

FOR OFFICE USE ONLY – TO BE COMPLETED AT BSC MEETING

PLEASE INDICATE TYPE OF WORKS		
Infrastructure/construction (includes animal husbandry, building, greenhouses, sheds and storerooms, civil and building works including stores, engineering and electrical engineering works)	<input checked="" type="checkbox"/>	
Training	<input type="checkbox"/>	
Catering services	<input type="checkbox"/>	
Production inputs (includes feed, fertilizers, packing material, seeds and plants, transport, soil preparation)	<input type="checkbox"/>	
Professional services (Engineers, consulting engineers, Veterinarians and services, Legal Practitioners, Industrial Consultants or Recruitment Agencies, Training service providers, Subject matter specialists acting as consultants, etc.)	<input type="checkbox"/>	
Mechanisation (Vehicles, farming implements/equipment)	<input type="checkbox"/>	
Other (Irrigation)	<input type="checkbox"/>	
PROCUREMENT STRATEGY (Please indicate by choosing either YES or NO and click on the box.)	Yes	No
1. Advertising on e-tender	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Advertising on CIDB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Advertising on Casidra portal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. RFQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Open tender process	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Contract administration sheet completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Procure plan sheet completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Advertise period (7 days)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SUPPORTING DOCUMENTATION		
Project managers to indicate what supporting documentation MUST form part of the tender. If marked YES, then it must be provided to SCM:	Yes	No

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder	<i>Initial here</i>	

Baseline Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health & Safety plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drawings / sketches	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPULSORY DOCUMENTATION NEEDED TO BE SUBMITTED AS PART OF THIS BID:		
COIDA – Letter of good standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPANY PROFILE – Detailed company profile including but not withstanding core business activities, background, resources, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION MANAGER COMPETENCY - Provide proof of competency of a construction manager in terms of Construction Regulations 2014 Clause 8 in format of CV showing competency in field of construction as well as health & safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WARRANTY – Provide written proof for a 12-month warranty for product / goods offered after completion of work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REFERENCES – Provide a minimum of least three (3) different references letters from three (3) different companies on their letterhead.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXPERIENCE – Provide detailed list of completed projects with contact numbers regarding construction projects completed as well as monetary value.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL – Letter from department of labour for Electrical registration of sub-contractor with expiry date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder		<i>Initial here</i>

INVITATION TO BID

CBD 1

BID NUMBER	RFQ: AP6917 ROUND 1
CLOSING DATE AND TIME	CLOSING DATE AND TIME: THURSDAY; 18 JUNE 2026; STRICTLY AT 12:00.
DESCRIPTION	LAINGSBURG: VISKUIL ENTERPRISE: CONSTRUCTION OF A PACK STORE
NAME OF TENDERER/BIDDER	
CSD NUMBER	
TOTAL BID PRICE (VAT INCLUDED)	
VALIDITY PERIOD OF BID	90 DAYS

SUBMISSION OF DOCUMENTS

All RFQ documents to be uploaded onto the Casidra RFQ/Tender portal. **No e-mailed or hard copy documents will be accepted.**

NOTE TO BIDDERS:

Bidders are required to ensure that **electronic bid submissions are done at least a day before the closing** date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of number of uploads they are submitting. Please do not wait for the last minute to submit. A bidder can upload 30MB and up to 10 documents per upload and multiple uploads are permitted

FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET

Document	Description	Compulsory	Comment
CBD 1	Invitation to bid	✓	
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	
CBD 5	Supply Chain – Preferential Procurement Regulations 2022 and Codes of good practice	✓	

Name of bidder	
Postal address	
Street address	
Telephone number (code and number)	
Cellphone number	
Faxcimilie number (code and number)	
E-mail address	
VAT registration number	

SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Originally certified B-BBEE status level certificate/Original Sworn Affidavid (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
COIDA	Number:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

I, _____
as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**. In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature of bidder		Date	
Capacity under which this bid is signed			

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder	<i>Initial here</i>	

1. BID SUBMISSION:		
<p>1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted.</p> <p>1.2. All bids must be submitted on the official forms provided (not to be re-typed).</p> <p>1.3. Bidders must be registered on the Central Supplier Database (CSD).</p> <p>1.4. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE.</p> <p>1.5. Bids are subject to the Casidra SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.</p>		
2. TAX COMPLIANCE REQUIREMENTS		
<p>2.1. Bidders must ensure compliance with their tax obligations.</p> <p>2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by Casidra SOC Ltd.</p> <p>2.3. Foreign suppliers with no tax obligation in South Africa must complete SBD1 that will be submitted to SARS for verification and the issuing of a Confirmation of Tax Obligation letter.</p> <p>2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.</p>		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. Is the bidder a resident of the Republic of South Africa (RSA)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2. Does the bidder have a branch in RSA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3. Does the bidder have a permanent establishment in the RSA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4. Does the bidder have any source of income in the RSA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		
4. TENDER CONDITIONS		
CASIDRA reserves the right to:		
<ul style="list-style-type: none"> disregard any bids where the declaration has not been signed; accept parts of the bid items or split bids based upon item prices; disclose the results of the points awarded on request; evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion; award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and to award the bid to a bidder which does not necessarily have the lowest price. 		
The bid may be cancelled if:		
<ul style="list-style-type: none"> all the bid offers received are higher than R50 million; circumstances change and there is no longer a requirement for this service; funds are no longer available or if there are insufficient funds available in the budget for the work; no acceptable bids and/or market related prices are received; there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation); false information was supplied by the bidder; Cancellation of bid will be placed in the same media as initially advertised. 		
Other notes:		
<ul style="list-style-type: none"> Final points scored will be rounded off to the nearest 2 decimal places. In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount. 		

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

FUNCTIONAL REQUIREMENTS

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

Bids that fail to meet the minimum score, for individual criteria and total for functional criteria as stipulated in the tender document, will be an unacceptable tender.

This bid is subject to the evaluation of functional requirements. **NO**

LABOUR LOG SHEETS

One of Casidra's agreed mandate with the Western Cape Department of Agriculture is to report on jobs created for the individual projects. To assist Casidra with accurate reporting it is a condition of this bid document that the successful bidder will have to submit labour log sheets with all required information properly completed.

Documentation **MUST be submitted with every payment claim** from the Contractor on a monthly basis. Failure to submit this information will result in default by the contractor and may affect payment certificates being issued.

Documentation will consist of excel spreadsheet combined total person days, weekly log timesheet & relevant copies of South African ID Documents of workers claimed for under person days. This documentation will be emailed to the successful bidder. Weekly log sheet MUST be signed by workers on the site. The person days claimed for workers must have South African citizenship.

The Protection of Personal Information Act 4 of 2013 (also known as POPIA), regulates and controls the processing, usage and storage of personal information. In order to be compliant with POPIA, Casidra commits not to share your information with any third party outside Provincial & National Departments of Agriculture, project management agencies, co-workers and associates / partners as per our business approval and evaluation, and reporting processes.

SCOPE OF WORKS

This project consists of the following elements:
Construction of packing facilities which includes:

- Working Area
- Cold / Freezer room
- Storeroom

GENERAL CONDITIONS

SITE ACCESS:

The movement of vehicles on the site should be confined to demarcated access routes and existing roads should be used where approved by the Project Manager. Any deviation should first be approved by the Project Manager in consultation with the Landowner. The Contractor should ensure that vehicles leaving the site are clean and, wherever possible do not deposit mud and any other earth material on road surfaces. Please note to make allowance for removing security fencing panels and reinstatement in the tender pricing to gain access using the mechanized plant.

STORAGE SHEDS FOR EMPLOYEES AND MATERIALS:

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		Initial here

The Contractor shall provide for the supply, erection and maintenance and removal on completion of the works, of ample temporary sheds for the proper storage of materials and the use of his employees

TEMPORARY LATRINES:

The contractor shall provide for the supply and erection of proper temporary latrines for the use of his employees. Latrines are to be maintained in a thoroughly clean and orderly condition and adopt such precautions to prevent the soil from being contaminated/polluted and remove such latrines after the works.

FIRE PREVENTION MEASURES:

No unauthorized fires may be allowed inside the construction area.
(Please see the baseline risk assessment and the health and safety specification).
The Contractor shall pay damages and the costs incurred to organizations called to put out any fires started by him. The Contractor shall also pay any costs incurred to reinstate/rehabilitate burnt areas as deemed necessary by the Project Manager.

SECURITY:

The successful bidder is responsible for the security of his/her plant, facilities, resources, etc for the duration of the contract.

SITE CLEAN UP:

The Contractor shall ensure that all structures, equipment, materials, and facilities used or created on-site for or during construction activities are removed to the satisfaction of the Project Manager once the project has been completed. All roads to be repaired to at least its original condition. All damage to the site's infrastructure or land production must be repaired or rehabilitated before completion of the project.

BUILDING WORK

EXCAVATION AND FILLING:

Clear site where the structure is to be constructed to a distance of at least 1500mm beyond the perimeter of the structure. This operation shall be deemed to include the digging up and removal of rubbish, debris, vegetation, hedges, shrubs, bush etc. as well as the digging up of top soil and examining for and removal of all dead roots and other vegetable matter likely to provide food for termites.

Cut, fill and compact the area to the required levels as shown on the drawing and dig trenches for foundations to the several lengths, widths and depths as shown on to secure a sound foundation. Reduce levels around the new structure as required, fill into foundations and under floors.

PROTECTION AGAINST TERMITES:

The ground under surface beds shall be poisoned with an approved registered soil poisoning material.

Great care is to be taken to apply the solution evenly over the whole surface. It should only be applied by a pest control professional who has been trained in correct application methods. The concentration of the solution shall be in accordance with the Manufacturer's instructions.

CONCRETE FOOTINGS TO WALLS:

Lay 20/19 Mpa concrete bases and footings under new walls and posts of widths and thicknesses shown and figured on drawing. The footings are to be stepped according to the slope of the

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

grounds, with 375mm overlap at each stepping, all finished level on top ready for the walling above.

The 150mm diameter wooden posts to be embedded in the concrete while casting.

NOTE: No brickwork, stone walling or other structure shall be built on concrete footings until at least three days after placement of the concrete in the case of mass concrete footings and after seven days in the case of reinforced concrete.

CONCRETE FLOORS:

Excavate, fill, level and grade as required, the areas inside the existing store. Lay new damp proof course (Poly-ethylene sheeting complying with SABS Specification 952 Type B, 250 microns thick)

Prepare for and form concrete floor of 20 Mpa (1:3:5 with 19mm stone), 100mm thick and finished off with wood float finish.

CURING OF CONCRETE:

After the concrete has been placed, all exposed surfaces shall be kept continuously damp for at least 10 days by methods such as covering with approved building paper, or by means of wet canvas, wet sacks, wet sand, by continuous hosing or ponding with water.

CONCRETE TEST CUBES:

Contractor to make allowance for 2 test cubes of 150 x 150 x 150mm for each individual pour undertaken for concrete. The testing of all concrete cubes will be done by an accredited laboratory approved. The Contractor is responsible for the provision of the cube moulds and for timeous delivery of the cubes to the laboratory.

NOTE: Payment for completed concrete work will only be affected after 7-day test results are received and within tolerance.

BRICK WALLS:

Brick walls, 230mm thick as shown on drawing, are to be built in Stretcher Bond. The walls are to be built in 3:1 cement mortar. Render all external and internal walls from top of brick foundation walls to underside of roof covering and from floor to ceiling height for internal walls, with 4:1 cement plaster.

Allow for brick force every 3 courses. Allow for beamfilling.

ROOF:

The roof of the building shown on drawing is to be flat a roof, constructed with 50mm x 228mm thick rafters of the sizes shown, spaced at not more than 1,0 m apart, having top ends and bottom ends securely fixed down to wall plate and wall with hoop iron bands built into 750mm deep into brickwork. Purlins to be 50 x 76mm all securely skew nailed on each side to rafter. To projecting ends of purlins at verges provide 76 x 50 mm purlins between wall face and barge board, securely spiked to purlins for fixing barge boards.

All exposed woodwork to be wrought to a smooth surface and painted three coats of a "Diesel / Raw linseed oil mixture" (50/50).

Provide and fit roofs with 228 x 32mm thick fascia and barge boards and Seamless Aluminium, 125mm half round gutters and 76mm down pipes.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

Cover the roofs with galvanised, class Z 450, corrugated iron roof sheets. The sheets to have a minimum thickness of 0,47mm.

The Contractor is to submit a certificate, signed by the Merchant, stating that the galvanised roof covering supplied complies with the required thickness specified.

ROOF INSULATION TO PURLINS:

Provide and install new high density, rigid, extruded polystyrene insulation boarding (“Isoboard” insulation) of 30mm thick and 600mm wide, with tongue & groove joints, fixed to underside of the purlins, with 5mm gaps between boards butt-jointed over purlins. All as per the Manufacturer’s instructions.

The insulation will be installed in between the rafters. Provide and fix 25mm quadrants around the ceiling panels to each section.

INTERNAL WALLS AND CEILING (STOREROOM)

- Factory fabricated modular panels securely fastened together shall be used in the construction of free-standing rooms and where required for internal lining of rooms of conventional construction.
- Panels for walls and ceilings shall be composite panels composed of insulation material clad on two sides with sheet metal to form a stressed metal skin securely bonded to the insulation.
- Insulation material shall be fire retardant with minimum thickness and density as set out hereunder;

STOREROOM (0°C and higher)

MATERIAL	MIN. THICKNESS (mm)	DENSITY (kg/m³)
Polystyrene	75	24

- Panel skins shall be of galvanized sheet steel at least 0,6mm thick, surfaces prepared to match the finishing materials to be applied. The skin side to be bonded to the insulation shall be prepared and coated with epoxy or vinyl primer compatible with the adhesive and insulation to be used. The visible side of the metal skin shall be coated with baked silicone polyester or vinyl in an off-white color.
- Panels shall be protected with removable protective plastic coating during transport and erection and to be stripped at the appropriate time. Damaged panels will be rejected.
- No horizontal joints will be accepted in wall panels and no timber may be used in the construction of any of the panels.
- Paneling and framework around the door opening shall be reinforced to ensure that no warping of walls or cladding occurs.
- All wall to wall, wall to floor, roof to roof and roof to wall joints shall be extruded aluminum or PVC sections designed and shaped for the application. The extrusions shall be sealed and riveted to the panels at intervals not exceeding 500mm. All panels shall be fully factory pre-finished complete with necessary joint and spline grooves, mitred corners and step edges ready for erection on site with the jointing system.
- All joints external to the room shall be sealed with a non-hardening butyl rubber or silicone mastic sealant applied through the cartridge method. All joints internal to the room shall similarly be sealed with silicone sealant.
- Vertical joints in wall panels and horizontal joints in ceiling panels shall be covered with 38mm wide extruded aluminium "Tee" sections riveted to the panels at intervals not exceeding 500mm and sealed with silicone sealant.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

- Corner joints internal and external to the room shall be covered by 38mm x 38mm x 4mm thick extruded aluminium angle riveted to the panels at intervals not exceeding 500mm. Silicone sealant shall be applied to prevent the ingress of moisture between the angles and panels and floors.

WINDOWS:

Provide anodised aluminium window of the type and sizes shown on drawing. The powder coated colour of the window will be chosen on site hand over.

Supply and rivet to the aluminium framing, new 20mm wide x 3mm thick aluminium burglar proofing across the window.

DOORS AND DOOR FRAMES:

The contractor must allow to fit the doorframes in a lip channel framework which will be fitted inside the cladding and wall. Apply three coats of approved weather resistant oil varnish to both sides of the door and frames

Allow for two double doors per building as shown. Each double door to be fitted with two barrel bolts on the one door which does not holding the lock

The external doors shown on drawings to be 44mm thick **solid laminated flush doors** with sizes as mentioned on the drawing.

Hang each door on 3 x 102mm butt hinges supplied frames with and fit with 100mm, 4-lever lock and furniture. Frames to be aluminium frames which is manufactured with the insulated panelling.

Both sides of the doors to be finished off with hardwood veneer.

COUNTER:

Provide and fit up a counter where and of the sizes shown on drawings.

The counter to be constructed out of 32mm thick postform top fixed to framing under and set projecting.

Framing to be of softwood, spaced as shown and fixed to wall, which forms the front and to floor to approval, complete with one shelve and neatly finished off with skirtings and quadrants at intersections.

Bottom shelving to be constructed out of 50 x 16mm thick softwood bearers spaced evenly with gaps not more than 15mm apart as shown on the drawing.

Allow for counters in the work area and storeroom with sizes shown.

Stainless Steel shelving – Shelving to be of similar design as for the counter but all in stainless steel. Stainless steel tables with shelving are also allowed, as long it fit into the position shown in the cold room.

GLAZED TILING (WALLS ABOVE COUNTER):

Tile the new walls above the sink unit counter in the “work area” shown on drawing 1100mm high of internal wall with new 200 x 100mm wide glazed tiles Grade 1.

Tiling is to be returned into reveals of openings and onto windowsills.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		Initial here

The Tenderer must also allow to leave two boxes of tiles on site on completion of the works.

VITRIFIED CERAMIC TILES:

Cover the floors with grade 1 acid resisting vitrified tiles, size 600 x 600 x 10mm thick of load group of white colour, all bedded to a true and even surface in 3:1 cement mortar and with joints not exceeding 8mm wide. After tiles have been allowed to set for a period not less than 24 hours, the joints shall be grouted in with approved epoxy compound or acid-resistant cement mortar.

Form vitrified ceramic tile skirting's, 100mm high, coved at junction with floor and rounded on top edge to project 6mm beyond plaster face with tile face above, bedded, jointed and pointed as described for floors.

NOTE: The Tenderer must also allow to leave 6 tiles on site on completion of the works.

HOT WATER CYLINDER:

Provide and install a new horizontal wall mounted, 100 Lt. 400 kpa. hot water cylinder complete with new valves, two vacuum breakers, stop cock, drip tray with overflow pipe and new isolator. The two 15mm diameter and 40mm diameter pipes from the pressure reducing valve, the safety valve and from the drip tray to go separately through external wall

Leave in perfect working order on completion and make sure that all pipework is watertight.

The new hot water cylinder must be SABS approved, and a 5-year guarantee must be submitted after installation.

STAINLESS STEEL SINK:

Cut opening in the countertop and provide and fit where shown a double bowl stainless steel sink unit with draining boards of size of 1,6m long and 533mm wide. Connect to outlet of sink with 40mm UPVC trap and from trap take 40mm diameter UPVC pipe through wall, fit with UPVC inspection bend and connect to inlet on gully. Provide and fit a new chromium-plated sink mixer with swivel nozzle. Mixer shall bear the standardisation mark of SABS Specification 226.

DRAINS AND FITTINGS:

Lay all soil and waste water piping to existing septic tank and provide new gully as shown on the drawing.

Test the entire drainage system and leave in perfect working order on completion.

MAIN ENTRANCE DOUBLE DOOR:

Aluminium double door specifications must balance structural integrity, thermal efficiency, security, and aesthetics. Standard requirements dictate durable alloys (typically 6063-T6), minimum frame thicknesses of 1.4mm, RC2-rated security features, and compliant safety glazing (such as 6.38mm laminated

Essential construction specifications for aluminium double doors include:

Material and Structural Framing

- Alloy & Temper: Extruded aluminium alloy 6063-T6 for high tensile strength and marine-grade corrosion resistance.
- Wall Thickness: Minimum 2mm or thicker for heavy-duty commercial or high-wind zones.
- Profile Depth: 44mm

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

- Thermal Breaks: Integrates a polyamide insulating strip separating exterior and interior aluminium profiles to minimize thermal transfer, significantly improving the U-value.

Glazing (Glass) Specifications

- Safety Glass Requirement: Glazing must comply with national building regulations, Glazing to be toughened safety glass.
- Seals: EPDM rubber gaskets and weatherstripping must be used to ensure water penetration resistance (up to 600 Pa) and wind load resistance (up to 2400 Pa)

Hardware & Security

- Locking Mechanism: Heavy-duty, maximum-security hook-bolt locks or multi-point locking systems are specified for double doors.
- Flush Bolts: Active and inactive leaf setups require top and bottom flush bolts 460mm or longer on the inactive leaf.
- Hinges: Heavy-duty, non-removable pin butt hinges or offset pivot sets rated for the specific weight of the double glass panels.
- Accessories: Includes stainless steel pull handles, levers with cylinders, and concealed door closers if automated or high-traffic operation is needed.

Finishes

- Powder Coating: Electrostatic polyester powder coating according to RAL colour standards (e.g., Charcoal, Bronze, White) with a minimum coating thickness of 60 microns.
- Anodizing: Class 1 anodized finishes

Allow for one double door to size as shown on plan.

PREFABRICATED COLD / FREEZER ROOM

General

Prefabricated cold rooms shall be installed in the newly built storage facilities. The size of the cold room to be 3000 x 3000 x 2400mm high.

- Unless otherwise specified wall insulation thickness shall not be less than specified herein.
- Actual dimensions must be determined on site before manufacture of panels.
- External dimensions of room shall be planned to utilize available space to the maximum.
- The cold room shall be fitted with a 100mm diameter dial type thermometer above the door. The capillary tube for the thermometer shall be taken through the wall in a 20mm diameter sleeve pipe sealed with silicone sealant on both sides.
- The bulb shall be installed 25mm off the wall in a top corner of the room as high as possible but not directly in the air stream of the blower coil unit.
- Thermometer range shall match the application.
- All mechanical compressors and equipment shall be strictly installed according to the size of the cold rooms and as per the manufacturer’s instructions.

WALLS AND ROOF

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

- Factory fabricated modular panels securely fastened together shall be used in the construction of free standing cold and freezer rooms and where required for internal lining of rooms of conventional construction.
- Panels shall form a continuous vapor barrier on both the inner and outer skins of the total cold room envelope.
- Panels for walls and ceilings shall be composite panels composed of insulation material clad on two sides with sheet metal to form a stressed metal skin securely bonded to the insulation.
- Insulation material shall be fire retardant with minimum thickness and density as set out hereunder.

COLD / FREEZER ROOM (-18 - -40°C)

MATERIAL	MIN. THICKNESS (mm)	
Polyurethane	120mm	B-Grade

- Panel skins shall be of galvanized sheet steel at least 0,6mm thick, surfaces prepared to match the finishing materials to be applied. The skin side to be bonded to the insulation shall be prepared and coated with epoxy or vinyl primer compatible with the adhesive and insulation to be used. The visible side of the metal skin shall be coated with baked silicone polyester or vinyl in an off-white color.
- Panels shall be protected with removable protective plastic coating during transport and erection and to be stripped at the appropriate time. Damaged panels will be rejected.
- No horizontal joints will be accepted in wall panels and no timber may be used in the construction of any of the panels.
- Paneling and framework around the door opening shall be reinforced to ensure that no warping of walls or cladding occurs.
- All wall to wall, wall to floor, roof to roof and roof to wall joints shall be extruded aluminum or PVC sections designed and shaped for the application. The extrusions shall be sealed and riveted to the panels at intervals not exceeding 500mm. All panels shall be fully factory pre-finished complete with necessary joint and spline grooves, mitred corners and step edges ready for erection on site with the jointing system.
- All joints external to the room shall be sealed with a non-hardening butyl rubber or silicone mastic sealant applied through the cartridge method. All joints internal to the room shall similarly be sealed with silicone sealant.
- Vertical joints in wall panels and horizontal joints in ceiling panels shall be covered with 38mm wide extruded aluminium "Tee" sections riveted to the panels at intervals not exceeding 500mm and sealed with silicone sealant.
- Corner joints internal and external to the room shall be covered by 38mm x 38mm x 4mm thick extruded aluminium angle riveted to the panels at intervals not exceeding 500mm. Silicone sealant shall be applied to prevent the ingress of moisture between the angles and panels and floors.

DOORS

- Doors shall be of hinged type doors.
- Unless otherwise specified doors shall provide a clear opening of at least **1000mm wide**, with the door openings reinforced and finished in PVC or aluminum sections.
- Door insulation, finishes and cladding shall be as specified for the wall panels. Door corners shall be neatly reinforced.
- Provision shall be made for an external padlock. The locking mechanism shall be such that it shall be possible to open the door from inside the room under all circumstances, including when locked.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

- Rubber back stops shall be fitted to all doors to prevent damage to doors and walls on opening.
- The door shall be fitted with chromium plated pull handles.
- Hinged door shall be fitted with robust heavy duty hinges capable of handling the door weight and frequent use.
- Wall panels shall be suitably reinforced internally to ensure solid and robust fixing of door fixtures.
- Door shall be fitted with rubber or neoprene balloon type gaskets sealing properly and tightly with the door in the closed position. Gaskets shall be removable to enable replacement. Gasket systems fitted to the door shall be rejected.

LIGHTS

- Cold room shall be equipped with a light generally at not less than 1 light per 10m². No room shall however have less than two lights fitted.
- Lights shall be wired from the refrigeration control panel with a separate circuit breaker.
- A combined light with indicator pilot light for control of the lights shall be next to the door for each room. The light switch shall be finished in neat baked enamel to blend in with the panel finish and shall be to the manufacturer's standard.
- Lights must be symmetrically spaced with regards to the shelves and rails to ensure maximum light in passages and all parts of the rooms.
- The lights and fittings complete with wiring must be entirely moisture proof and suitable for cold room applications.

ELECTRICAL EQUIPMENT AND INSTALLATION

Electrical Supply to Cold Rooms:

In the main switch-board, supply and install a single pole circuit breaker of size needed for the compressor. This shall feed a surface mounted sub distribution board, by means of a UPVC cable conductor. The sub distribution board shall be installed adjacent to the control panel and shall contain the necessary switchgear needed for the installation:

Note: The electrical specification is a guideline only and the main contractor must appoint a registered Electrician to provide the correct specifications. A certificate of compliance must be issued on completion of the electrical works.

- Tenderers must allow in their price for the complete electrical installation and wiring.
- All electrical equipment and wiring shall be in accordance with the current issue of the Standard Specification for Electrical Equipment and Installation for Mechanical Services.
- All compressor motors over 5kW shall be provided with an approved electronic type motor protection unit in addition to the protection called for in the Standard Specification for Electrical Equipment and Installation for Mechanical Services.
- Prefabricated cold rooms shall be provided with 58W watertight double tube vapor lume fluorescent light fittings.
- Lights and fittings shall be wired and sealed to ensure that no vapor or moisture can penetrate the fittings, especially when cooling down when switched off.
- Switchboards shall be wall mounted type.

CONTROLS

- The temperature in cold rooms shall be controlled by an electronic thermostat, which controls a solenoid valve in the liquid line. The compressors shall be controlled by a low-pressure switch.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

- Thermostats shall be of the electronic remote sensor type having a differential of not more than -18 - -40°C. The sensor of the thermostat shall be located inside the room or cabinet behind the air-cooling unit in the return air stream. The sensor shall be protected by means of a perforated metal or wire screen cover.
- The cold rooms to reach a minimum temperature of 2 degree Celsius and the drawdown time for it to be 24 hours under the most severe climatic conditions experience in the area.

ELECTRICAL WORK

The purpose for this part of the Bid is for the provision of electricity from the existing power supply from the main house and to install a Single-phase connection into the new packing facilities.

The cabling from the existing supply towards the store must be laid in trenches, minimum 700mm deep. The contractor must now allow to connect the cabling up to a new DB Board inside the packing facilities and from there to supply and install all other fittings and switches as shown on the drawing. The distance between the main supply and the new positions of the DB Boards inside the new building is approximately 30 meters.

The contractor must allow for the following items to be installed:

LIGHT FITTINGS:

From the distribution board, wiring by means of 1,5mm conductors plus earth wire to a total of 4 x 1200mm long fluorescent light fittings (covered)

From the distribution board, wiring by means of 1,5mm conductors plus earth wire to a total of 2 bulkhead light fitting.

NOTE:

All fluorescent fittings shall be double tubed and covered and shall be fitted in such a way as to maximize even light distribution

The light fittings shall be controlled by means of a 20-amp circuit breaker installed in the distribution board.

SOCKET OUTLETS:

From the distribution board, wiring by means of 2,5mm conductors plus green earth wire to a total of 4 x double socket outlets, installed in the positions as indicated on drawing.

The socket outlets in each room shall be individually controlled by means of 20-amp circuit breakers, installed in the distribution board

HOT WATER CYLINDER:

From the distribution board, wire by means of 4mm UPVC conductors to a 30-amp double pole switch disconnecter, installed adjacent to the hot water cylinder. The circuit shall be controlled by a 30-amp double pole circuit breaker installed in the distribution board.

DISTRIBUTION BOARDS:

Supply and install to each run a surface mounted distribution boards and associated switch gear as needed for the electrical installations. The DB Boards shall be labelled accordingly.

GENERAL:

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

The above-mentioned scope of work is a guideline only and must be verified by a qualified electrician. Any changes must be indicated on the attached form “**CHANGES MADE BY BIDDER**”

Bidders are advised to thoroughly acquaint themselves with the nature and extend of work to be done, with the site conditions and to re-measure cable lengths and thicknesses as to what was provided in the document. The final positions and height of the light fittings and plugs shall be determined on site.

All wiring shall be enclosed in 20mm diameter PVC conduit and shall be laid alongside the cladding and over the internal room roof areas and fixed with holder bats every 500mm centres.

All work shall be carried out according to SANS 0142 and certificate of compliance shall be submitted on completion of service.

Tenderer to submit Proof of Electrical Sub-contractor registration with the Department of Labour.

END OF WORK TO BE DONE

BID CONDITIONS

Lump Sum Bid

These documents are for a lump sum bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the unit rates rate of the services should also be given if requested on the form **CBD 4**.

No unit rate price adjustment of whatever nature, except for decreases or increases in the Value-Added Tax (VAT) and / or Variation Orders, will be applicable in this contract. The bidder shall make provision in his bid price for possible fluctuations in costs.

Premises in Occupation

The premises for the works **will** be in occupation during the contract period. Approval to access the premises must be obtained from the landowner.

Fixed Price Bids

No contract price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Contractor will make provision in his bid for possible fluctuations in costs.

If the instruction / appointment for the construction of certain phases is done after the validity of the bid has expired, prices may, on request, be updated or re-negotiated within the reasonable norms of escalation.

Expenses in Preparation of Bid

The Client will not be responsible for, subject to the Preferential procurement regulations, nor pay any expenses for losses which the bidder may incur in preparation of this bid.

Inspection of Site

Bidders must familiarise themselves with the local conditions, the accessibility of the site, the full extent and nature of the work to be done and the conditions affecting the execution and pricing of the bid. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder	<i>Initial here</i>	

If a site meeting is held, notice of attendance must be forwarded to the contact person. Only information given in writing to the Contractor by the Engineer during the tender period will be regarded as binding on the Contract. Verbal information, given during the site inspection or at any other time prior to the award of the Contract, will not be regarded as binding on the Contract.

Site

The site to be occupied will be clearly pointed out to the Contractor at the site handover. The Contractor will not be allowed to extend his operations beyond the boundaries of the site.

Water for the Works

The Contractor may use if available. He will obtain permission from the Landowner before any connection to or extension of the existing supply is made, which will be executed, removed and made good on completion of the works at the Contractor's own expense.

Electricity & Lighting for the Works

The Contractor may use the existing power if available. He will obtain permission from the Land Owner before any connection to or extension of the existing supply is made, which shall be executed, removed and made good on completion of the works at the Contractor's own expense.

The Contractor will allow for the risk of failure in the electrical supply or in case of an insufficient supply, in which case he will make his own arrangements and all costs that may arise shall be for his own account.

Scaffolding & Hoisting Equipment

The Contractor will provide for the supply, erection and removal of scaffolding and / or hoisting equipment as required.

Tools, Equipment & Machinery

The Contractor will provide all his own tools and equipment as well as facilities and transport for this project. Machinery should be sufficient to complete the works in the allocated time.

Existing Services

If the Contractor encounters any existing services such as cables, pipes or sewers during the execution of the works, he must immediately notify the Client, halting all work in the vicinity thereof, until instructions to proceed have been given by the Project Manager.

Electric wires, telephone wires, pipes, etc. will not be interfered with during the course of the contract but if it should be necessary to disconnect or cut any such wires or pipes, the Client will be advised thereof and his instruction awaited.

Accounts and Payments

Payment of accounts received by the Client in terms of the works completed, shall be affected within 30 days after receipt of a correctly completed and approved invoice for the work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork.

Payments will be done maximum on a fortnight basis and will only be made for work done/completed. Payment will be based upon a completed payment schedule which will be completed by bidder on award of tender. Payments will only be made upon physical inspection and sign off of completed work. Please allow timeous notice for inspections so that the necessary travel arrangements can be made.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		Initial here

Wage rates

Be responsible for all the sub-Contractors appointed by him to complete the works. A minimum of **35%** of local labour must be incorporated in the project and all workers must be SA citizens. **The area for which local labour is to be sourced is in a 50km radius from site.**

The following guidelines should be considered when setting rates of pay for workers:

- The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary.
- The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure a reasonable quality of work.
- It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.
- Men, women, disabled persons and the aged must receive the same pay for work of equal value.
- Provision should be made in the tender for value for payment of UIF and COIDA statutory levies.
-

Construction Insurance

Proof of construction insurance for planned work must be submitted by the successful contractor **within 14 calendar days upon receipt of letter of award.** The construction insurance must be equal to value of the bid amount or higher. If you do not have insurance, for smaller (less than R100 000) projects, Casidra can put it under its insurance portfolio for your own costs (0.5% of the contract value). We must be given enough prior notice regarding this.

Inspections, tests and analysis

All pre-bidding testing will be for the account of the contractor.

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 inspection, the premises of the contractor shall be open, at all reasonable hours, for inspection by a representative of the Client or an organization acting on behalf of the Client.

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 Client shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

If the inspections, tests and analyses show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Client. Where the supplies or services do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the contractor.

Supplies and services which do not comply with the contract requirements may be rejected. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the contractor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the contractors cost and risk. Should the contractor fail to provide the substitute supplies forthwith, the Client may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the contractor.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

The provisions of above clauses regarding inspection & testing shall not prejudice the right of the Client to cancel the contract on account of a breach of the conditions thereof, or to act in terms of the conditions of contract.

Warranty

The contractor 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 contractor 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 Client's specifications) or from any act or omission of the contractor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

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.

The Client shall promptly notify the contractor in writing of any claims arising under this warranty. Upon receipt of such notice, the contractor shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Client.

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

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

TERMS OF REFERENCE**CBD 3**

PROJECT: LAINGSBURG: VISKUIL ENTERPRISE: CONSTRUCTION OF A PACK STORE	
GENERAL REQUIREMENTS	
The works, as described, are situated close to Laingsburg. The quoted amount will be a lump bid and must include labour, material and machinery. The successful bidder must have the capacity to start the works within 7 (seven) days of appointment.	
Conditions that may pose a risk:	
Clayish ground and at places very rocky conditions can be expected. Security for materials and equipment must be supplied. The Contractor must put all necessary precautions in place to work under these conditions.	
CONTRACT PERIOD	The completion period of this service is (3) Three Months starting from the day of appointment.
RETENTION	Retention is 10% of contract sum for 3 months not bearing interest, with no upper limit.
PENALTY CLAUSE	The penalty R 500.00 per calendar day will be applied for late completion of works.
SUBCONTRACTING: Bidder to complete sub-contracting section on CBD 5 if applicable.	Under CIDB Practice note 7 of 2007, one of the following subcontracting will apply: 1. Domestic subcontractor (appointed by the main contractor at his/her discretion);

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

<p>d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid.</p> <p>3. PROFESSIONAL SERVICES</p> <p>a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.</p>
<p>B. CONSTRUCTION (applicable to construction only)</p> <p>1. The total price for the service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings (where applicable).</p> <p>2. The tender will be evaluated on the criteria for a market related price.</p> <p>3. The contractor must attach a detailed and comprehensive proof of competency of a construction manager in terms of Construction Regulations 2014, Clause 8 including experience regarding construction health & safety regulations.</p> <p>4. The contractor must attach the proof of CIBD grading as specified in the scope of works.</p> <p>5. The contractor must be in possession of a valid COIDA letter of good standing and it must be attached.</p> <p>6. Where applicable, the contractor must attach valid proof or registration with the Department of Labour for the installation of the main electrical supply.</p>
<p>C. OTHER NOTES (applicable to all bids)</p> <p>1. The tender will be evaluated on the criteria for a market related price.</p> <p>2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid.</p> <p>3. The prices must be valid for a period of 90 days from date of closure of the bid to allow for evaluation and appointment.</p> <p>4. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.</p>
<p>D. COMPANY PROFILE (applicable when requested)</p> <p>1. The contractor must attach a detailed and comprehensive company profile including core competencies of personnel. The company profile must summarize information about the organisation.</p> <p>2. The company profile must include the following:</p> <p>a. Company core business activities (describe products and services and markets in which it operates).</p> <p>b. Company background (state number of years in business, location, history of company etc.)</p> <p>c. Company resources (number of employees, core competencies of personnel, structure of company)</p>
<p>E. WARRANTY (applicable when requested)</p> <p>1. Where requested, the bidder must attach proof of warranty offered on the letterhead of the bidder.</p>
<p>F. BROCHURE (applicable when requested)</p> <p>1. Bidder must provide detailed brochure and technical specifications of products where requested.</p> <p>2. Bidder must be able to provide proof of service location within applicable radius as specified in CBD 3 (Scope of works).</p>
<p>G. AFTER SALES SERVICES AGREEMENT (applicable when requested)</p> <p>1. Where applicable, the bidder must sign and submit the after sales agreement.</p>
<p>H. APPOINTMENT (applicable to construction and professional services)</p> <p>1. The successful contractor will be given notification in writing by means of an appointment letter</p> <p>2. The successful contract must sign the CBD 8, together with this document, which will form the contract.</p>

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder	<i>Initial here</i>	

PROOF OF REFERENCES

Supply at least **three (3)** different references letters from **three (3)** different companies on their letterhead with contact numbers.

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

PROOF OF RELEVANT EXPERIENCE

Provide detailed list of completed projects with contact numbers regarding construction projects completed as well as monetary value

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

SCHEDULE: CONSTRUCTION MANAGER COMPETENCY

The contractor must attach to this page DETAILED & COMPREHENSIVE proof of competency of a construction manager in terms of Construction Regulations 2014 Clause 8.

Please attach a complete CV for evaluation purposes relevant to this occupation of Construction work.
Please also supply this particular person’s experience regarding construction health & safety regulations.

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

SCHEDULE: DETAILED COMPANY PROFILE

The contractor must attach to this page a DETAILED & COMPREHENSIVE company profile including core competencies of personnel. The company profile must summarize information about your organisation.

In order for a company profile to be compliant for this bid, the following detail MUST be included in the company profile.

COMPANY CORE BUSINESS ACTIVITIES:

- Describe your products and services and markets in which you operate

COMPANY BACKGROUND:

- State number of years in business,
- Location,
- History of company, etc

COMPANY RESOURCES:

- Number of employees,
- Core competencies of personnel,
- Structure of company - organogram

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

COIDA LETTER OF GOOD STANDING

The contractor must attach to this page a copy of the current letter of good standing

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

ELECTRICAL

Provide **Letter** from department of labour for Electrical registration of sub-contractor with expiry date.

For office use only	Version no: 3	Date: November 2025
To be initialled by bidder	<i>Initial here</i>	

SUPPLY CHAIN MANAGEMENT

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE

Only for use of bids from R2 000 to maximum of R50 million

Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy are based on the **“Preferential Procurement Policy Framework (Act 5 of 2000)”** and related Regulations.

Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider.

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON:

- <http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/>
- <https://www.gov.za/documents/broad-based-black-economic-empowerment-act>
- <https://www.bbbeeommission.co.za/>

DEFINITIONS

- 1.1 **“affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings;
- 1.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.4 **“EME”** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less;
- 1.5 **“Large Enterprise”** is any enterprise with an annual total revenue above R50 million;
- 1.6 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.7 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.8 **“the Regulations”** means the Preferential Procurement Regulations, 2011 and 2022;
- 1.9 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.10 **“person”** includes a juristic person;
- 1.11 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.12 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.13 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;
- 1.14 **“original sworn affidavit”** means the initial document which was not photocopied or electronically reproduced;
- 1.15 **“original certified B-BBEE certificate”** means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be **ORIGINAL**.

GENERAL CONDITIONS

- 1.1 The value of this bid is estimated to **not exceed R50 million** (all applicable taxes included) and therefore the 80/20 points system shall be applicable.
- 1.2 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.3 The maximum points for this bid are allocated as follows:

DESCRIPTION	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE	100

- 1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.6 The bidder is responsible to provide **Casidra SOC Ltd** with (refer to 2.2 under POINTS AWARDED FOR PRICE:
 - 1.6.1. An **original sworn affidavit**
 - 1.6.2. An **originally certified B-BBEE certificate**.

ADJUDICATION USING A POINT SYSTEM

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

- 1.1 Subject to Regulation 7 of the **Casidra** SOC Ltd Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.
- 1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 1.3 Points scored must be rounded off to the nearest 2 decimal places.
- 1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

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

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

Where
 Ps = Points scored for price of tender under consideration
 Pt = Rand value of offer tender consideration
 Pmin = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:
 2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%
7	4		50%
8	2		10%
Non-compliant contributor	0		0%

- 2.2. B-BBEE requirements:
 An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

 If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.
 A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

 A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

 A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

 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** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

DECLARATION
 Bidders who claim points in respect of B-BBEE status level of contribution **MUST** complete the following:

1. **B-BBEE status level of contributor claimed in terms of paragraph 1 and 2 above:**
 B-BBEE status level of contributor:
2. **SUB-CONTRACTING**
 - 2.1. Will any portion of the contract be sub-contracted:
(Tick applicable box)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------
 - 2.2. If YES, INDICATE:
 - a. What percentage of contract will be subcontracted? _____

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

b. The name of the subcontractor			
c. B-BBEE status level of the sub-contractor			
d. Is sub-contractor EME or QSE		Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Attach the originally certified B-BBEE certificate/ original sworn affidavit as proof.			
MARKET RELATED PRICING			
If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.			
Are you willing to negotiate your offer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
SUPPLY CHAIN PERFORMANCE MEASUREMENT			
In order for Casidra to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:			
<ul style="list-style-type: none"> What were the source that made you became aware of this bid being available. 			
Personal Email invite to bid:		<input type="checkbox"/>	
Via a friend or business partner:		<input type="checkbox"/>	
National Government E-Tender website:		<input type="checkbox"/>	
Local Newspapers:		<input type="checkbox"/>	
Casidra own website:		<input type="checkbox"/>	
CIDB website		<input type="checkbox"/>	
Other (specify)		<input type="checkbox"/>	
<ul style="list-style-type: none"> Was the time allowed to date of closure sufficient for you to compile an offer? 			
No – too short <input type="checkbox"/>		Yes – Sufficient <input type="checkbox"/>	No - Too long <input type="checkbox"/>
<p>I, _____</p> <p>as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra.</p> <p>In terms of the POPI Act I further give consent that my contact and company details as will be captured on the Casidra database may be shared with the role players/funders involved in the project and be used by Casidra for the purpose of further procurement.</p>			
Signature			
Date			

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder	<i>Initial here</i>	



**CBD 5.1
DECLARATION OF INTERESTS, BIDDERS' PAST SCM PRACTICES
AND INDEPENDENT BID DETERMINATION**

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with this institution must be registered on the central supplier database.
3. Definitions:

“Bid” includes a price quotation, advertised competitive bid, limited bid or proposal

“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

“business interest” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium or Joint Venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

“employee” means a person employed by the Provincial Government, a provincial public entity or a business enterprise, whether permanently or temporarily, including –

- a) an employee as contemplated in section 8 of the Public Service Act, 1994 (Proclamation 103 of 1994);
- b) a person appointed in terms of section 12A of the Public Service Act;
- c) a person transferred or seconded to the Provincial Government or a provincial public entity in terms of section 15 of the Public Service Act; and
- d) an educator as defined in the Employment of Educators Act, 1998 (Act 76 of 1998), and includes a member of the board or other controlling body of a provincial public entity;

“entity” means any —

- a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person’s —

- a) spouse; or
- b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

“intermediary” means a person through whom an interest is acquired, and includes—

- a) a person to whom is granted or from whom is received a general power of attorney; and

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

b) a representative or agent;

“Institution” in this regard means — Casidra SOC Ltd

“Provincial Government Western Cape (PGWC)” means the Institution of the Western Cape, and a provincial public entity;

“spouse” means a person’s:

- a) partner in marriage;
- b) partner in a customary union according to indigenous law; or
- c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Regulation 13(c) of the Public Service, 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
6. 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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
8. 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.

SECTION A: DETAILS OF THE ENTITY

A1.	Name of the Entity	
A2.	Entity registration Number (where applicable)	
A3.	Entity Type	
A4.	Tax Reference Number	

A5. Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.

TABLE A

FULL NAME	DESIGNATION (Where a director is a shareholder, both should be confirmed.)	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.	Did the entity conduct business with the Institution in the last twelve months? (If yes complete Table C)	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

C2. Table C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? (To access this Register, enter the National Treasury’s website, www.treasury.gov.za , click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.)	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

The form should be signed by a duly authorized representative of the entity before a commissioner of oaths.

I,

hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I understand the content of the document;
- iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor In addition, that there will be 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 the Institution.;
- iv. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification o the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid;

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		Initial here

v. that I or the representative of the company are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1. Do you know and understand the contents of the declaration?
ANSWER:

1.2. Do you have any objection to taking the prescribed oath?
ANSWER:

1.3. Do you consider the prescribed oath to be binding on your conscience?
ANSWER:

1.4. Do you want to make an affirmation?
ANSWER:

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....

SIGNATURE and FULL NAMES

Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:Place

Business Address:

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by submitting the REPORT FRAUD on the Casidra SOC Ltd website <https://casidra.co.za/report-fraud/>.

This registration form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

For office use only	Version no: 3	Date: November 2025
To be initialised by bidder		<i>Initial here</i>