



**HOUSING COMPANY TSHWANE**  
affordable housing solutions

1st Floor, SKG Tower Building (ABSA Building)  
310 Pretorius Street, Pretoria 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030

**QUOTE DOCUMENT**

**SUPPLY CHAIN MANAGEMENT UNIT**

DESCRIPTION:	<b>REPAIRS AND MAINTENANCE OF ELOFF GEBOU LIFTS AND TOWNLANDS SOCIAL HOUSING LIFTS FOR A PERIOD OF 12 MONTHS.</b>
QUOTE NO:	<b>HCT-SCMUQ 32/2025/26</b>
NAME OF COMPANY:	.....
AMOUNT R	..... VAT incl.
AMOUNT IN WORDS:	.....
	.....RAND
<b>CLOSING DATE: 27 JANUARY 2026 @ 12H00</b>	



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ADVERT

PART A: MBD1

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**SUPPLY CHAIN MANAGEMENT UNIT**

**DEPARTMENT: PROPERTY MANAGEMENT DEPARTMENT**

**QUOTE DESCRIPTION: REPAIRS AND MAINTENANCE OF ELOFF GEBOU LIFTS AND TOWNLANDS SOCIAL HOUSING LIFTS FOR A PERIOD OF 12 MONTHS.**

**QUOTE NO: HCT-SCMUQ 32/2025/26**

Quotations are hereby invited from interested service providers for: Repairs and Maintenance of Eloff Gebou lifts and Townlands Social Housing lifts for a period of 12 Months. Documents are obtainable from Housing Company Tshwane website [hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge.

**Interested bidders must attach proof of the following documents:**

- CSD report.
- Original certified copies of IDs for all directors of the company (not older than 3 months).
- Statement of municipal rates and taxes for both company and directors appearing in the CK **OR** (not older than 3 months) not owing for more than 3 months or affidavit with municipal account attached if business is operating in the same premises of the director **OR**,

Copy of Lease Agreement with statement of account for leasing for both director C company **OR**, Certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction for both director C company not older than 3 months **OR** Original signed letter from Councilor for bidders/company residing in informal settlements accompanied by original sworn affidavit.

- Valid tax pin or tax clearance.
- Proof of similar work experience (one or more Orders / Appointment letters).
- Valid signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into the tender box. Housing Company Tshwane box, Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street 0001, marked as Quote No: **HCT-SCMUQ 32/2025/26 Repairs and Maintenance of Eloff Gebou Lifts and Townlands Social Housing Lifts for A Period Of 12 Months. The document will be available on Housing Company Tshwane's website -[hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge from the date of advert.**

**Closing date: 27 January 2026 @ 12h00 at Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street, Marabastad 0001.**



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The quote will be evaluated on 80/20 points scoring system and returnable documents.

**Target Goals:**

80/20 system Scoring point system as per PPPFA

- 80 for pricing
- **20 Points for Specific Targets**
  - At least 51% Women owned companies - 5 Points
  - At least Youth owned companies – 4 Points
  - At least companies owned by People with disability – 4 Points
  - Locality – 7 Points

**The Bidder shall take note of the following Quote conditions:**

- a) Housing Company Tshwane Supply Chain Management Policy will apply on this quote.
- b) Specific goals points scored.
- c) The entity reserves the right not to appoint.
- d) No Quote der will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.
- g) All pages must be initialed, and all forms must be completed in full and signed.
- h) The quote document must be hand completed with a black pen.

**Technical enquiries should be directed to Mr. Mongi Mbambo 012 358 4469.**

**Administrative enquiries must be directed to Ms. Phumudzo Ademoye (012) 358 4469 / Phumudzoa@tshwane.gov.za.**



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**PART B.1  
FORM OF OFFER**

**Quote for contract number: HCT-SCMUQ 32/2025/26**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to Housing Company Tshwane all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quote documents submitted are true and correct.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter this contract on behalf of:

\_\_\_\_\_

By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this quote.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Please Note: The prices at which quote are

prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialing each page of the document will result in disqualification of the bidder.**



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**Part B. 2**

**Quote Information**

Details of person responsible for the quote process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Mr./ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the quote for

Contract \_\_\_\_\_ **No** \_\_\_\_\_

And any contract, which may arise there from on behalf of

\_\_\_\_\_  
Signed on behalf of the company: \_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of signatory



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## 1. PURPOSE

The purpose of this request for quotation is to invite bidders to submit a quotation to appoint a service provider for repairs and maintenance of Eloff Gebou lifts and Townlands Social Housing lifts for a period of 12 months as per scope of work below.

## 2. SCOPE OF WORK

HCT hereby invites proposals from suitable bidders for the maintenance of passenger lifts for a period of 12 Months.

### 2.1 General Requirements

The Lift Maintenance Service Provider shall:

- 2.1.1 Have an established record of satisfactorily maintaining lift of the listed in table 1, and should possess the capability, including Competent Lift Mechanic/s, equipment, tools, systems and support infrastructure to provide all services called for by these specifications.
- 2.1.2 Examine the parts of the lifts as prescribed by the manufacturer or by an inspector: Test all the gates and door locks at each examination: Provided further that the suspension ropes of a lift shall be examined at six-monthly intervals and that the lift safety gear, over speed governor and buffers shall be tested at intervals not exceeding 12 months.
- 2.1.3 If maintenance or an examination or a test shows that a weakness or defect exists whereby persons are endangered, the lift service provider shall report the weakness or defect immediately to the Property Manager and the provincial director, and isolate the lift to prevent any person from being conveyed in or allowed to be conveyed in or on such lift, or to enter such access goods only lift until such defect has been rectified to the satisfaction of an inspection service provider.
- 2.1.4 Notify the provincial director and the Property Manager immediately in writing if a lift is found to be in operation without a valid comprehensive report issued in terms of section 6 of the Lift, Escalator and Passenger Conveyor Regulations, 2009 that is kept in the machine compartment in terms of section 8 of the same regulations.
- 2.1.5 Examine and maintain the lift at least once a month or at such intervals as may be prescribed by the manufacturer of the lifts of the following lifts as listed below.

**Table 1: Eloff Gebou Item -01 Descriptions of the passenger lifts**

Tenant	Brand / Manufacturer	Type Passenger/Goods Hoist	Registration / Serial Number	Quantity Total
Eloff Gebou	Mitsubishi	Passenger	02/L335	01
Elof Gebou	Mitsubishi	Passenger	02/L337	01



**Table 2: Item 2 Townlands – description of the passenger lifts**

Tenant	Brand / Manufacturer	Type Passenger/Goods Hoist	Registration / Serial Number	Quantity Total
Townlands Social Housing, Marabastad	Kone	Passenger	44323718	01
Townlands Social Housing, Marabastad	Kone	Passenger	44323719	01
Townlands Social Housing, Marabastad	Kone	Passenger	44323720	01
Townlands Social Housing, Marabastad	Kone	Passenger	44323721	01
Townlands Social Housing, Marabastad	Kone	Passenger	44323722	01

## 2.2 Preventative Maintenance

2.2.1 Unless superseded by more stringent requirements of these specifications or code of practice, all maintenance service shall conform to the following requirements:

### 2.2.1.1 Occupational Health and Safety Act, 1993

- Compensation for Occupational Injuries and Diseases Act, 1993
- Lift, Escalator and Passenger Conveyor Regulations, 2009
- Electrical Installation Regulations, 2009
- General Machinery Regulations, 1988
- Construction Regulations, 2014
- General Safety Regulations, 2014
- Electrical Machinery Regulations, 2005
- SANS 53015: 1ED 2010 – Maintenance for Lifts and Escalators - Rules for Maintenance Instructions
- SANS 10360 – The Standard for Maintenance and Repair of Electric and Hydraulic Powered Lifts, Escalators and Passenger Conveyors.
- SANS 14798: 3ED 2009 – Lifts, Escalators and Moving Walks – Risk Assessment and Reduction Methodology.

2.2.2 Perform the minimum services as per the maintenance program schedule for each lift, once a month or at more frequent intervals when it is necessary to maintain satisfactory operation or recommended by the original equipment manufacturer, following the manufacturer recommended service procedures.

2.2.3 Perform a complete operational check of each lift. Check starting, operating levelling and stopping parameters, including proper operation of lift car and hoist way doors. Adjust or repair equipment as required to maintain operation within manufacturers tolerances and SANS 50081 -80:2005 (EN 81- 80:2003) requirements.



- 2.2.4 Check operating components which require periodic lubrication and lubrication as necessary, following manufacturers' recommendations and specifications.
- 2.2.5 Maintain machine rooms, hoist way pits, lift car tops, in clean and neat condition. Remove excess lubricant, wipe up oil leaks and prevent dust accumulation in all lift machine spaces, car tops and hoist way mechanical equipment.

### 2.3 Replacement of Parts

- 2.3.1 Only Original Equipment Manufacturer (OEM) parts/equipment will be accepted due to warranty, safety, and compatibility requirements. Proof of OEM supply or OEM accreditation must be submitted.
- 2.3.2 The Lift Maintenance Service Provider shall demonstrate in stock warehouse the availability of major and critical parts for replacement. These include but are not limited to the following:
- Door operator components
  - Controller parts
  - Electronic modules
  - Door protective devices
  - Hangers
  - Bearings
  - Hoist way switches
  - Contacts
- 2.3.3 The Lift Maintenance Service Provider shall maintain sources of supply so that other major components are available and can be delivered within three days after a written notice to proceed for repair that has been issued to the Lift Maintenance Service Provider. If required parts are not readily available, the Lift Maintenance Service Provider shall make every effort to perform emergency repairs that will allow safe operation of the equipment within the shortest practicable time. All emergency repairs will be considered temporary and incomplete until standard parts are procured and installed. If parts not in stock are needed, the Lift Maintenance Service Provider shall make good efforts to obtain the parts with the least practicable delay and shall provide the Facility Manager a written schedule for delivery based on Lift Maintenance Service Provider best estimate. Replacement parts shall meet the lift original equipment manufacturers' specifications in all respects.

Within the contract scope of work, the Lift Maintenance Service Provider shall provide all consumable parts, components and supplies required to maintain the equipment in service.

The Lift Maintenance Service Provider shall guarantee all replaced parts for a period of ninety (90) days. Should the replaced parts fail within the ninety (90) days period, the contractor shall replace such parts at no additional cost to HCT.



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## 2.4 Major Repairs

- 2.4.1 A major repair is defined as furnishing and installing necessary major replacement parts beyond the scope of specified periodic inspection and preventative maintenance services.
- 2.4.2 After determining, as far as practicable, the extent of major repairs needed to restore defective equipment to full service, the Lift Maintenance Service Provider shall provide the Property Manager with a written proposal outlining the scope of repairs, a cost estimate and time for completion.
- 2.4.3 The Lift Maintenance Service Provider shall not proceed with major repairs until directed to do so in writing by the Facility Manager.

## 2.5 Emergency Service

- 2.5.1 To always maintain lift equipment fully operational, the Lift Maintenance Service Provider shall provide emergency or call out service on an as-needed basis. Such a call out service shall be provided twenty-four (24) hours per day and seven days per week.  
Response to a call out shall consist of providing a Competent Lift Mechanic on site within the above time frames after being notified of a lift breakdown.

## 3. Stage 1- Administrative Requirements

### 4. Stage 2 – Technical / Functionality Evaluation

Only bids that comply with the indicated Mandatory Administrative Requirements will be considered for the Technical/Functional Evaluation Stage.

The Technical/Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidders are required to achieve a minimum of **70 points** out of **100 points**.

### 4.1 Company Experience

Table 4.1.1: Company Experience

References Letters	No. of Letters	Points allocated
Reference letters issued and signed by the Bidders' previous client <b>in the provision of lifts maintenance services</b> completed on the referee's company letterhead. The letters should have contact details including telephone number of the referee.	5 References of similar completed project	20
	4 References of similar completed project	15



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	3 References of similar completed project	10
	2 References of similar completed project	5

References Letters	No. of Letters	Points allocated
<b><u>The references must be for the provision of lifts maintenance services.</u></b>	1 Reference of similar completed project	1
	No reference provided	0
<b>Total Points Claimable</b>		

#### 4.2 Key Resource Experience

Table 4.2.1: Experience of a Competent person

Personnel Experience	Level of Details	Points allocated
The Bidder must provide a detailed cv of a Competent Lift Mechanic with experience in the maintenance of lifts. This should include role and responsibilities with 5 years' work experience.	5 Years	20
	3 – 4 Years	10
	1 – 2 Years	5
	0 – Years	0
<b>Total Points Claimable</b>		



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### 4.3 Personnel Qualification

Table 4.3.1: Qualification of the Competent Person

Personnel Qualification	Level of Details	Points allocated
The Bidder must provide a Competent Lift Mechanic has completed a learnership or an apprenticeship in the trade of lift mechanic who has: a) has completed an electrical or mechanical trade qualification and has had at least one year post qualification general practical experience on lifts; or b) has obtained a minimum of a NQF 5 electrical or mechanical engineering qualification and has had at least one year of post qualification general practical experience on lifts.	Competent	30
	Not Competent	0
<b>Total Points Claimable</b>		

### 5. METHODOLOGY

Table 5.1 Quality Management

Quality management	Level of Details	Points allocated
Bidders are required to submit a methodology prescribing how: <ul style="list-style-type: none"> <li>Customer requirements are managed.</li> <li>Maintenance records are managed.</li> <li>Lift Maintenance Methodology</li> </ul>	Adequate	15
	Inadequate	10
	No submission	0
<b>Total Points Claimable</b>		



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## 6. Health and Safety Management

Table 6.1 Health and Safety Management

Health and Safety	Level of Details	Points allocated
Bidders are required to submit their emergency response plan detailing the methodology for responding to: <ul style="list-style-type: none"> <li>• Response to a stuck lift with people trapped inside.</li> <li>• Faulty lift</li> <li>• Injuries on duty</li> </ul>	Adequate	15
	Inadequate	10
	No submission	0
<b>Total Points Claimable</b>		

The minimum threshold points for functionality are 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation. Bidder to address and respond to all areas of the evaluation criteria. Any bid scoring less than the Minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further. Any bid not covering all the above will not be evaluated. To comparison and in order to ensure a meaningful evaluation, Service Providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.



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**7. Stage 3 – Price**

**8. Pricing Schedule**

The bidder must complete the information set in the

**Cost Schedule on Table 8.1 or 8.2 below.**

Table 8.1 Pricing Schedule maintenance services Eloff Gebou – **Item 1**

Description (Complete the Rates per year utilized to calculate total billing)		Lift Name Mitsubishi Lifts	No. of Services per Year per Lift	Rate per Lift	Year 1 Totals
Eloff Gebou lifts	Monthly Service	01	12	R	R
	Monthly Service	01	12	R	R
<b>Total amount excluding VAT</b>					R
<b>VAT 15%</b>					R
<b>Total Including VAT</b>					R
<b>Total for the Bid (Year 1 )</b>					

TOTAL OFFER (INCLUDING VAT) \_\_\_\_\_.



Table 8.2: Pricing Schedule maintenance services Townlands Social Housing – **Item 2**

Description (Complete the Rates per year utilized to calculate total billing)		Lift Name	No. of Services per Year per Lift	Rate per Lift	Year 1 Totals
	Monthly Service	Kone	12		
	Monthly Service	Kone	12		
	Monthly Service	Kone	12		
	Monthly Service	Kone	12		
	Monthly Service	Kone	12		

TOTAL OFFER (INCLUDING VAT) \_\_\_\_\_.



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#### **9. Duration of the contract**

The contract shall be for a period 12 Months with an option to renew

#### **10. Service Level Agreement**

- 10.1 Upon award HCT and the successful Bidder will conclude a Service Level Agreement (SLA) regulating the specific terms and conditions applicable to the services being procured by HCT.
- 10.2 HCT reserves the right to accept or reject any or all amendments or additions proposed by a Bidder if such amendments or additions are unacceptable to HCT or pose a risk to the organization.
- 10.3 Bidder to take note that the award of the RFP may be subject to price negotiation.

**NB: PLEASE NOTE THAT AWARD WILL BE DONE PER ITEM**



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**PART D**

**MBD 4**

**DECLARATION OF INTEREST**

1. No quote will be accepted from persons in the service of the state\*.
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 quote, 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 and/or take an oath declaring his/her interest.

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

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Company Registration Number: .....
- 3.4 Tax Reference Number: .....
- 3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* **YES / NO**

3.6.1 If so, furnish particulars.....

Have you been in the service of the state for the past twelve months? **YES / NO**

If so, furnish particulars. ....

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

3.7.1 If so, furnish particulars.....

3.8 Have you been in the State service for the past twelve months?  
**YES / NO**

3.8.1 If yes, furnish particulars.....

\_\_\_\_\_  
MSCM Regulations: "in the service of the state" means to be –  
\_\_\_\_\_



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- (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.

3.9 Are you, aware of any relationship (family, friend, other) between a Quote der

and any persons in the service of the state who may be involved with the evaluation and or adjudication of this quote ? YES / NO

3.9.1. If so, furnish particulars.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.....



3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.....



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

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder(s)



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## PART E

### MBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of highest acceptable tender



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### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that the 80/20 or preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals the 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***



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Specific goals	80/20 preference point system	Evidence	Tick
		BBBEE Certificate CIPC BEE Certificate EME Affidavit	
At least 51% Women owned companies	5 Points		
At least Youth owned companies	4 Points		
At least companies owned by People with disability	4 Points		
Locality within Tshwane	7 Points		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

**[TICK APPLICABLE BOX]**

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



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- (a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



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**CERTIFICATION**

**I, the undersigned (name).....**

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder