _____ business _____ exist _____ under _____ a _____ previous name? _____

If yes, what name did it trade under?

Previous business registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Certification of correctness of information supplied in this document

1. The information supplied is correct.
2. All copies of relevant information are attached.

Personal information in block letters

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

Capacity

On behalf of the (Service Provider’s Name)

Signed and sworn to before me at _____ on this the _____ day of 2023 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Signature: Applicant on behalf of Service Provider

Signature: Commissioner of Oath

Commissioner of Oath Official Stamp
Authorization for electronic transfer of funds (EFT)
Please complete in block letters

Company name/Surname

Company Account Holder

Address

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

Bank

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Account

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of Account

Cheque		Savings		Transmission	
--------	--	---------	--	--------------	--

_____ **Date**

_____ **Signature**

For use of bank (in cases where a cancelled cheque or bank letter is not attached)

Above information checked and confirmed

Bank Stamp:

_____ **Signature:**

SERVICE PROVIDER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

ANNEXURE B. SERVICES		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame (30 Days term) as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

QUESTIONNAIRE COMPLETED BY:

NAME:

SIGNATURE:

DATE:

COMPANY STAMP

ANNEXURE B SBD 4 (Attached separately)

ANNEXURE C SBD 8 (Attached separately)

ANNEXURE D SBD 9 (Attached separately)

ANNEXURE E SBD 6.1 (Attached separately)

ANNEXURE F PRICING SCHEDULE

1. As and when for plumbing works

Item	Item Description	Unit	Rate
1.	Percentage mark-up that will be added to material/equipment	%	
2.	Total cost per hour per artisan to perform plumbing repairs during normal working hours (Monday to Friday 08:00 to 16:30)	Rands per Hour	R
3.	Total cost per hour per labourer to perform plumbing repairs during normal working hours (Monday to Friday 08:00 to 16:30)	Rands per Hour	R
4.	Total cost per hour per artisan to perform plumbing repairs after hours, during weekends and public holidays	Rands per Hour	R
5.	Total cost per hour per labourer to perform plumbing repairs after hours, during weekends and public holidays	Rands per Hour	R
6.	Transport Costs – Per kilometer	Rand per Kilometre	R

ANNEXURE G: CONTRACTOR WORK EXPERIENCE (Attached separately)