Knysna Municipality is inviting quotations from suitable service providers for the services described below.

(For publication on the Knysna Municipality website & notice boards)

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>16 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ NUMBER:</td>
<td>341/2017/18</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>THE DRAWING OF PLANS, SUBMITTING OF PLANS AND PROVIDE ESTIMATE OF BUILDING COST FOR THE CONVERSION OF HOUSE TO MUNICIPAL COURT AT A PORTION OF ERF 1343, KNYSNA</td>
</tr>
<tr>
<td>RFQ DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>Supply Chain Management Section Knysna or Knysna Municipality website: <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> (Council adverts &gt;Quotations)</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>26 March 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>12:00</td>
</tr>
<tr>
<td>SUBMISSIONS:</td>
<td>Sealed quotations clearly marked, “RFQ 341/2017/18 “THE drawing of plans, submitting of plans and provide estimate of building cost for conversion of house to Municipal Court at Portion of Erf 1343, Knysna”, can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: <a href="mailto:procurement@knysna.gov.za">procurement@knysna.gov.za</a> Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.</td>
</tr>
</tbody>
</table>
| COMPULSORY REQUIREMENTS: | The following conditions will apply:  
  - Price(s) quoted must be firm and must be inclusive of VAT when applicable.  
  - Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.  
  - Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.  
  - An original or certified copy of B-BBEE Certificate must be attached to qualify for points.  
  - Price must include all related expenses, i.e. transport, accommodation etc.  
  - Attached KMBD 4 document must be completed.  
  - Status of Municipal accounts must be submitted.  
  - Invoices must be submitted to jcordier@knysnagov.za and will be paid within 30 days of delivering the service.  
  - Only an Official order and appointment letter will bind the Council. |
| TECHNICAL ENQUIRIES: | Contact Person : Renwill Hardnick Email : rhardnick@knysna.gov.za Tell : 044 3026459 |

The following conditions will apply:

- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted.
- Invoices must be submitted to jcordier@knysnagov.za and will be paid within 30 days of delivering the service.
- Only an Official order and appointment letter will bind the Council.

MUNICIPAL MANAGER
K CHETTY

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ’s and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form.
RFQ 341/2017/18: The drawing of plans, submitting of plans and estimate of building for the conversion of house to Municipal Court at Portion of Erf 1343, Knysna

SPECIFICATIONS:
(i) Bidder must be a registered draughtsman or architect.
(ii) Bidder must be familiar with the Knysna Urban Conservation Guidelines.
(iii) The work will be approved by Property Section.
(iv) All documents drafted to be the property of Knysna Municipality.

The following scope of works and pricing schedule applies:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing of plans for the conversion of house to Municipal Court at Erf 1343, Knysna (According to Department: Justice and Constitutional Development space norms and standards for departmental facilities – ANNEXURE A)</td>
<td></td>
</tr>
<tr>
<td>Handling of all Town Planning application submissions (relaxation applications, Heritage submissions, Subdivision, Rezoning etc.)</td>
<td></td>
</tr>
<tr>
<td>Determining the beacons of all the properties involved by a professional land surveyor.</td>
<td></td>
</tr>
<tr>
<td>Providing relevant engineering certificates</td>
<td></td>
</tr>
<tr>
<td>Supplying of working drawings</td>
<td></td>
</tr>
<tr>
<td>Submitting plans for Municipal approval</td>
<td></td>
</tr>
<tr>
<td>Architectural supervision</td>
<td></td>
</tr>
<tr>
<td>Supplying of Bill of Quantities for building Municipal Court</td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>ADD 10% CONTINGENCIES</td>
<td></td>
</tr>
<tr>
<td>VAT (IF VAT REGISTERED)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

The site in question is Erf 1343, Church Street, Knysna.

**Drawing and submission of plans:**

Completion period: ………………….. (Weeks)

**Evaluation:**
All bids will be evaluated by a panel on basis of functionality (100%) and Price 80. The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council’s Preferential Procurement Policy which states 80 for price and the remaining 20 for B-BBEE.

**Point’s allocation for functionality**

1. Company history and experience on similar works with references to previous experiences. (10)
2. List of contactable references of similar municipal services previously done. (5)

**EVALUATION SCHEDULE**

*** (Your pricing schedule will not be considered if this table is not completed)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring criteria</th>
<th>Points Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide company profile, history, years of experience.</td>
<td>Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - 2 (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 - 4 (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 + (10)</td>
<td></td>
</tr>
<tr>
<td>Provide a list of contactable references of similar municipal services previously provided</td>
<td>1 ref (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 refs (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 refs (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 refs (4)</td>
<td></td>
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<tr>
<td></td>
<td>5 refs (5)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
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</tbody>
</table>

*Tenderers must achieve a minimum of 10 points in order to qualify for further evaluation on price and preference points.*
<table>
<thead>
<tr>
<th><strong>Contact Details of Tenderer</strong></th>
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</thead>
<tbody>
<tr>
<td>Knysna Municipality Supplier number</td>
</tr>
<tr>
<td>CSD Supplier number</td>
</tr>
<tr>
<td>CSD Unique Registration Reference Number</td>
</tr>
<tr>
<td>The name of the Tenderer:</td>
</tr>
<tr>
<td>The name of the contact person:</td>
</tr>
<tr>
<td>The address of the Tenderer:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Facsimile:</td>
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<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Address (physical):</td>
</tr>
<tr>
<td>Address (postal):</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

**NB:**

BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R200 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1.1 Price</td>
</tr>
<tr>
<td>1.3.1.2 B-BBEE status level of contribution</td>
</tr>
<tr>
<td><strong>Total points for Price and B-BBEE must not exceed</strong></td>
</tr>
</tbody>
</table>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy,
or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence
on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid
documents, of a service or commodity that is designed to be practical and useful, working or operating, taking
into account, among other factors, the quality, reliability, viability and durability of a service and the technical
capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the
time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black
Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment
Act and promulgated in the Government Gazette on 9 February 2007;

2.16 “trust” means the arrangement through which the property of one person is made over or bequeathed to a
trustee to administer such property for the benefit of another person; and

2.17 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for
such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account
all factors of non-firm prices and all unconditional discounts;

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring
the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points
including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for
functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

\[
PS = 80 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad PS = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

\( Ps \) = Points scored for comparative price of bid under consideration

\( Pt \) = Comparative price of bid under consideration

\( P_{\text{min}} \) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be
awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
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<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an
Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered
5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

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

6. BID DECLARATION

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

| 6.1.2 B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 1.3.1.2 and 5.1 |
|---|---|
| 6.1.2.1 B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate |
| 6.1.2.2 Points claimed in respect of Level of Contribution (maximum of 10 or 20 points |

Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted? *(Tick applicable box)*

- YES
- NO

7.1.1. If yes, indicate:

7.1.1.1. what percentage of the contract will be subcontracted? %

7.1.1.2. the name of the sub-contractor?

7.1.1.3. the B-BBEE status level of the sub-contractor?

7.1.1.4. whether the sub-contractor is an EME? *(Tick applicable box)*

- YES
- NO

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of Company / Firm

8.2 VAT Registration number

8.3 Company Registration number

8.4 Type of Company / Firm *(Tick Applicable Box)*

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 Describe Principal Business Activities

8.6 Company Classification *(Tick Applicable Box)*

- Manufacturer
- Supplier
- Professional Service Provider
- Other service providers, eg transporter

8.7 TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS
I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;
(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
   (a) disqualify the person from the bidding process;
   (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
   (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation
   (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
   (e) forward the matter for criminal prosecution

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WITNESS 1</th>
<th>WITNESS 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITNESS 1</td>
<td></td>
</tr>
</tbody>
</table>

| DATE | DATE |
### MBD 4
#### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

| 3.1 | Full Name of bidder or his or her representative: |
| 3.2 | Identity Number: |
| 3.3 | Position occupied in the Company (director, trustee, shareholder²): |
| 3.4 | Company Registration Number: |
| 3.5 | Tax Reference Number: |
| 3.6 | VAT Registration Number: |

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?  
- YES  
- NO

3.8.1 If yes, furnish particulars:

3.9 Have you been in the service of the state for the past twelve months?  
- YES  
- NO

3.9.1 If yes, furnish particulars:

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved the evaluation and or adjudication of this bid?  
- YES  
- NO

3.10.1 If yes, furnish particulars:

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid  
- YES  
- NO

3.11.1 If yes, furnish particulars:

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?  
- YES  
- NO

3.12.1 If yes, furnish particulars:

3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?  
- YES  
- NO

3.13.1 If yes, furnish particulars:
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract

YES   NO

3.14.1 If yes, furnish particulars:

_______________________________________________________________________________________

MSCM Regulations: “in the service of the state” means to be –

(a) a member of –
   (i) any municipal council;
   (ii) any provincial legislature; or
   (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

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

4. Full details of directors / trustees/ members / shareholders:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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<tbody>
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5. I, the undersigned (name) _______________________________________. certify that the information furnished in paragraphs 3 and 4 above is correct.

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

Name of Bidder    Date

Signature    Capacity
NAME OF THE BIDDER: ____________________________

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

<table>
<thead>
<tr>
<th>Director / Shareholder / partner</th>
<th>Physical address of the Business</th>
<th>Municipal Account number(s)</th>
<th>Physical residential address of the Director / shareholder / partner</th>
<th>Municipal Account number(s)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

NB: Please attach certified copy (ies) of ID document(s)

I, ............................................................, (Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a Municipality in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at ____________________________, on the ____________________________ day of ____________________________ 20___.

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

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

For office use (comments):
SPACE NORMS AND STANDARDS FOR DEPARTMENTAL FACILITIES

1.1 INTERNAL SIGNAGE:
- Coat of Arms at Entrance should be displayed at the entrance of the building.
- Clear and understandable. It is essential to eliminate complexity and keep signage as simple and clear as possible, placed at strategic vantage points and scripted in the predominant languages in the area.
- Symbols must be used in all signage to assist the illiterate and persons with intellectual/cognitive disabilities. Simple, obvious or well-known symbols must be used in a consistent manner throughout the court building.
- Signs should be uncluttered. Sign language should also be depicted in signage.
- Direction signage to facilities. (Direction info outside, directional lines on floor to facilities). Directional signage should also be in braille or there should be personnel to assist persons with disabilities to find facilities. Symbols to be used in addition to wording on directional signage.
- Fire signage.
- Signage indicating location of disabled toilet facilities and baby change rooms (all facilities)

1.2 COURT CELLS
- All court cells are to conform to South African Police Service - Project Five Star 2012; Specifications for new and existing police cells.
- All court rooms must be provided with holding cells. (One required per court) Cell blocks, must make provision for separate holding cells for men, women and juveniles.
- Cells must be so designed to prevent contact between prisoners and judicial- and administrative staff, as well as members of the public. Cells must be positioned beneath the court rooms with direct access into the box of the accused. If access is via stairs, an alternate option is to be available for persons with mobility related disabilities and the elderly.
- Seating, drinking fountain and toilet for each cell (toilet facility in cell) one male and one female holding cell. The holding cell and toilet in cell must be physically accessible for persons with disabilities.
- Security Counter/Information Desk, Two metal detectors, X-Ray machine, Search Room with sandpit, fire-arm safe.
- On- and off-loading of trail awitees out of the public eye. (Access to cells for family when visiting, not via offices).
- Cell blocks should be provided with off-loading areas for the on- and off-loading of prisoners. (Gates according to SAPS specs) (Parking yard for additional escorting vehicles)
- Should the topographical nature of the premises or the structural outlay of the building make the provision of the cell block beneath the building impractical, court cells should be located directly adjacent to the court rooms and surrounded by secured areas out of the public eye. (Sound proof lobby) Secured area boundaries constructed with brick- or mesh fencing which is at least 2.7 metres high.
- Secured access ways between the court rooms and cells - brick structure with mesh & roof
- Cells constructed from heavy duty and durable materials able to withstand everyday use and capable of accommodating large numbers of people. All doors consisting of steel re-enforced materials, windows burglar proofed from the inside and ceilings constructed from steel encased concrete slabs.
- Cells to be accessible for persons with mobility related disabilities (floor surface, width of cell doors)
- Proper ventilation and sufficient light.
- Concrete benches cemented into the walls and floors, stainless steel toilet bowls and drinking fountain with push knob flushing systems.
- At all centres, cell blocks should be provided with a consultation facility where attorneys can discuss relevant issues with their clients. (no contact). Consultation facility to be accessible for persons with disabilities including desk heights, doorway width, and the force needed to open doors and clearance area under the desk.
- Cell blocks at all centres should provide offices for police officers and a prisoner friend with adjoining ablution and kitchen facilities. Ablution facility must include a disability toilet.
- Separate prisoner's property store fitted with steel lockers (size 300 X 300)
- 12 Where the police station and the courts are adjacent to each other a tunnel from police station cell to the court's cell area where police station and court are adjacent
- Security panic alarm button (escapes/overpowering guards etc.).
- Sufficient, easily accessible waiting areas.
- Provided with wooden benches and drinking fountains.
- Disability and elderly designated seating
- Waiting rooms outside court buildings provided with canopies or roofing.
- Areas in close proximity of waiting rooms located in court buildings and which are properly aired demarcated as smoking zones and provided with ash trays (bins).
- Facilities for mothers with children (changing rooms)
- Area should be designated
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Area (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M12.02</td>
<td>Adult Males (District Court)</td>
<td>48.0</td>
</tr>
<tr>
<td>M12.04</td>
<td>Adult Females (District Court)</td>
<td>24.0</td>
</tr>
<tr>
<td>M12.05</td>
<td>Juvenile Males (Regional Court)</td>
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<tr>
<td>M12.06</td>
<td>Juvenile Females (Regional Court)</td>
<td>18.0</td>
</tr>
<tr>
<td>M12.08</td>
<td>Consultation Cubicles</td>
<td>8.0</td>
</tr>
<tr>
<td>M12.09</td>
<td>Prisoner's friend's office</td>
<td>20.0</td>
</tr>
<tr>
<td>M12.10</td>
<td>SAPS Member's office</td>
<td>24.0</td>
</tr>
<tr>
<td>M12.11</td>
<td>Secured Off Loading Area</td>
<td>100.0</td>
</tr>
<tr>
<td>M12.12</td>
<td>A Security Entrance</td>
<td>30.0</td>
</tr>
</tbody>
</table>

1.3 CASH HALL

- Cash halls must have sufficient waiting and seating facilities for public. (waiting area close by - number call system)
- Serving counter reserved for persons with disabilities and the elderly. Height of the serving counters should not be higher than 700mm to be accessible people using mobility devices such as wheelchairs. Seating to be available at this reserved counter should a person need to be seated. Serving counter for people with disabilities and the elderly to be well sign posted. (See principles relating to signage above (symbols, clear language, large print, sign language, Braille etc.))
- Adequate space for extensive queuing before serving counters.
- Areas in front of the serving counters against the walls provided with writing desks for use of the public. Height of at least one of the writing desks should provide suitable knee and toe space for wheelchair users. The area under the writing desk must be clear.
- Serving counters sub-divided into separate serving cubicles which are secured from counter height to ceiling and equipped with secured serving trays in the counter tops and lockable money drawers in the counter of each cubicle. Width of cubicles to be accessible for wheelchair users.
- Television sets at the top of the counters, facing the public for disseminating information on justice issues. Subtitles to be included in the manner in which justice is disseminated from these televisions. Sufficient, secured filing space. (strong room)
- Cash hall doors secured with reinforced, bullet proof materials. (DPW specs) (brick work with cash pay window) (Security specs)
• Installation of security cameras (panic buttons) in and outside of cash halls and immediate surrounding areas.
• The offices of the control officers separated from the cash halls by means of bullet proof glass partitioning. Computerised services. (Computer, relevant programmes, equipment)
• Secured strong and record rooms. (shelving and fire protection systems)
• Separate toilet facilities for staff and public close by, including separate disability toilet, fresh water
• Keep MMIT in mind
• Close to main entrance of building
• Silent Air conditioning with cold and warm settings
• Clear, understandable signage above serving counters reflecting the services rendered at each counter.
• Clear, understandable signage reflecting the three most prominent languages to the region. (take province into consideration). It is essential to eliminate complexity and keep signage as simple and clear as possible. Directions must be simple and understandable. Signs should be uncluttered. Sign language should also be depicted in signage.
• Symbols must be used in all signage to assist the illiterate and persons with intellectual/cognitive disabilities. Simple, obvious or well-known symbols must be used in a consistent manner throughout the court building.
• Height and placement of all signage and notice boards
• Feed security services to be rendered at cash halls from 07h00 to 17h00.
• Keep MMIT in mind
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WAITING ROOMS/CHANGING ROOM MOTHERS

1.4 SILENT AIRCON/PLUG POINTS

Adequate plug points within court rooms to cater for the assistive technology.
- The provision of a prosecutor’s bench with lectern –, accused (dock) – and witness stand, attorneys’ bench with lectern in all courts. (Stenographer & court orderly position, in front of magistrate’s bench). Witness stand to be wheelchair accessible. Attorneys’ bench to have suitable toe and knee space and clearance under desks to accommodate persons with disabilities. National flags and wall clocks provided in court rooms & Coat of Arms. Wall clocks to have large print

1.5 DISTRICT (CRIMINAL) COURT

<table>
<thead>
<tr>
<th>M04.01</th>
<th>Courtroom - Carpet on floor, sound absorbing wall finishes, Air conditioning</th>
<th>80.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>M04.02</td>
<td>Waiting areas - For witness and public adjacent to the Courtrooms</td>
<td>15.0</td>
</tr>
<tr>
<td>M04.03</td>
<td>Consultation Room - In the vicinity of the Courtrooms</td>
<td>12.0</td>
</tr>
<tr>
<td>M04.04</td>
<td>Offices for Magistrates - Carpeled with direct or secured access to the respective Courtrooms</td>
<td>12.0</td>
</tr>
<tr>
<td>M04.05</td>
<td>Child Justice Court - Preliminary Enquiry room</td>
<td>20.0</td>
</tr>
<tr>
<td>M04.06</td>
<td>Child Justice Court - Informal Board room</td>
<td>20.0</td>
</tr>
<tr>
<td>M04.07</td>
<td>Office for Assessors</td>
<td>16.0</td>
</tr>
<tr>
<td>M04.08</td>
<td>Court cells - each with toilet, seating and drinking fountain</td>
<td>12.0</td>
</tr>
<tr>
<td>M04.09</td>
<td>Toilet: Magistrates/assessors (male)</td>
<td>4.0</td>
</tr>
<tr>
<td>M04.10</td>
<td>Toilet: Magistrates/assessors (female)</td>
<td>4.0</td>
</tr>
<tr>
<td>M04.11</td>
<td>Office: Legal Aid Officer</td>
<td>12.0</td>
</tr>
</tbody>
</table>

1.6 TOILET FACILITIES

- Sufficient toilet facilities for members of the public, physically disabled persons, as well as office staff. (Magistrates separately, Prosecution separately)
- Covered access ways to toilets if located outside the court buildings.
- Ablution facilities supplied with consistent water.
- Sufficient cleaning personnel for everyday proper cleaning
1.7 OFFICES AND NEEDS

- An office for prosecutor. Office to be wheelchair accessible including but not limited to desk heights, doorway width, the force needed to open doors and clearance area under the desks.
- Access to personal computers.
- At larger centres it is advisable that consultation rooms for prosecutors be provided. Consultation rooms to be wheelchair accessible including but not limited to desk heights, doorway width, the force needed to open doors and clearance area under the desks.
- Sufficient telephones.
- Cable links for laptops.
- Access control to offices not to impede access to public.
- Kitchen & tea room.
- Lock up facility, strong room in Senior Public Prosecutor's office.
- See remarks under "Court Rooms".
- Security telecommunication system/panic button.

- Court buildings provided with sufficient storey-, filing- and strong rooms with archives large enough to store vast numbers of files.
- Strong rooms with lockable, reinforced fire proof steel doors.
- Police docket's locked in steel cabinets.
- Rooms for stationery.
- Check floor support for bulk filing systems in multi-storey buildings.
- Provide enough space for future years storage.

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COURT ROOMS