



**SPECIFICATION for the UPGRADE or REPLACEMENT
of LIFT INSTALLATIONS**

LB/SS-02/2011

for

Land and Development Bank of South Africa

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***THIS LIFT UPGRADE/ REPLACEMENT SPECIFICATION HAS BEEN
COMMISSIONED BY LANDBANK AS A ONE-OFF SPECIFICATION FOR
USE ON THE ABOVE CONTRACT ONLY.***

SPECIFICATION FOR LIFT UPGRADE or REPLACEMENT AT 'LAND AND DEVELOPMENT BANK OF SOUTH AFRICA'

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SECTION 1 - LAND AND DEVELOPMENT BANK OF SOUTH AFRICA UPGRADE/ REPLACEMENT PROJECT GENERAL

1.1 INTENT

- 1.1.1 This Lift Specification is intended to cover **Six Passenger Lifts**, outlining the minimum equipment required, but does not cover all the details of design and construction. Such details are recognised as being the exclusive responsibility of the tendering Lift Contractor.

1.2 STANDARDS AND CODES OF PRACTICE

- 1.2.1 All work shall be in accordance with the requirements of the latest published **European EN81 Code for Lifts as specified in SANS 1545:1 and SANS 50081-80** (Improvement of safety of existing passenger and goods lifts), and shall comply with the other local statutory codes applicable to Lifts in South Africa.
- 1.2.2 Equipment and materials shall be new and manufactured in accordance **with EN-81 standards** and approved by the local authorities having the appropriate jurisdiction at the point of manufacture. The manufacturer shall preferably be an ISO 9002 accredited manufacturer.

1.3 QUALIFICATIONS

- 1.3.1 The Lift Contractor shall be deemed to have inspected the site and be fully acquainted with the Works Information including the Lift Contract conditions pertaining to this Project.
- 1.3.2 The Lift Contractor shall furnish documents which give a complete description of all parts wherein the lift proposal is specified or shown.
- 1.3.3 The Lift Contractor should offer their standard equipment and designs, included in their Tender Document in order to conserve costs.

1.4 SCOPE of WORK for LIFTS

1.4.1 Work included

- 1.4.1.1 Design and provide all labour, materials, equipment and services and perform all operations required for the lift work as required to meet the Client's needs, in accordance with all applicable requirements of this Lift Contract Document and the Government and local by-laws.
- 1.4.1.2 Allow for all statutory requirements within SANS 50081-80 and SANS 1545:1 to ensure full compliance under the latest published Act.

Note: In terms of **SANS 1545:1**, **shaft lights** shall be installed in each lift shaft, the lower and highest light fitting must be mounted no more than **500-mm** from the pit floor and shaft top respectively. These lights shall be switched from both the lift motor room and top of shaft and pits and shall ensure a minimum lighting level of **50-Lux** measured at **1000-mm** above the car roof.

1.4.2 Structural & Finishes

- 1.4.2.1 Painting of any welded, cut or ground lift equipment and the motor floor is a standard requirement. ***Rope safety guards must be supplied and fitted over all moving sheaves***, as well as the sheaves being painted in yellow to SANS 1545:1 requirement. ***Kindly allow for painting the motor room walls and ceiling in white PVA.***
- 1.4.2.4 Pit dividing walls are to be metal screens at a minimum height of **2500-mm** above the lowest Landing Sill between adjacent multi-lift installations.

1.4.3 Work not included

1.4.3.1 Electrical

- 1.4.3.1.1 Replacement of supply isolators and connections on incoming power mains to the motor room distribution board. The proposed power feeder system shall be based on the power currently supplied to the existing lifts. ***Any deviation or new requirement needs to be advised by the Tenderer.***
- 1.4.3.1.2 Separate car lighting circuit (earth leakage protection) is provided for each lift from the motor room. Each new shaft lighting circuit shall be fed from this supply. Plug socket outlets in the motor room are rated at 220-Volts single phase 15-Amperes.

1.5 CUTTING AND PATCHING

- 1.5.1 It is envisaged that no Wet Trades will be required within the Upgrade/Replacement Project. The Lift Contractor to however furnish all information for alterations so that necessary work can be pre-planned and executed. Under no circumstances shall the Lift Contractor be allowed to cut or expose structural steel.
- 1.5.2 Locate the position of electrical conduits before any shaft drilling is commenced.

1.6 GENERAL RESPONSIBILITIES

- 1.6.1 The work throughout shall be executed to the highest standards and to the entire satisfaction of the Lift Consulting Engineer who shall have the authority to reject any work and materials which in their judgement, are not in full accordance therewith.
- 1.6.2 The Lift Contractor shall be fully responsible for his work up to and including its Completion and shall replace any of the same which may be damaged, lost or stolen, without additional cost to the Employer. The Contractor shall protect the building and its contents against damage by him, his Employees or Domestic Sub-Contractors and shall make good any damage thereto without additional cost to the Employer. The Lift Contractor shall indemnify the Employer and Principal Agent from and against all liability for damages arising from injuries or disabilities to persons or damage to property occasioned by any act or omission of the Lift Contractor or any of their Domestic Sub-Contractors, including any and all expenses, legal or otherwise, which may be incurred by the Employer, or in the defence of any claim, action or suit. **The Lift Contractor shall be responsible for any rubble and/or obsolete equipment caused by his work, to be kept in orderly piles at a pre-arranged spot for removal by the Contractor before the contract is completed.**
- 1.6.3 Except for such changes as may be specifically approved by the Lift Consulting Engineer, all work shall be in full accordance with the intent of this Lift Contract Document, complete in every detail and ready for satisfactory and efficient operation when delivered for Final Acceptance.
- 1.6.4 The Lift Contractor shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether or not shown or described in detail in the Lift Contract Document.
- 1.6.5 The Lift Contractor shall thoroughly acquaint himself with the work involved and shall verify on-site measurements necessary for the proper installation of his work. He shall also promptly furnish any information necessary for the proper installation and shall co-operate with and co-ordinate the work of others as may be applicable.
- 1.6.6 Material damaged in transit shall be replaced without additional compensation.

1.7 INSTALLATION PROGRAMME

- 1.7.1 **The Lift Contractor shall immediately upon being awarded the Contract produce a detailed programme of intent (*Gantt chart*) setting out the sequence of the construction time periods for the installation and completion of each section of the work. Such programme shall be completed in such a manner as to enable its use for monitoring of progress and compilation of forecasts for Payment Certificates for the entire contract.**
- 1.7.2 The programme shall include in detail the sequence of events showing the critical path, time periods for the commencement and completion of any phases, for ordering of materials, supply of equipment and critical dates
- 1.7.3 The Lift Contractor shall clearly show in the Tender the time required for the **delivery of material to site after date of order** and the **complete installation** time required for the equipment.

1.8 SUBMITTALS

1.8.1 Layout Drawings

- 1.8.1.1 Layout drawings are required for all **new lift work**, including shaft and motor room lay-outs, car enclosure and landing entrance co-ordination drawings. Drawings shall show top clearances above cross-heads and counterweight frames, machine room layouts with power and heat release data, locations of all equipment on tops of cars, overhead beams

and elevations, and reactions which will be transmitted to the building structure. The successful tenderer will submit the drawings to Land Bank

- 1.8.1.2 All special equipment and fixture faceplates shall be submitted for approval. Drawings and samples or brochures shall be submitted for each type of fixture and shall be coordinated with the architectural drawings. Final design and material proposed for fixture faceplates and the Lift Consulting Engineer shall approve special equipment.

1.9 COMPULSORY SITE VISIT:

Tenderers must attend a compulsory Site briefing before submitting the tender so as to satisfy themselves in respect of the nature of the building access to the lift sites, areas suitable or available for storage of materials and equipment and any other circumstances which could affect their work and rates, so that provision therefore can be made in the Tender, as no claim in this respect shall be considered later.

Compulsory Site-visit Date: 9th January 2011 at 10:00am
(Land Bank Offices – Cnr. Witch-Hazel Avenue & Olievenhoutbosch
Road, Centurion)

1.10 TESTS AND COMMISSIONING CERTIFICATES

- 1.10.1 Upon completion of the installation and once being in full operation, the Lift Contractor shall completely test the lift equipment to demonstrate that the equipment provided is in compliance with this Contract Document. All labour and test equipment for on-site observation, testing, correction and re-setting shall be provided by the Lift Contractor.
- 1.10.2 All test certificates are to be countersigned by the Lift Consulting Engineer as witnessed, or "accepted" or "seen" and are to be included in the Contract's final Technical Dossier.

1.11 TECHNICAL DATA SHEETS

Data sheets with all the variable parameters and adjustments of the drive control, lift control, door control and group control shall be completed and shall remain on site at all times for maintenance purposes and shall be included in the Maintenance Manuals.

1.12 ATTENDANCE AT SITE MEETINGS

Site meetings shall be arranged at regular intervals during the contract period and the Lift Contractor or his authorised Representative must attend these meetings.

1.13 GUARANTEE

1.13.1 Equipment Guarantee – Free Maintenance Period

- 1.13.1.1 Provide for a period of **Twelve Months (12)** after Final Acceptance, for fully comprehensive equipment guarantee of the newly installed lift equipment. This maintenance guarantee shall include systematic examinations, adjustments and lubrication of all lift equipment. Electrical and mechanical parts shall be repaired or replaced whenever it is required to maintain optimum performance using only parts produced by the original Manufacturer of the equipment, unless caused by misuse or abuse of the lift equipment.
- 1.13.1.2 Maintenance work included shall be performed by competent, qualified personnel under the supervision of and in the direct employ of the Contractor and shall not be assigned or transferred to any non-affiliated agent. Contract maintenance and repair work shall be done during regular working hours and shall further provide emergency call-back service **twenty-four (24)** hours a day, **seven (7)** days a week.
- 1.13.1.3 The maintenance work shall as a minimum, not offer a lesser service than that offered by the most recent Maintenance Agreement currently in place on the Employer's other existing lift and escalator installations.
- 1.13.1.4 **The free maintenance period** included in the Tender amount shall be submitted for both upgrade and full replacement option.

1.13.1.5 All equipment supplied shall be guaranteed against defect in design of material and workmanship for a period of **Twelve (12) months** from date of Final Acceptance and hand-over.

1.14 VARIATION ORDERS

No claims for any extras, additions or for any variations shall be entertained unless such extra, addition or variation has been approved in writing by the Lift Consulting Engineer.

1.15 PAYMENT

The Lift Contractor shall be entitled to receive a Monthly Progress Payment as approved by the Lift Consulting Engineer. Payment shall be based on a reasonable estimate of the value of the work which in the opinion of the Lift Consulting Engineer has been satisfactorily executed and on the value of materials and or goods delivered to site less retention. The amounts stipulated for payment on such Progress Payment Certificates shall be due and payable to the Lift Contractor **within 30-days** of the date of such Certificate.

The payment of any fee shall not be deemed as an admission that any work or service has necessarily been performed in accordance with the Lift Contract, but shall be deemed to be payment of account only.

1.16 RUBBLE CLEARANCE & TENANT SAFETY

Clear and cart away all rubbish and superfluous/obsolete equipment regularly so that no such rubble is evident to the tenants, causing all passages, lobbies and entrances to be safe at all times against any possible injury by tenants.

1.17 FLUCTUATION IN LABOUR AND MATERIAL COSTS

The Lift Contractor shall clearly show in their Tender submission the **Dollar/Euro or equal tender currency** value of the Labour, material and imported component to be adjusted in accordance with this section.

1.17.1 Rate of Exchange - Not Fixed

In view of the proposed short contract period, the Tenderer will advise a fixed Price.

1.17.2 Escalation - Fixed

As the Upgrade Project is at this stage restricted to **Phase 1** only, the Tenderer will tender a fixed price, indicating the currency value and exchange rates at which the price has been fixed, as well as the Industry indices on which the pricing is based.

1.18 RETENTION MONIES

1.18.1 Retention monies shall be calculated as follows: **10%** of all monies due to the Lift Contractor until such time as the amount retained equals **5%** of the Total Lift Contract sum.

1.18.2 On the issue of the Final Delivery Certificate **Twelve (12) months** after practical completion (**guarantee period**) and on approval of the Lift Consulting Engineer or Principal Agent, the retention monies shall be released to the Lift Contractor

1.19 PENALTY FOR DELAY

Penalties shall be deducted from the Lift Contract Sum for each day by which the completion of the works may be in arrears. The penalty shall be **0.2%** of the Lift Contract Sum per day limited to a maximum of **5%** of the Lift Contract Sum.

1.20 VERIFICATION, STANDARDS AND DEVIATIONS

Deviations shall not be considered. The Sub-Contractor shall verify in the Tender Covering Letter, that they have read and understand the content and intentions of the Specification and have tendered accordingly.

1.21 EQUIPMENT OF TENDERER

The following equipment offered in terms of this specification, shall be the equipment which is regarded by the Tenderer, as the "top of the range" equipment.

- Car and landing direction and position signals (Braille and Voice Synthesizer)
- Car and landing call button units (Braille and Voice Synthesizer)
- Door drive equipment
- Door proximity protection devices (*If Applicable*)
- Control equipment
- Drive equipment
- Intercom and ancillary Equipment.

1.22 ON-SITE STORAGE AND ACCOMMODATION

On-site stores shall be organised to allow for the efficient and effective control of lift components and the store and immediate vicinity shall be kept clean and organised at all times.

1.23 BROCHURES

Detailed brochures of all equipment offered, including the control, drive, door operator, call buttons and signals, remote monitoring station, intercoms, and emergency dial-out system shall be presented together with the Tender documents.

1.24 TENDER VALIDITY

This Tender shall remain in full legal force for a period of **Ninety (90) days** from closing date of Tender.

SECTION 2: LIFT TECHNICAL DATA for Upgrade or Total Replacement of Lifts

2.1 Land Bank - Bloemfontein - 78 Saint Andrews Street, Bloemfontein Passenger Lift: (Installed 14.05.1980)

Registration Number: BFE 0205
Manufacture: Mitsubishi Passenger Lift
Number of Stops: 4 (G, 1 to 3)
Speed: 1, 0 m/s
Load: 14 Person - 1050 kg
Drive: Original AC Two-Speed
Control: Original Relay Logic
Doors: Original Mitsubishi with 2PCO Car and Landings

Car, Door entrance and any Shaft Dimensions: to be measured on site for precise dimensions as required

With the equipment in good condition, the whole machine, car, cwt, guides and steelwork can all be retained except;

- Convert existing AC 2-Speed Motor to V3F Logic
- Replace dated Relay Logic Controller with new Micro-processor Logic, including obsolete Mechanical Controller to be replaced with new Electronic Induction System
- New Braille compliant buttons and digital signals
- Above will require new Trailing Cables and partial rewiring
- Retain Car Door Drive & Landing Door Equipment, as all still in exceptional condition. Possibly convert Door Drive Motor to AC V3F Logic to be compatible with controls.
- Retaining Contract Speed and Load implies Car Safety-Gear, Buffers and Over-speed Governor can all be retained.

Option One: Replacement of current AC 2-Speed Motor with new AC V3F Motor (E.g. Siemens or WEG)
Option Two: Replace the whole machine (Gear-case & Motor) with AC V3F Logic Motor.
In each case: Shaft equipment (buffers, safeties, governors, guides, Car & Cwt slings, etc) to be retained. Landing door frames to be retained to obviate the need for Wet Trades. Replacement of the car and landing door equipment, it is required that at least the Car Door panels be replaced with new stainless steel panels, but retaining the existing landing door panels (if possible) to conserve cost.
Button and Signals Requirements: New Compliant Buttons and Signals with total rewiring and new trailing cables are mandatory in every instance.

Contractual Compliance: The Client in reviewing these installations through the **SANS 50081-80 & GIAMA** risk assessments, is committed to getting all the Land Bank buildings as totally compliant as soon as possible within his budget parameters. The above building being the First Phase of the Land Bank's new Building Services Upgrade Program, with the rest of the portfolio to follow in sequence

The Lift Tenderers to therefore provide their standard lift equipment which will all comply fully with the OHSAct regulatory requirements and SANS 1545:1 standards, in addition to the local area byelaws

To minimise the use of wet trades and the associated dust problem of chopping out and rebuilding in of any new equipment, **the Client requires to be advised of any intended modification in this regard.**

The Client has expressed the desire to possibly stay with one supplier as far as practically possible especially per region. The rest of the lift portfolio to come on line as regards phased upgrade and possible replacement

LANDBANK PROPOSED UPGRADE / REPLACEMENT COSTS

Proposed Upgrade of 4-Stop Mitsubishi Lift - BFE 0205	R (VAT excl)
Option 1: (Retain Gear-case)	R
Option 2: (Total New Machine)	R

Option 1: R

TOTAL INCLUSIVE OF VAT R

Option 2: R
 TOTAL INCLUSIVE OF VAT R

Note: VAT (Included) Totals to be transferred to Page 21.

2.2 Land Bank - Bethlehem - 16 Van der Merwe Street, Bethlehem
Passenger Lift: BFE 26 (Installed 14.05.1980)

Registration Numbers: BFE 26
 Manufacture: Otis Passenger Lift
 Number of Stops: 5 (G, 1 to 4)
 Speed: 1,0 m/s
 Load: 10 Person - 700 kg
 Drive: AC Two-Speed Geared – 16 BT
 Control: Original Otis Relay Logic with Mechanical Selector – 10N6C
 Doors: Original Otis 2PCO Car and Landing

Car, Door entrance and any Shaft Dimensions: to be measured on site for precise dimensions as required

With the equipment in good condition, the whole machine, car, cwt, guides and steelwork can all be retained except;

- Convert existing AC 2-Speed Motor to V3F Logic
- Replace dated Relay Logic Controller with new Micro-processor Logic, including obsolete Mechanical Controller to be replaced with new Electronic Induction System
- New Braille compliant buttons and digital signals
- Above will require new Trailing Cables and partial rewire
- Retain Car Door Drive & Landing Door Equipment, as all still in exceptional condition. Possibly convert Door Drive Motor to AC V3F Logic to be compatible with controls.
- Retaining Contract Speed and Load implies Car Safety-Gear, Buffers and Over-speed Governor can all be retained.

Option One: Replacement of current AC 2-Speed Motor with new AC V3F Motor (E.g. Siemens or WEG)
Option Two: Replace the whole machine (Gear-case & Motor) with AC V3F Logic Motor.
In each case: Shaft equipment (buffers, safeties, governors, guides, Car & Cwt slings, etc) to be retained. Landing door frames to be retained to obviate the need for Wet Trades. Replacement of the car and landing door equipment, it is required that at least the Car Door panels be replaced with new stainless steel panels, but retaining the existing landing door panels (if possible) to conserve cost.
Button and Signals Requirements: New Compliant Buttons and Signals with total rewire and new trailing cables are mandatory in every instance.

Contractual Compliance: The Client in reviewing these installations through the **SANS 50081-80 & GIAMA** risk assessments, is committed to getting all the Land Bank buildings as totally compliant as soon as possible within his budget parameters. The above building being the First Phase of the Land Bank’s new Building Services Upgrade Program, with the rest of the portfolio to follow in sequence

The Lift Tenderers to therefore provide their standard lift equipment which will all comply fully with the OHS Act regulatory requirements and SANS 1545:1 standards, in addition to the local area byelaws

To minimise the use of wet trades and the associated dust problem of chopping out and rebuilding in of any new equipment, **the Client requires to be advised of any intended modification in this regard.**

The Client has expressed the desire to possibly stay with one supplier as far as practically possible especially per region. The rest of the lift portfolio to come on line as regards phased upgrade and possible replacement

LANDBANK PROPOSED UPGRADE / REPLACEMENT COSTS

Proposed Upgrade of 5-Stop Otis Lift - BFE 26	R (VAT excl)
Option 1: (Retain Gear-Case)	R
Total New Machine	

Option2:	R
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Option 1: R
TOTAL INCLUSIVE OF VAT R

Option 2: R
TOTAL INCLUSIVE OF VAT R

Note: VAT (Included) Totals to be transferred to Page 21.

2.3 Land Bank - Bethlehem - 16 Van der Merwe Street, Bethlehem
Passenger Lift: BFE 30 (Installed 25.10.1971)

- Registration Numbers:** BFE 30
- Manufacture:** Otis Passenger Lift
- Number of Stops:** 5 (G, 1 to 4)
- Speed:** 1, 0 m/s
- Load:** 10 Person - 700 kg
- Drive:** AC Two-Speed Geared – 16 BT
- Control:** Original Otis Relay Logic with Mechanical Selector – 10N6C
- Doors:** Original Otis 2PCO Car and Landing

Car, Door entrance and any Shaft Dimensions: to be measured on site for **precise dimensions as required**

With the equipment in good condition, the whole machine, car, cwt, guides and steelwork can all be retained except;

- Convert existing AC 2-Speed Motor to V3F Logic
- Replace dated Relay Logic Controller with new Micro-processor Logic, including obsolete Mechanical Controller to be replaced with new Electronic Induction System
- New Braille compliant buttons and digital signals
- Above will require new Trailing Cables and partial rewire
- Retain Car Door Drive & Landing Door Equipment, as all still in exceptional condition. Possibly convert Door Drive Motor to AC V3F Logic to be compatible with controls.
- Retaining Contract Speed and Load implies Car Safety-Gear, Buffers and Over-speed Governor can all be retained.

Option One: Replacement of current AC 2-Speed Motor with new AC V3F Motor (E.g. Siemens or WEG)
Option Two: Replace the whole machine (Gear-case & Motor) with AC V3F Logic Motor.
In each case: Shaft equipment (buffers, safeties, governors, guides, Car & Cwt slings, etc) to be retained. Landing door frames to be retained to obviate the need for Wet Trades. Replacement of the car and landing door equipment, it is required that at least the Car Door panels be replaced with new stainless steel panels, but retaining the existing landing door panels (if possible) to conserve cost.
Button and Signals Requirements: New Compliant Buttons and Signals with total rewire and new trailing cables are mandatory in every instance.

Contractual Compliance: The Client in reviewing these installations through the **SANS 50081-80 & GIAMA** risk assessments, is committed to getting all the Land Bank buildings as totally compliant as soon as possible within his budget parameters. The above building being the First Phase of the Land Bank's new Building Services Upgrade Program, with the rest of the portfolio to follow in sequence

The Lift Tenderers to therefore provide their standard lift equipment which will all comply fully with the OHSAct regulatory requirements and SANS 1545:1 standards, in addition to the local area byelaws

To minimise the use of wet trades and the associated dust problem of chopping out and rebuilding in of any new equipment, **the Client requires to be advised of any intended modification in this regard.**

The Client has expressed the desire to possibly stay with one supplier as far as practically possible especially per region. The rest of the lift portfolio to come on line as regards phased upgrade and possible replacement

LANDBANK PROPOSED UPGRADE / REPLACEMENT COSTS

. Proposed Upgrade of 5-Stop Otis Lift - BFE 30	R (VAT excl)
Option 1: (Retain Gear-Case)	R

2.4 Land Bank – SAP Provincial Head Quarters -

38 Schoeman Street, Pietersburg

Passenger Lift: PE 3944 (Installed 29.10.1975 Upgraded March 2006)

Registration Numbers: PE 3944

Manufacture: Otis Passenger Lift

Number of Stops: 7 (G, 1 to 6)

Speed: 1, 0 m/s

Load: 12 Person - 840 kg

Drive: AC V3F – 19 BT Machine

Control: MCS 220M – OVF 20

Doors: 2PCO

Car, Door entrance and any Shaft Dimensions: to be measured on site for **precise dimensions as required**

With the equipment in good condition, the whole machine, car, cwt, guides and steelwork can all be retained except;

- Convert existing AC 2-Speed Motor to V3F Logic
- Replace dated Relay Logic Controller with new Micro-processor Logic, including obsolete Mechanical Controller to be replaced with new Electronic Induction System
- New Braille compliant buttons and digital signals
- Above will require new Trailing Cables and partial rewire
- Retain Car Door Drive & Landing Door Equipment, as all still in exceptional condition. Possibly convert Door Drive Motor to AC V3F Logic to be compatible with controls.
- Retaining Contract Speed and Load implies Car Safety-Gear, Buffers and Over-speed Governor can all be retained.

Option One: Replacement of current AC 2-Speed Motor with new AC V3F Motor (E.g. Siemens or WEG)

Option Two: Replace the whole machine (Gear-case & Motor) with AC V3F Logic Motor.

In each case: Shaft equipment (buffers, safeties, governors, guides, Car & Cwt slings, etc) to be retained. Landing door frames to be retained to obviate the need for Wet Trades. Replacement of the car and landing door equipment, it is required that at least the Car Door panels be replaced with new stainless steel panels, but retaining the existing landing door panels (if possible) to conserve cost.

Button and Signals Requirements: New Compliant Buttons and Signals with total rewire and new trailing cables are mandatory in every instance.

Contractual Compliance: The Client in reviewing these installations through the **SANS 50081-80 & GIAMA** risk assessments, is committed to getting all the Land Bank buildings as totally compliant as soon as possible within his budget parameters. The above building being the First Phase of the Land Bank's new Building Services Upgrade Program, with the rest of the portfolio to follow in sequence

The Lift Tenderers to therefore provide their standard lift equipment which will all comply fully with the OHSAct regulatory requirements and SANS 1545:1 standards, in addition to the local area byelaws

To minimise the use of wet trades and the associated dust problem of chopping out and rebuilding in of any new equipment, **the Client requires to be advised of any intended modification in this regard.**

The Client has expressed the desire to possibly stay with one supplier as far as practically possible especially per region. The rest of the lift portfolio to come on line as regards phased upgrade and possible replacement

LANDBANK PROPOSED UPGRADE / REPLACEMENT COSTS

Proposed Upgrade of 7-Stop Otis Lift – PE 3944	R (VAT excl)
Option 1: (Retain Gear-Case)	R
Total New Machine	
Option2:	R

Option 1: TOTAL INCLUSIVE OF VAT R R

Option 2: TOTAL INCLUSIVE OF VAT R R

Note: VAT (Included) Totals to be transferred to Page 21.

2.5 Land Bank – Middelburg - 184 Cowen Ntuli Street, Middelburg

Passenger Lift: PE 4392 (Installed 17.11.1977)

Registration Numbers: PE 4392
Manufacture: Mitsubishi Passenger Lift
Number of Stops: 4 (G, 1 to 3)
Speed: 1, 0 m/s
Load: 10 Person - 700 kg
Drive: AC Two - Speed
Control: Mechanical Selector with Relay Logic
Doors: Original Mitsubishi 2PCO

Car, Door entrance and any Shaft Dimensions: to be measured on site for precise dimensions as required

Installation now 34 Years old with Relay Controller, Mechanical Selector, Car Door Drive, and Buttons & Signals now obsolete. Strongly suggest upgrade of...

- **Drive:** Retain gear case and motor, drive sheave and ropes but convert to V3F Variable Frequency Control. Retain registered speed and load.
- **Control:** Upgrade to current Micro-Processor control with
 - Electronic Bi-Stable Switched Selector
 - Inclusive of V3F Frequency Control for Drive
 - Inclusive of Partial rewire, but new trailing cables
 - Inclusive of New Digital Signals & Micro-Push Buttons (Grey-Code)
- **Car:** Supply new Front Stainless Steel Return Styles and new COP with Compliant buttons and signals, retaining rest of car, sling and CWT.
 - Supply new V3F Door Drive with new panels, hangers and sill.
 - Supply new Door Proximity Detector.
 - Retain Car Safety Gear & Over-speed Governor.
 - Possibly fit new Car Floor & improve lighting.
- **Shaft:** Install compliance package inclusive of new inspection controls, emergency push-pull buttons, shaft lights and emergency power pack in car for lights and alarm.

2.6 Land bank - Modimolle - 90 Church Street, Modimolle

Passenger Lift: PE 3946 (Installed 24.06.1975)

Registration Numbers: PE 3946
Manufacture: Otis Passenger Lift
Number of Stops: 3 (G, 1 & 2)
Speed: 1, 0 m/s
Load: 14 Person - 980 kg
Drive: AC Two-Speed Geared – 19 BT
Control: Original Otis Relay Logic – 21N60
Doors: Original Otis

Option: *Convert Mechanical Safety Edges to Electronic Proximity Detectors.*

Contractual Compliance: The Client in reviewing these installations through the **SANS 50081-80 & GIAMA** risk assessments, is committed to getting all the Land Bank buildings as totally compliant as soon as possible within his budget parameters. The above building being the First Phase of the Land Bank's new Building Services Upgrade Program, with the rest of the portfolio to follow in sequence

The Lift Tenderers to therefore provide their standard lift equipment which will all comply fully with the OHSAct regulatory requirements and SANS 1545:1 standards, in addition to the local area byelaws

To minimise the use of wet trades and the associated dust problem of chopping out and rebuilding in of any new equipment, **the Client requires to be advised of any intended modification in this regard.**

The Client has expressed the desire to possibly stay with one supplier as far as practically possible especially per region. The rest of the lift portfolio to come on line as regards phased upgrade and possible replacement

LANDBANK PROPOSED UPGRADE / REPLACEMENT COSTS

Proposed minimal upgrade of 3-Stop Otis Lift - PE 3946	R (VAT excl)
Option : (Replace Mechanical Safety Edges)	R

Option 1: TOTAL INCLUSIVE OF VAT R
R

Note: VAT (Included) Totals to be transferred to Page 21.

**2.7 Land Bank – SAP Provincial Head Quarters -
38 Schoeman Street, Pietersburg**

Passenger Lift: PE 3942 & PE 3943
(Installed 29.10.1975 Upgraded March 2006)

Registration Numbers: PE 3942 & PE 3943
Manufacture: Otis Passenger Lifts
Number of Stops: 6 (G, 1 to 5)
Speed: 1, 5 m/s
Load: 12 Person - 840kg
Drive: AC Two-Speed Geared – 19 BT
Control: Original Otis OVF 20
Doors: Original Otis 2PCO Car and Landing

The Client has requested that the Car interiors be refurbished for a new clean look.

LANDBANK PROPOSED UPGRADE / REPLACEMENT COSTS

Proposed Total Cost for Lift Interior Refurbishment	R (VAT excl)
2x6 Stop Otis Lift - PE 3942 & 3943	R

**Total Proposed Cost for Lift Interior
TOTAL INCLUSIVE OF VAT**

R
R

Note: VAT (Included) Totals to be transferred to Page 21

SIGNATURE OF TENDERER _____
Designation:

NAME AND ADDRESS _____

Company Stamp: _____

SECTION 3: ADMINISTRATIVE COMPLIANCE

It is mandatory that the following requirements be included into the Tendered submission, with a short report which would provide Land Bank with sufficient information to make a weighted evaluation of the tendered proposals, capability and financial standing of the Tenderer to successfully complete this Land Bank assignment:

3.1 FINANCIAL STANDING & CONTRACT ABILITY

List of recently successfully completed similar or larger installations in RSA:

Contract Name	Client	Value
3.1.1.....		
3.1.2.....		
3.1.3.....		
3.1.4.....		
3.1.5.....		

3.2 VARIOUS COMPANY REGISTRATION CERTIFICATES

- 3.2.1. Company Registration Number:
- 3.2.2. VAT Registration Number:
- 3.2.3. Company Tax Registration Number:.....
- 3.2.4. PAYE Registration Number:
- 3.2.5. UIF Registration Number:

The successful Tenderer will be required to present certified copies of their Company registration certificates on appointment.

3.3 CURRENT PUBLIC AND PROFESSIONAL INDEMNITY INSURANCE

	<u>Policy Number</u>	<u>Value</u>
3.3.1	Public Liability Insurance:	
3.3.2	Professional Liability Assurance:	

3.4 BANKING DETAILS

3.4.1 Bankers Name:

3.4.2 Branch:

3.4.3 Account Number:

3.5 CV / ORGANOGRAM OF KEY DIRECTORS AND OPERATIONAL MANAGEMENT & BLACK ECONOMIC EMPOWERMENT DETAILS

Please submit a separate précis of the Company Operational Management and BEE Program as follows, bearing in mind that they may be called upon for interview by the Land Bank Procurement Committee:

3.5.1 CV's / Organigram of Key Operational Managers:

3.5.2 Details of Black Economic Empowerment - Provide the following:

3.5.2.1.1 Company Equity Holding including details of Directors & Shareholders. If a Closed Corporation of the Tenderer. Where the Tenderer is a wholly owned subsidiary, details of the holding company must also be provided.

3.5.2.1.2 Managerial and Staff Composition

3.5.2.1.3 Tenderer's Empowerment Program

3.5.2.1.4 Financial information indicating that the Tenderer is in good standing, having the financial capacity to undertake the Project.

3.6 JBCC Contract Document:

The successful Tenderer will be required immediately on contract award, to produce a JBCC document as "Main Contractor" (at own cost) duly completed with all the details. Once signed, Land Bank will issue copies for individual files.

END OF TENDER TECHNICAL SPECIFICATION

SECTION 4 : TENDER PROCESS

4.1. TENDER DOCUMENT

It is intended that Tenders will be issued selectively by latest
Tenders must be **addressed** and **delivered** to:-

. Completed

“Land bank Lift Portfolio Upgrade”

LAND AND DEVELOPMENT BANK OF SOUTH AFRICA
Cnr. Witch-Hazel Avenue & Olievenhoutbosch Road,
Centurion

LANDBANK PROJECT MANAGER: Ms. Shereen Khoza & Mr. Thabiso Makhobotloane

4.2. SITE VISITATION

The **compulsory site visitation** is scheduled for 9th January 2012. **All Tenderers to report at Land Bank Head Office from 10h00 - 12h00.**

4.3. TENDER CLOSURE

Tender will close on ...

25th January 2012 at 12:00 (Noon)

Tender results will be publicised as soon as practical thereafter and the award notified.

4.4 Notes to Tenderers!

- (i) No late tenders will be accepted.
- (ii) The lowest or any Tender may not be accepted.
- (iii) The Tender calls for the replacement or upgrade of Lifts at Land Bank Regional Offices. Depending on prices submitted, Land Bank retains the right to accept either option for upgrade of their lifts.
- (iv) As the Land Bank Buildings are fully occupied, the Tenderer must keep noise and disruption to the absolute minimum.
- (v) Although the lifts will be out of action once the upgrade is commenced, the contract must still be concluded as expeditiously as possible. Tenderers must supply a proposed Gantt Chart of their anticipated program for final negotiation award within 10 Days.
- (vi) As no Builder is involved, Land Bank intend entering into a 'JBCC Main Contract', which document will be supplied and duly completed by the successful Tenderer

End of Tender Specification

SECTION 5 : PRICING OUTLAY

5.1 The below table is for the lifts that I require a Modernization or Total Upgrade:

	<u>Installation:</u>	<u>Option 1:</u>	<u>Option 2:</u>	<u>Total: (Incl. Vat)</u>
2.1	Land Bank Bloemfontein – BFE 0205			
2.2	Land Bank Bethlehem – BFE 26			
2.3	Land Bank Bethlehem – BFE 30			
2.4	SAP Provincial Head Quarters – PE 3944			
2.5	Land Bank Middelburg – PE 4392			
	Total: (Incl. Vat)			

5.2 The below table is for the lifts that require minimum upgrade on specific items:

	<u>Installation:</u>	<u>Price:</u>	<u>Total: (Incl. Vat)</u>
2.6	Land Bank Modimolle – PE 3946 (Proximity Detectors)		
2.7	SAP Provincial Head Quarters - PE 3942 (Lift Car Interior Refurbishment)		
2.7	SAP Provincial Head Quarters - PE 3943 (Lift Car Interior Refurbishment)		
	Total: (Incl. Vat)		

5.3 Proposed Comprehensive Service Contract Fee Per Annum

NOTE: AS A GUIDE TO WARDING THE UPGRADE CONTRACT, IT WOULD ASSIST LANDBANK TO KNOW THE TENDERER'S PROPOSED ANNUAL SERVICE FEE.

	<u>Installation:</u>	<u>No. of Units:</u>	<u>Fee:</u>
2.1	Land Bank Bloemfontein – BFE 0205	1	
2.2	Land Bank Bethlehem - BFE 0026	1	
2.3	Land Bank Bethlehem - BFE 030	1	
2.4	Land Bank Polokwane – SAP HQ - PE 3942 ; 3943 & 3944	3	
2.5	Land Bank Middelburg - PE 4392	1	
	Total Per Annum:		

EVALUATION CRITERIA

Land Bank will apply a multi-criteria approach in evaluating the prospective tenders. It is envisaged that the following core criteria (not in order of preference) will form the basis of the tender evaluation:

- The financial offer (price of the offer)
- The tender's ability to match service requirements and the mechanisms to ensure the maintenance of service levels and adequate client liaison
- The type of company and the number of years in operation in the lift industry
- The track record and experience of the company/entity tendering
- The competence of the proposed management, supervisors and staff (experience, qualifications and team structure)
- The company/entity commitment to staff development and economic empowerment
- The company/entity's commitment to employment equity plans drawn up in this regard. Plans approved by Government and the company/entity's progress with implementation of these plans/objectives.
- Insured amount for public liability.
- Calculations, submission of tender information (sufficient for comparison purposes), references, etc.
- Track record and achievements in similar contracts and ratings received from references.
- Value for money and competitiveness.
- General business stability, backup support and availability of spares.
- Submission of a VALID and ORIGINAL tax clearance certificate or a letter from SARS stating that your taxes are up to date.
- Submission of a BB-BEE certificate from a SANAS accredited rating agency.

Details and/or additional information regarding the foregoing criteria must accompany tender documentation.

EVALUATION CRITERIA

Proposals will be evaluated in line with the 90/10 preference point scoring system

The first level of evaluation will be as follows:		
TECHNICAL:		
Criteria	Total Score	Minimum Qualifying Score
<u>YEARS IN LIFT INDUSTRY:</u>		
0 – 1 year 2		
1 -2 years 4		
3 – 6 years 6		
7 – 9 years 8		
10 plus years 10	10	6
<u>PUBLIC LIABILITY INSURANCE:</u>		
R 0 –R 1 million 2		
R 2 – R 3 million 3		
R 4 – R 5 million 5		
R 6 – R 7 million 7		
R 8 – R 9 million 9		
R 10 plus million 10	10	5

Past Experience	20	15
Qualified Staff	20	15
Service Records	20	15
General Business Stability, Back-Up Support and Availability of Spares	20	15
TOTAL	100	71
All companies that score 71 and over will move onto the next level of evaluation		
The second level of evaluation will be as follows:		
SCORING CRITERIA CATEGORIES	ALLOCATED POINTS	
BROAD-BASED BLACK ECONOMIC EMPOWERMENT	10	
B-BBEE Contribution Level – weighted score		
Level 1 Contributor	10	
Level 2 Contributor	9	
Level 3 Contributor	8	
Level 4 Contributor	5	
Level 5 Contributor	4	
Level 6 Contributor	3	
Level 7 Contributor	2	
Level 8 Contributor	1	
Non - Compliant	0	
<u>EXPERIENCE IN PREVIOUS UPGRADES</u>		
Past experience		
Qualified Staff		
Service Records	10	
<u>PRICE:</u>	90	
TOTAL POINTS	100	

VENDOR ACCREDITATION FORM

This is an application for registration in the Land Bank supplier database for products and services.

All service provider information will be treated strictly confidential.

1.17. **CONTACT PERSONS**

1.17.a. **Finance Department**

Name: _____
 Surname: _____
 Designation: _____
 Tel: _____
 Cell: _____
 Fax: _____
 Email: _____

1.20. b. **Sales Department**

Name: _____
 Surname: _____
 Designation: _____
 Tel: _____
 Cell: _____
 Fax: _____
 Email: _____

1.18.a. In what regions does your enterprise have offices from which you conduct business?

- | | |
|--|--|
| <input type="checkbox"/> Eastern Cape | <input type="checkbox"/> Mpumalanga |
| <input type="checkbox"/> Free State | <input type="checkbox"/> Northern Cape |
| <input type="checkbox"/> Gauteng | <input type="checkbox"/> North West |
| <input type="checkbox"/> KwaZulu-Natal | <input type="checkbox"/> Western Cape |
| <input type="checkbox"/> Limpopo | |

1.18.b. What regions are you able to provide goods / services?

- | | |
|--|--|
| <input type="checkbox"/> Eastern Cape | <input type="checkbox"/> Mpumalanga |
| <input type="checkbox"/> Free State | <input type="checkbox"/> Northern Cape |
| <input type="checkbox"/> Gauteng | <input type="checkbox"/> North West |
| <input type="checkbox"/> KwaZulu-Natal | <input type="checkbox"/> Western Cape |
| <input type="checkbox"/> Limpopo | |

1.19.a. SMME status of your enterprise:

- Please use this table to determine the SMME Status of your enterprise
- Please ✓ the relevant box in each column

Column 1	Column 2	Column 3	Column 4	Column 5
Sector or sub-sector in accordance with the Standard Industrial Classification	Size of class	The total full-time equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Agriculture	Medium	100	R 5 m	R 5 m
	Small	50	R 3 m	R 3 m
	Very small	10	R 0.50 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Mining and Quarrying	Medium	200	R 39 m	R 23 m
	Small	50	R 10 m	R 6 m
	Very small	20	R 4 m	R 2 m
	Micro	5	R 0.20 m	R 0.10 m

Column 1	Column 2	Column 3	Column 4	Column 5
Sector or sub-sector in accordance with the Standard Industrial Classification	Size of class	The total full-time equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Manufacturing	Medium	200	R 51 m	R 19 m
	Small	50	R 13 m	R 5 m
	Very small	20	R 5 m	R 2 m
	Micro	5	R 0.20 m	R 0.10 m
Electricity, Gas and Water	Medium	200	R 51 m	R 19 m
	Small	50	R 13 m	R 5 m
	Very small	20	R 5.10 m	R 1.90 m
	Micro	5	R 0.20 m	R 0.10 m
Construction	Medium	200	R 26 m	R 5 m
	Small	50	R 6 m	R 1 m
	Very small	20	R 3 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Retail and Motor Trade and Repair Services	Medium	200	R 39 m	R 6 m
	Small	50	R 19 m	R 3 m
	Very small	20	R 4 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R 64 m	R 10 m
	Small	50	R 32 m	R 5 m
	Very small	20	R 6 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Catering, Accommodation and other Trade	Medium	200	R 13 m	R 3 m
	Small	50	R 6 m	R 1 m
	Very small	20	R 5.10 m	R 1.90 m
	Micro	5	R 0.20 m	R 0.10 m
Transport, Storage and Communications	Medium	200	R 26 m	R 6 m
	Small	50	R 13 m	R 3 m
	Very small	20	R 3 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Finance and Business Services	Medium	200	R 26 m	R 5 m
	Small	50	R 13 m	R 3 m
	Very small	20	R 3 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Community, Social and Personal Services	Medium	200	R 13 m	R 6 m
	Small	50	R 6 m	R 3 m
	Very small	20	R 1 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m

1.19.b. **SMME status of your enterprise:** (Please ✓ the relevant box)
(According to SMME table) (compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

2. Ownership

2.1. Please provide a complete list of all shareholders / directors / owners / members (Black & Other). Indicate with percentage as appropriate. If the shareholders / directors / owners / members are entities themselves, the shareholders / directors / owners / members of those entities should be provided, therefore list individuals, not entities. The members of the enterprise are:

Number	Name	ID Number	Citizenship	Date RSA Citizenship Obtained	Youth Yes / No	Exercisable Voting Rights					Economic Interest					African	Coloured	Indian	White
						Black People %	Black Female %	White Female %	Disabled %	Black People %	Black Female %	White Female %	Disabled %						
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

Share certificates / Cipro documents to be submitted as proof.

Please also attach clear certified copies of Identity Documents of individuals listed above.

2.2. HDI Ownership Status:

Previously Disadvantaged Individuals	%
Women Equity	%
Disabled Individuals	%

3. The board of directors of the company consists of: *(Applicable to company)*

No	Name	Identity Number	Race	Gender	Telephone Number	Address	Date of Appointment	Executive/Non Executive	Citizen-ship	Date RSA Citizen-ship Obtained
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

4. Employees

4.1. How many employees does your enterprise have? _____

4.2. Please provide details of your work force according to the classification below.

Classification	A		C		I		W		Total	
	M	F	M	F	M	F	M	F	M	F
1. Top Management										
2. Senior Management										
3. Middle Management										
4. Junior Management										
5. Semi-Skilled										
6. Unskilled										
7. Disabled employees										
8. Foreign Nationals										
9. Contractors / Temporary Staff										
Total										

5. Skills Development

5.1. Is your enterprise involved in the skills development as required by the department of labour?

YES	NO
-----	----

5.1.a. If yes please indicate in detail the proportion of skills development expenditure to total payroll for black employees specifically.

5.1.b. Please indicate in detail the proportion of skills development expenditure to total payroll for black women employees specifically.

6. Learnerships

6.1. Has your enterprise undertaken learnerships within your last financial year?

YES	NO
-----	----

6.1.a. If yes please indicate in detail the proportion of black learnerships to total employees.

6.1.b. Please indicate in detail the proportion of black women learnerships to total employees.

7. Procurement Spend

7.1. Does your enterprise procure any products or services from businesses owned by black persons?

YES	NO
-----	----

7.1.a. If yes, please complete the following for the past financial year or the last 12 months:

The enterprise's procurement spending towards supplier/service providers from Black groups was R _____

The enterprise's total procurement spending towards all supplier/service providers was R _____

8. Enterprise Development

8.1. Does your enterprise have an enterprise development programme in place?

YES	NO
-----	----

8.2. Please indicate in detail the proportion of enterprise development spend to Net Profit After Tax.

8.3.a. Will your enterprise sub-contract or outsource any of this project's requirements to black owned businesses?

YES	NO
-----	----

8.3.b. If yes, which part of paragraph above will you sub-contract or outsource?

9. Socio Economic Development

9.1.a. Does your enterprise have a socio economic development programme in place?

YES	NO
-----	----

9.1.b. If yes please provide brief description of your activities in this regard below.

9.1.c. Please indicate in detail the proportion of socio economic spend to Net Profit After Tax.

10. The following persons, firms or entities funded and or contributed equipment, finances or personnel to the enterprise.

Name of Firm/Person	Address	Contact person and Tel	Amount and type of contribution

--	--	--	--

11.

Turnover for the past three years:

Please attach audited financial statements. If your entity is newly established, please provide cash flow budget forecast.

12. BBEE Certification

12.1. If the annual turnover of your Enterprise is less than R5 million, please attach an auditor's certificate confirming that this statement is correct.

12.2. If the annual turnover of your Enterprise is:

EITHER between R5 million and R35 million

OR greater than R35 million

has your Enterprise been rated for its **BBEE** level contribution by a Verification agency?

YES	NO
-----	----

12.2.a If yes, please attach your Verification agency's certificate.

12.2.b. Expiry date of certificate

Y	Y	Y	Y	/	M	M	/	D	D
---	---	---	---	---	---	---	---	---	---

13. Documentation to be attached to this application form

Item No	Documentation required	Included	If not included provide reason
1	Original certified copy of company registration forms		
2	Original valid tax clearance certificate		
3	Original certified copies of shareholder certificates / CIPRO documents		
4	Original certified copies of shareholders / directors / owners / members identity documents.		
5	Original certified copy of accreditation certificate for relevant industry		
6	BBBEE Certificate		
7	Company Profile		
8	Audited financial statements for the past 3 years		
9	Cancelled cheque / bank stamped letter confirming bank details		
10	Declaration of interest (pg 15)		

Declaration of any conflict of interest:

I/we the undersigned acknowledge (s) that:

- The information furnished is true and correct.
- The equity Ownership claimed is in accordance with the General Conditions.
- Any conflict of interest will be declared in the comment space below.

**SIGNATURE OF OWNER OR
DATE
AUTHORISED REPRESENTATIVE**

**SIGNATURE OF OWNER OR
DATE
AUTHORISED REPRESENTATIVE**

Comments / Notes:

List of Commodities

Please mark clearly with a “✓” the commodities your business is able to supply Land Bank. Please do not tick the group name, select each separate commodity, e.g.

Group Name:	Assets & Goods
✓	Commodity: Office Furniture

Advertising (Placement of Advertisements)	
	Electronic Media
	Outdoor Media
	Print Media
Archiving & Related Services	
	Archiving & Related Services
Assets & Goods	
	Audio & Video Systems
	Electronic Equipment (Projectors, Cameras, etc.)
	Kitchen / Electrical Appliances (e.g. Microwave, Urn, Electric Kettle, etc.)
	Motor Vehicles / Motorbikes
	Office Equipment
	Office Furniture
	Refrigeration Equipment
Assets Services	
	Audio & Video Systems (Maintenance & Support)
	Car Service Centres
	Panel Beating / Spray Painting
	Refrigeration Equipment Repairs
	Repair of Office Furniture
	Repair of Electrical Equipment
Corporate Clothing & Gifts	
	Corporate Clothing, Promotional Items & Gifts
	Flowers
	Framing of Certificates / Awards
Document Services	
	Courier Services (incl. Postal Services)
	Franking Machine Services
HR & Related Services	
	Change Management Consultants
	Executive Search Consultants
	HIV / AIDS Promotional Material
	HIV AIDS Physicians
	Performance Management Consultants
	Personal Development Consultants
	Recruitment Agencies
	Remuneration & Salary Structuring Consultants
	Skills Analysis & Development Consultants
	Sports Events Coordinators
	Sports Events Venues
	Staff Wellness Services

	Team Building (Venue, Events & Organisers)
	Transcription Services
	Voluntary Counselling & Testing
IT & Related Services	
	IT Hardware & Network Equipment
	IT Hardware & Network Maintenance & Support
	IT Network Cabling
	IT Professional Services (Consulting & Contracting)
	IT Security Services
	IT Software (Operating & Other)
	Specialist IT Services, Architecture, Security, etc.
Logistics Household Items Goods	
	Blinds & Awnings
	Carpets / Carpeting Installation
	Crockery, Cutlery, Table Cloths, Doilies
	Household Cleaning Materials
	Protective Clothing
	Shelving (Steel & Wood)
	Uniforms
Logistics Household Items Services	
	Catering
	Cleaning (General and Specialised, incl. Exterior Window Cleaning)
	Dry Cleaning Services
	Fire Detection, Prevention and Security Systems
	First Aid Supplies / Equipment / Kits (OHASA)
	Pest Control / Fumigation
	Pot Plant Servicing
	Sanitation
	Supply of Newspapers, Journals, Publications, etc.
Maintenance & Related Services	
	Air Conditioning Specialist
	Building Contractor
	Carpet / Upholstery Cleaning
	Construction Maintenance Services
	Electrical (Globes, Plugs, Wire, etc.)
	Fire Extinguisher Service
	Furniture (Castors, Screws, Brackets, etc.)
	Furniture Removals
	Hardware
	Landscaping Services
	Mechanical Services
	Office Alterations / Renovations (incl. Dry Walls / Partitioning, Ceiling, Flooring, Painting)
	Plumbing (Toilet Seats, Washers, Taps, etc.)
	Recycling Services
	Repair of Printer / Copier / Scan / Fax Machines
Printing & Related	
	Copying Services
	Printing, Layout & Design (e.g. Annual Report, Folders, Business Cards, Diaries, etc.)
	Signage

Professional Services: Conference & Seminars	
	Event Management (incl. Chairs, Décor, Screens, Stage, Podium, Catering)
	Venue Finders
Professional Services: Forensic Investigations	
	Data Mining Specialists
	Handwriting Analysis
	Investigations
	IT Forensic Specialists
	Lie Detector Services
	Technical Surveillance Specialists
	Other (please specify)
Professional Services: Other	
	Accounting & Auditing Services
	Actuarial Services
	Advocates (Corporate, not Claim related)
	Architects
	Asset Management Consultants
	Attorneys (Corporate, Commercial & Labour, not claim related)
	Auctioneers
	Business Advisory Consultants
	Business Analysis & Design Consultants
	Business Management Consultants
	Business Process Re-Engineering Consultants
	Business Solutions Consultants
	Communication & Stakeholder Management Services
	Entertainers (Performers)
	Financial & System Integration Consultants
	Financial Administration Consultants
	Financial Planning Consultants
	Financial Systems Consultants
	Governance Consultants
	Knowledge Management Solutions Consultants
	Market Research Consultants
	Marketing Consultants
	Media Liaison Consultants
	Media Monitoring (Print & Electronic Media)
	Organisational Dynamics Consultants
	Procurement Advisory Services
	Professional Photographers / Photography Equipment
	Project Management Consultants
	Public Relations & Consulting Services
	Quantity Surveyors
	Risk Management Consultants
	Stakeholder Perception Survey Services
	Strategic Planning & Development Consultants
	Strategic Planning Facilitation
	Videographer
Rental	
	Audio-visual Systems

Crockery & Cutlery
Décor
Furniture
Office Equipment
PC's, Laptops, Other Computer Equipment
Screens
Toilets
Trailers
Vending Machines
Security
Background Checks / Verification Services
Biometrics Access Systems Maintenance
CCTV Systems Maintenance
Guarding Services
Hand Radios
Intercom System
Locks & Keys
Metal Detectors
Safes
Security Scanning
Vehicle Tracking Systems
Stationery & Related
Barcode Labels
Printer Cartridges and Other Consumables
Recycling of Empty Toner Cartridges
Stationery
Telecommunications
Cellular Phone Contract Service Providers
Voice & Data Cabling
Training (SETA Accredited, etc.)
AIDS in the Workplace Programmes
Assessor Training
Business Process Mapping & Modelling Training
Business Writing Skills
Call Centre Training
Career Management
Change Management Training
Communication Skills
Conflict Management Training
Corporate Secretariat Training
Customer Care Training
Database Training
Diversity Training
Document Management Training
Employee Wellness Programmes
Employment Equity Training
Etiquette Training
Facilitation Skills
Facilities Management Training

Financial Management Training
Forensics Training
Frontline Staff Training
Governance Training
Health & Safety Programmes (CPR)
HIV / AIDS Training
Human Resource Development Training
Human Resource Management Training
Internal Audit Training
Interpersonal Skills Training
IT Development Training
Management Training
Labour Law Training
Leadership Development Programmes
Learnership Training
Management Development Programmes
Mentorship Training
Motor Vehicle Accident Claims Management Training
MS Office Training
Negotiation Skills
Occupational Health & Safety Training (First Aid Training, etc.)
Organisational Development Training
Performance Management Training
Personal Assistant Training
Policy Management Training
Prevention & Detection of Procurement & Contract Fraud Training
Prince 2 Project Management Training
Project Management Training (incl. Project Admin)
Report Writing Skills
SAP Business Warehouse Training
Security Assessments Training
Shop Stewards Training
Skills Development Facilitator Training
Strategic Planning Training
Supervisory Development Programmes
Time Management Training
Leadership Training
Travel, Accommodation & Related
Accommodation
Car Hire
Conference Facilities / Venues
Transport Services (Busses, Shuttles, Other)
Travel Agencies
Other Commodities not listed (PLEASE ENSURE THE COMMODITIES YOU LIST UNDER THIS SECTION ARE NOT COVERED ABOVE)
Motivational Speaker

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5	Tax	Reference	Number:
		

2.6 VAT Registration Number:

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

¹“State” means –

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

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:
.....

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

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

2.10.1 If so, furnish particulars.
.....
.....
.....

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

