

## BID NO

RFT-202506-00477

# PROPOSED RESTORATION; REFURBISHMENT & ALTERATIONS TO THE OLD CHEMISTRY BUILDING

## INVITATION TO SUBMIT A BID

Prospective Bidders interested in contracting with the University of Pretoria (hereinafter referred to as “the University”), as specified in the bid document and subject to the terms and conditions as set out herein, are invited to bid.

<b>Compulsory Information Session and Site Visit</b>	<b>Date :</b>	17 June 2025
	<b>Time :</b>	10:00
	<b>Venue :</b>	Old Chemistry Building, Hatfield Campus
Last date for submission of questions/clarifications	26 June 2025	
<b>Closing date and time</b>	08 July 2025, @ 12:00 (noon)	
<b>ONLINE Submission Link</b> (Only submissions via this link will be considered)	<a href="https://www.up.ac.za/bid">https://www.up.ac.za/bid</a> For assistance email: <a href="mailto:fm-finance@up.ac.za">fm-finance@up.ac.za</a>	

**Late, incomplete, or incorrectly submitted bids will not be accepted or considered.**

**Please note, if any submission contains fraudulent or falsified information, the University reserves the right to institute appropriate action.**

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## 1. INTRODUCTION

The University of Pretoria has invited bidders to bid on the restoration and refurbishment of the roof, rainwater goods, external façade, doors and windows to the existing Old Chemistry Building and for alterations to the northern part of the building for the new Career Service Centre and upgrading existing CSC Office to match new CSC. The site is located on the main campus of the University of Pretoria, Corner Lynwood Road and Roper Street, Hatfield, Pretoria, 0083.

The bidder shall check that the page numbers correspond to the contents page, and should any be missing or duplicated, or if any doubt exists as to the full intent and meaning of any description, of this document contains any obvious errors, the Bidder shall notify the Client at once for rectification. No liability whatsoever will be admitted in respect of errors in any tender due to the abovementioned causes.

## 2. INSTRUCTIONS TO BIDDERS

The University exclusively makes use of an **electronic bid platform** accessible via its website. All bids need to be submitted via the platform before the closing time on the due date. No late submissions will be accepted, and no e-mailed or hard copy submissions will be considered.

The University website address is [www.up.ac.za](http://www.up.ac.za). Request for Bids may be found under the tab “About UP” or <https://www.up.ac.za/bid/>

A **compulsory briefing** session will be held for this bid. A compulsory briefing session and formal site visit will be held to answer any questions that may arise from the bid documents and the bid process.

Prospective bidders who fail to attend this session, will not be considered for a possible appointment to render the required services to the University of Pretoria.

An **attendance register** will be signed at the session. The register will close 10 minutes after the starting time of the session.

Bidders who submit a bid but did not attend the information session and/or did not sign the attendance register **will be disqualified from the process**.

The prospective bidder **may not be represented by more than two delegates** at the briefing session due to space constraints.

Prospective bidders **must read the bid specification document and bring a copy** to the information session.

### 3. VALIDITY OF BID

Bid documentation submitted by the Service Provider shall be valid and open for acceptance for **90 (Ninety) calendar days** from the closing date and time stipulated in the advertisement.

Should the bidder withdraw this proposal within the period for which prices shall remain open for acceptance or fail to fulfil the contract when called upon to do so, the University may, in addition to any other remedies it may have, withdraw the bid or cancel the contract.

### 4. SCOPE OF WORK (SPECIFICATION)

#### 4.1 EMPLOYER'S OBJECTIVES

The University seeks to appoint an experienced, capable and reliable Principal Contractor to execute the required scope of works as described in section 4.3.

#### 4.2 LOCATION OF THE WORKS

University of Pretoria Main Campus, Corner Lynwood and Roper Street, Hatfield, Pretoria, 0083

#### 4.3 OVERVIEW AND EXTENT OF THE WORK

The restoration and refurbishment of the historic roof, rainwater goods, external façade, doors and windows to the existing Old Chemistry Building. Alterations to the northern side of the building for the new Career Service Centre and the upgrade of the existing Career Service Centre Offices to match new finishes at the new Career Service Centre.

Project duration:  
**8 Months**

#### 4.4 DRAWINGS PREPARED BY THE ARCHITECT

The following drawings prepared by the Architect and Structural Engineer are applicable to the contract and are issued as part of this document:

Refer to **Annexure "G": Drawing Register** for the full list of drawings issued as part of this document.

It is a condition that the Bidder shall have carried out a full and detailed inspection of the site, all Consultant's drawings and all bid documents as listed in the contents page of this bid document, prior to the submission of bids. By such an inspection the Bidder shall be deemed to be fully informed as to the nature and degree of complexity of the project, the constructional problems related thereto, the conditions under which the work is to be carried out, the means of access to the site and generally of all matters which may influence his bid. No claim whatsoever will be considered after the submission of bids, due to the failure on the part of the Bidder to fulfil his obligation.

In order to obviate lengthy descriptions, references have been made in certain items in the Bills of Quantities to particular drawings by the drawing number. In these cases, the

respective drawings shall be taken and read together with the particular bill items concerned and the rates and prices shall include for providing all labour, materials, equipment, services and for performing all operations required for the complete installation of the items described and show on the drawings.

The insertion of particular drawing references in the bills shall in no way relieve the Bidder of his responsibility to study all drawings.

#### **4.5 ACCESS TO SITE AND RESTRICTIONS**

The bidder's attention is drawn to the fact that the site falls within an operational University campus. The contractor should thus provide for sufficient fencing around the site with secured gates, regular rubble removal, delivery of materials in small quantities, etc.

The bidder will also be required to use the campus' access gates. This will necessitate the obtaining of suitable access cards, etc. An amount of R120.00 is payable by the contractor for every new/lost card application. Work should be carried out in a manner causing minimum disruption as a result of traffic congestion, noise, dust, etc. No additional claims relating to these site-specific restrictions will be entertained.

#### **4.6 INTERRUPTION OF EXISTING SERVICES**

The University has a procedure for when a Contractor wishes to interrupt the regular supply of services (electricity, water, sewer, stormwater and HVAC) to the University's facilities.

A Services Interruption Form has to be completed and submitted for approval 10 days before the expected interruption. The approval is provided for a set duration with no allowance to extend or transfer the specified period.

A copy of the Services Interruption Form will be shared upon the appointment of the successful Bidder.

#### **4.7 REDUNDANT EQUIPMENT**

Please note that redundant hardware, equipment, and fixtures must be sent to the Asset Redundant Store, commonly known as the "Sink Store", on instruction from the Principal Agent. Only redundant IT/AV equipment must be sent to the IT Stores.

No equipment may be removed from the University's premises or sold to the Contractor; all equipment remains the property of the University.

### **5. CONTRACT CONDITIONS**

**A JBCC Principal Building Agreement - Edition 6.2 May 2018** with amendments as detailed in the bid document issued herewith will be signed between UP and the successful contractor.

The **General Preliminaries - Edition 6.2 May 2018** published by the Joint Contract Committee for use with the said JBCC Principal Building Agreement shall be deemed to be incorporated in these bills of quantities.

The **General Preambles for Trades 2017** as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said General Preambles will be entertained.

Except where otherwise stated, these Bills of Quantities have been prepared in accordance with the **Standard System of Measuring Building Work – Seventh Edition (2015)** as issued by the Association of South African Quantity Surveyors and hereinafter termed “the Standard System”.

Notwithstanding the provisions of the Standard System, any amendments in respect of these Bills of Quantities are included in the relevant trades.

Wherever the words “shall be included in the description”, “shall be stated” or words having the same effect appear within the Standard System, it shall be deemed that descriptions in these Bill of Quantities incorporate such inclusions and statements.

Refer to **Annexure “B”: JBCC Principal Building Agreement Contract Data** which should be completed, signed and returned as part of this bid document.

Refer to **Annexure “C”: Form of Offer and Acceptance** which should be completed, signed and returned as part of this bid document.

## **5.1 PERMISSIONS AND PERMITS**

The Contractor shall be responsible for obtaining all the necessary permissions or permits applicable to working near any existing services or other infrastructure on Site, and shall ensure that any way leaves, permissions or permits obtained by the Employer’s Agent prior to the award of the contract are transferred into the Contractor’s name.

The Contractor shall abide by any conditions imposed by such way leaves, permissions or permits.

The Contractor shall ensure that all way leaves, permissions and permits are kept on site and are available for inspection by the relevant service authorities on demand.

The Contractor shall also ensure that any way leaves in respect of electricity services are renewed timeously.

### **5.1.1 HERITAGE PERMIT**

A heritage permit was issued by the Provincial Heritage Resources Agency Gauteng (PHRA-G) to commence with the work.

Execute all restoration & repair work to be in line with the heritage permit issued by PHRA-G.

The contractor’s attention is drawn to provisions as part of the heritage permit (attached marked ANNEXURE “G”)

## 5.2 BASELINE PROGRAMME

### 5.2.1 Submission of the Programme

Within 15 (fifteen) working days of being given possession of the site the successful bidder shall submit to the Principal Agent for his review and acceptance a programme for the whole of the works showing the order in which the contractor proposes to execute the works. This programme becomes the baseline programme upon acceptance by the Principal Agent.

The baseline programme shall have regard to the contract completion dates, any other milestones and any restraints set out in the contract. Thereafter, if the actual progress does not conform with the baseline programme, the Principal Agent is entitled to require the Contractor to submit a revised programme showing the order of activities necessary to ensure completion of the works by the contract completion dates.

The Contractor shall supply the Principal Agent with an electronic copy of each programme, together with a print-out bar chart or tabular report in a pre-agreed format. All programmes shall be prepared and submitted using Microsoft Project software.

Within 15 (fifteen) working days of the contractor submitting a programme complete with all the information required by this clause to the principal agent for acceptance, the principal agent will accept the programme or state reasons for not accepting the programme. If such reasons are given, the contractor shall take account of the reasons and resubmit the programme within 5 (five) working days.

If the Principal Agent fails to act the programme is deemed to be rejected.

## 6. BID EVALUATION PROCESSES AND CRITERIA

The University follows a three-step evaluation process. The first is a pre-qualification assessment (Mandatory document), followed by a functional analysis. A bidder not meeting the requirements of the pre-qualification assessment cannot proceed to stage 2. In the functional analysis, scoring is done against pre-set criteria. To proceed to stage 3 of the evaluation, a bidder **must achieve 80% and above in the functional analysis**.

### 6.1 STAGE 1: PRE-QUALIFICATION EVALUATION (MANDATORY DOCUMENTS)

The purpose of this pre-qualification evaluation is to determine which bid responses are compliant or non-compliant with the bid pre-qualification documentation, as issued by the University as part of the bid process. It will entail a compliance check and the screening of mandatory documents, ensuring compliance thereof

The pre-qualification stage requires the following:

- The submission must include mandatory documents listed in Table 1 below.
- Proposals that do not meet the mandatory requirements, will not advance to stage 2 of assessment. No points will be allocated to this stage.



**Table 1: List of mandatory documents required for pre-qualification**

<b>Companies will not proceed to the next step unless all valid mandatory documents are submitted</b>
<b>Tax clearance status pin:</b> For verification on SARS website (Must be valid for at least 6 months from the submission date & Contractor must be compliant on SARS online verification of compliance status).
<b>Company Registration Certificate:</b> Document should reflect the Company Name, Registration number, date of registration and active Directors or Members, as well as any name or status changes where required.
<b>VAT Registration certificate:</b> In the absence of VAT Registration provide a letter with reasons for not being registered for VAT.
<b>Valid B-BBEE Certificate:</b> The certificate must be from a <b>SANAS</b> accredited verification agency or a sworn affidavit as prescribed by the B-BBEE codes of good practice, as per the <b>amended construction sector code</b> . (Gazette Vol. 630 No. 41287, Dec 2017).
<b>Proof of Bank Account:</b> Submit stamped letter from bank.
<b>Valid Letter of Good Standing:</b> From the Department of Labour for Compensation for Occupational Injuries and Diseases (COIDA)
<b>Completed Form of Offer (Annexure C):</b> must be duly completed and signed by an authorised representative. The signature must be supported by the correct signatories, as follows: <ul style="list-style-type: none"> <li>• Active Director(s) of the company, <b>or</b></li> <li>• As per a valid Proxy/Resolution issued by the company, authorising the representative(s) to sign the bid documents on its behalf</li> </ul>
Fully priced bills of quantities ( <b>BoQ PDF format – Annexure A</b> )
<b>Valid Construction Industry Development Board Membership:</b> Provide a valid certificate with rating of <b>4GB or higher</b>

The list of additional returnable documents required for the functional analysis are listed in Table 2

**Table 2: List of additional returnable documents required for the functional analysis**

<b>Company organogram</b> indicating intended resources allocated to the Project. (Include names and position / role person is going to fulfil on the project)
Copy of <b>qualifications and/or Professional registrations</b> of Construction/ Site Manager / Site Agent; Contractor QS, General Foreman and Health and Safety Officer to be allocated to work on the Project.
<b>Short resume / CV of Construction/site Manager / Site Agent, Contractor QS, Foreman and Health and Safety Officer</b> to be utilised on this project, with their relevant experience in years. Details to include date, size and value of project, similar work and experience in the proposed position.
Either an award letter and a practical/final completion certificate or Reference letters from clients. Including information of the project like project brief, award value and start and completion date. Complete table 6.
<b>Construction programme</b> A construction programme showing, Site Possession and Practical completion dates, ALL activities and its durations the dependencies between them and in a logical

sequence, technical inspections and commissioning dates, including the critical path and the duration of works.
<b>Quality Management Plan (QMP)</b> The bidder is required to provide a set of quality control/assurance processes specific to the project and the site. The QMP should outline the quality objectives and commitments, the quality standards, as well as the quality improvement plan. The quality control plan must detail quality management skills on heritage buildings and resources allocated to restoration trades in the project.
Details of <b>contractors nearest office</b> (supported by Utilities account or Lease Agreement).
<b>FINANCIAL STATEMENT(S) Most recent</b> Financial Statement(s) with 2 years of comparative figures (The Financial Statements submitted will be used to determine the financial status of the bidder. The bidder will not be considered for the relevant contract appointment if the bidder's financial position is found to be a risk to the University of Pretoria.)

## 6.2 STAGE 2: FUNCTIONAL ANALYSIS

The University's evaluation criteria provide for the accumulation of points for a bidder's submission. The awarding of points is based on the evaluation of the documents previously requested.

A minimum of **80%** is required in order to qualify for evaluation in the final stage. The criteria applicable to this bid are provided in Table 3 below.

**Table 3: Criteria applicable to the functional analysis**

	EVALUATION CRITERIA	Score
<b>1</b>	<b>QUALIFICATIONS AND EXPERIENCE OF SITE MANAGEMENT TEAM</b>  Employer's Name, period of employment, position title, and responsibilities to be clearly outlined	<b>45</b>
<b>1.1</b>	<b>Construction/Site Manager/Site Agent required on-site full time (Max 10 points)</b> 1.1.1 Formal qualification related to the construction industry (5 points) 1.1.2 Experience in Construction Manager /Site Agent position <ul style="list-style-type: none"> <li>○ Experience more than five years (5) points</li> <li>○ Experience more than 3 years but less than 5 years (3) points</li> </ul>	<b>10</b>
<b>1.2</b>	<b>Contractor Quantity Surveyor (Max 10 points)</b> 1.2.1 Formal qualification related to the construction industry (5 points) 1.2.2 Experience in Contractor Quantity Surveyor position <ul style="list-style-type: none"> <li>○ Experience more than five years (5) points</li> <li>○ Experience more than 2 years but less than 5 years (3) points</li> </ul>	<b>10</b>
<b>1.2</b>	<b>General Foreman Required on-site full time - Formal training / Short courses (Max 10 points)</b> 1.2.1 Formal qualification/training or short courses related to the construction industry (5) points 1.2.2 Experience in general foreman position <ul style="list-style-type: none"> <li>○ Experience more than five years (5) points</li> <li>○ Experience more than 3 years but less than 5 years (3) points</li> </ul> 1.2.3 Experience on projects within a heritage building – Heritage Building projects to be listed on CV. (5) points	<b>15</b>

1.3	<b>Health and Safety Officer - Formal training / Short Courses (Max 10 points)</b> 1.3.1 Formal qualification/training or short courses in the H&S field or related (4) points 1.3.2 Registered with SACPCMP as a CHSO (4) points 1.3.3 Experience in Health and Safety Officer position <ul style="list-style-type: none"> <li>o Experience more than 5 years (2) points</li> <li>o Experience more than 3 years but less than 5 years (1) point</li> </ul>	10
2	<b>COMPANY-RELATED PAST WORK EXPERIENCE:</b>  <b>Complete table 6. Projects listed in the table without an award letter and a practical completion/final completion certificate or a client reference letter will not be scored.</b>	30
2.1	<b>Projects with a similar scope completed in the last 10 years.</b> Include either award letters and practical/final completion certificates or client references letter stating the completion date and the project value <b>(Max 30 points)</b> 2.1.1 Two projects listed for alterations, demolitions and renovations to an <b>existing heritage building</b> (20) points – (10) points per project 2.1.2 One project listed for alterations, demolitions and renovations an existing building – (10) points per project	30
3	<b>Management Capability related to current project</b>	25
3.1	<b>Programme (Max 12 points)</b> A construction programme showing, Site Possession and Practical completion dates, ALL activities and its durations the dependencies between them and in a logical sequence, technical inspections and commissioning dates, including the critical path and the duration of works. Scores will be allocated as follows:  3.1.1 The programme clearly shows the <b>site possession, technical inspections and practical completion date</b> <ul style="list-style-type: none"> <li>• programme is specific and tailored to the scope of works (6) points</li> <li>• programme indicates a reasonable understanding of the works (3) points</li> <li>• poor programme with no understanding of the works (0) points</li> </ul> 3.1.2 The programme clearly shows <b>all the durations</b> of the <b>activities</b> of the works, the <b>dependencies</b> between them and in a <b>logical sequence</b> <ul style="list-style-type: none"> <li>• programme is specific and tailored to the scope of works (2) points</li> <li>• programme indicates a reasonable understanding of the works (1) point</li> <li>• poor programme with no understanding of the works (0) points</li> </ul> 3.1.3 The programme clearly shows the <b>critical path</b> of works <ul style="list-style-type: none"> <li>• programme is specific and tailored to the scope of works and has a clear critical path and non-critical tasks (5) points</li> <li>• poor programme with not distinguishing between critical and non-critical tasks (0) points</li> </ul> 3.1.4 The programme clearly shows the <b>float column</b> <ul style="list-style-type: none"> <li>• programme is specific and tailored to the scope of works (2) points</li> <li>• poor programme with no understanding of the works (0) points</li> </ul>	15

<b>3.2</b>	<b>Quality Control Plan (QCP) (Max 5 points)</b> The bidder is required to provide a set of quality control/assurance processes specific to the project and the site. The QCP should outline the quality objectives and commitments, the quality standards, as well as the quality improvement plan. The quality control plan must detail quality management skills on heritage buildings and resources allocated to restoration trades in the project. <ul style="list-style-type: none"> <li>○ Proposal is specific and tailored to suit project objects (10) points</li> <li>○ Proposal is generic but does show an understanding of Quality Control requirements and skills in Heritage Building Projects (5) points</li> <li>○ Proposal does not adequately deal with the objectives or is too generic (0) points</li> </ul>	5
<b>3.3</b>	<b>Locality of Tenderer (Max 5 points)</b> The tenderer is based in the Tshwane Municipality (5) points The tenderer is based outside the Tshwane Municipality (3) point For location of tenderer, proof of municipal account or affidavit is required to evaluate this criterion.	5
	<b>Total</b>	100

### 6.3 STAGE 3: PRICE AND BBBEE ANALYSIS

Submissions that score the minimum 80% or above required in stage 2 will be considered in the stage 3 evaluation.

Points will be allocated to the price and the supplier's B-BBEE status. The points scored for the pricing will account for 90% of the points allocated in the matrix, while points allocated for B-BBEE will account for 10%.

**Table 4: Scoring applicable in final stage 3**

POINTS	CRITERIA	DOCUMENTS REQUIRED
<b>90</b>	<b>Price as submitted</b>	Price schedule to be completed and submitted with the bid
<b>10</b>	<b>B-BBEE</b> Points on B-BBEE will be allocated in accordance with the bidder's scorecard	Valid B-BBEE Certificate from a SANAS accredited verification agency or proof of exemption or a sworn affidavit as prescribed by the B-BBEE relevant sector codes

**Table 5: B-BBEE score card**

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
Level 1	10
Level 2	9
Level 3	6
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-complaint contributor	0

## **7. PRICING INSTRUCTIONS**

The priced bills of quantities should be submitted on the bid closing date as specified. Please note that failure to complete and return the Priced Bills of Quantities shall invalidate the Bid.

The University reserves the right to negotiate bided prices and to consider any qualifications prior to appointment.

Bidders are encouraged to present the best possible pricing rates in view of the public nature of funding of the University.

Refer to **Annexure “A”: Bills of Quantities** which should be priced and returned as part of this bid document.

### **7.1 BILLS OF QUANTITIES**

No alterations, erasure, omission or addition is to be made in the text and conditions of these Bills of Quantities and should any such alterations, amendments, note or addition be made, the same will not be recognised, but the reading of these Bill of Quantities as prepared by the Quantity Surveyor will be adhered to.

The Contractor is warned that should he use any quantities appearing in these Bills of Quantities for the purpose of ordering material, he does so at his own risk and no liability whatsoever will be admitted by the Employer or Quantity Surveyor for the correctness of such Quantities.

Please note that if there is a discrepancy between the Drawings and the Bill of Quantities specifications, the latter takes preference.

### **7.2 STANDARD SYSTEM OF MEASURING BUILDING WORK**

These Bills of Quantities have been compiled in accordance with the **Standard System of Measuring Building Work 7th Edition (2015)** as issued by the Association of South African Quantity Surveyors, including the latest amendments. Bidder’s attention is specifically drawn to the “shall be deemed to include” clauses that have to be read in conjunction with the applicable items.

### 7.3 PRICING PRELIMINARIES

The bills of quantities have been formulated in the conventional manner, whereby the preliminaries have been included as a separate bill to enable bidders to price their site establishment costs, site management, etc.

Should agreement be reached on the use of option B for the method of payment of the preliminaries and / or option A for any adjustment thereof, the preliminaries bill will be amended to reflect the fixed, time and value related amounts.

In pricing the preliminaries, bidders are required to price the relevant items individually, as a single lump sum Preliminaries price will not be accepted.

In the event that a bidder elects not to price the preliminaries as contained within these bills of quantities, then it will be deemed that all relevant preliminaries costs would have been included within the rates as bided within the measured bills of quantities. Adjustment of the preliminaries will, in this instance, only be by remeasured final quantities applied to bided rates. Bidders acknowledge that, by pricing the Preliminaries in this way, they will forfeit any claim for the independent adjustment of the Preliminaries arising out of an extension of the contract period granted in terms of Clause A23.0 of the Principal Building Agreement.

### 7.4 SABS SPECIFICATION

All references in these Bills of Quantities to **Specifications of the Bureau of Standards** shall be deemed to be reference to the latest issues of such Specifications, and any subsequent amendments thereto. All articles, materials or items described as to conform to the SABS Specifications must bear the SABS mark.

### 7.5 TRADE PREAMBLES

The document **General Preambles for Trades 2017** are obtainable from the office of the Principal Agent and shall be read in conjunction with the Bill of Quantities and shall be referred to for full description of work to be done and materials to be used.

### 7.6 VALUE ADDED TAX

The Bid price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in these bills of quantities must, however, be net with VAT calculated and added to the total value thereof in the Final Summary.

### 7.7 ARITHMETICAL ERRORS

The University of Pretoria reserves the right to amend any arithmetic or other errors found in the rates and totals within the bid documentation. Before signing the contract, the Bidder will be notified of the consequences of any such corrections. It is essential to clarify that the **total bid sum shall not be altered due to these corrections**. This policy is designed to ensure accuracy and transparency in the Bidding process.

Corrections of arithmetical errors shall be completed in the following manner:

- a. Where there is a discrepancy between the amounts in figures and words, the amount in words shall govern.

- b. If a bill of quantities (or schedule of quantities or schedule of rates) applies and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern, and the rate shall be corrected. Where there is a gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.
- c. Where there is an error in the total of the prices, either as a result of other corrections required by this checking process or in the bidder's addition of prices, the prices shall govern. The bidder will be asked to revise selected item prices (and their rates if a bill of quantities applies) to achieve the tendered total of the prices.

The University reserves the right to reject the bid offer if the bidder does not correct or accept the correction of their arithmetical errors in the manner described above.

## 7.8 IMBALANCE IN BIDDING RATES

If any rate or rates are deemed unacceptable by the University for reasons which will be specified, the Bidder shall be required to:

- a. Justify such rates, including a detailed financial breakdown illustrating how these rates were determined or calculated, or
- b. Should the University find the justification unsatisfactory, the Bidder will be expected to amend and adjust the rate or rates to the University's reasonable satisfaction while preserving the overall bid sum by adjusting other terms as may be mutually agreed upon with the University.

If the University requires the Bidder to adjust any unacceptable rate or rates, the University, at its discretion, limits any such adjustment to rates in specific sections of the Bid. The University will not permit the Bidder to use such an opportunity to reprice extensive sections of the Bidder, even though the bid sum remains unchanged.

## 8. ENQUIRIES

Should any Service Provider have any technical questions/clarifications relating to this invitation to bid, such inquiries may be addressed to the attention of Facilities Management at [fm-finance@up.ac.za](mailto:fm-finance@up.ac.za). Any queries must be submitted in writing by **the date as stipulated on first page**, to allow sufficient time for a complete response.

For queries related to online registration on the University of Pretoria's Bid website and/or submission of online bid and supporting documentation, please contact Facilities Management at [fm-finance@up.ac.za](mailto:fm-finance@up.ac.za) prior to the closing date of the bid.

## 9. NOTES TO CONSORTIUMS AND JOINT VENTURES

If the legal person participating in the bidding process is the result of **a formalised joint venture**, all documentation should be in the name of the joint venture. If not, the submission will not be considered. The joint venture agreement should also then be submitted as part of the profile of the bidding entity.

If the bidding unit emanates from **a joint venture or collaborative partnership without formally registering it**, the individual entities forming the bidding unit should each provide all

the mandatory requirements. Should all the requirements in respect of the bidding unit or the individual entities, as the case may be, not be met, the bidding unit shall be disqualified.

## **10. NOTES TO HOLDING COMPANY / GROUP**

All documents submitted in support of this bid must be documents of the bidding unit. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a Contractor cannot submit its own BBBEE certificate, but the financial statements of its parent or another company in the same group. Similarly, a Contractor cannot submit its own financial statement, but the BBBEE certificate, SARS certificate, etc. of other companies in the group.

## **11. BIDDING OF SUB-CONTRACTORS**

Specialist subcontract installation works will be put out to bid as soon as the available information is received (post project commencement).

Where applicable selected sub-contractors will be appointed for specific work packages as defined in the bills of quantities, the Principal Contractor will be required to assist the Project Team in compiling and approving the bid lists for each Subcontract before bidders are called for through the Employers Procurement Processes.

## **12. OCCUPATIONAL HEALTH AND SAFETY ACT – CONTRACT AND SPECIFICATION**

The contractor is obliged to comply with all the provisions of the OHS Act, Act 85 of 1993 and regulations while on the demarcated premises, as well as the conditions and safety procedures of the Client. A Memorandum of Agreement will be signed in the regard.

The contractor will keep a Health & Safety File on site at all times. The Health & Safety File will be inspected & approved by UP Health & Safety agent prior to commencement of work on site.

In terms of the Occupational Health and Safety Act (Act 85 of 1993) (OHSA) and the Construction Regulation 2014, the Client must provide the Contractor with a Health and Safety Specification to which the Contractor must respond with a Health and Safety Plan for approval by the Client.

The purpose of this Specification is to ensure that Principal Contractors entering a contract with the Employer maintain an acceptable level of performance regarding health and safety issues during the performance of the contract. In this regard the OHSA Specification form an integral part of the Contract, and the Principal Contractor shall ensure that their contractors and/or suppliers comply with the requirements of this Specification.

Refer to **ANNEXURE “E”: Health and Safety Baseline Risk Assessment** and **ANNEXURE “F”: Health and Safety Specifications**.

## **13. OTHER INFORMATION**

The Bid Evaluation Committee will select a preferred Contractor on the basis of a ranking using the evaluation criteria and the University’s **Procurement Policy** as a guideline.



A shortlist of potential Contractors will be compiled after a review of bid documentation submitted.

Please be advised that no additional information may be provided, nor may any material changes be made to your bid after submission. Any attempt to amend your offer, whether by providing new information or altering the existing bid, will not be considered. This policy ensures a fair evaluation process and prevents any bidder from gaining an unfair advantage or receiving a second chance.

**Unscheduled Site Visit:** Qualifying bids' business site may also be visited.

All bidders will be **formally notified** (successful or not) after the evaluation process has been completed and are requested not to contact the Institution within the validity period of the bid.

**Detailed evaluation results and contractor** ratings will not be published. The bid awarded will be conditional and subject to successful post-award negotiations and final signing of a written contract, failing which the University reserves the right to withdraw the bid and to award same to another contractor without the need to repeat the bid process.

## 14. BID AWARD

The following should be noted regarding the bid award:

- The University of Pretoria is under no obligation to award any bid.
- The University of Pretoria reserves the right to accept or reject any bid fully or partially.
- The University of Pretoria reserves the right to negotiate further terms and conditions with the successful bidder before the final awarding of the contract.
- The University of Pretoria does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the University.
- The submission of a bid in response to this commercial process shall be deemed to constitute acceptance by the bidder of all the General Terms and Conditions of Bid set out therein.
- The proposal(s) accepted will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the bid and to award same to another contractor without the need to repeat the bid process.
- Should the final contract negotiations with the appointable contractor not be concluded within four (4) weeks of the provisional bid award, the University reserves the right to cancel the award and select an alternative Contractor.

## 15. RETURNABLE SCHEDULES

TABLE 6: COMPANY RELATED PAST WORK EXPERIENCE-COMPLETED PROJECTS

No.	Client	Project Name	Building Name	Scope of Works	Contactable Reference	Contract Value (incl. VAT)	Completion Date	Heritage Building Yes/No If yes, list the building age
					Company:  Contact Person:  Email Address:			