



## **INDEPENDENT DEVELOPMENT TRUST**

**EASTERN CAPE PROVINCE**

**BID NOTICE No: DoEEC/05/2022/2023: 22<sup>nd</sup> July 2022**

**APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS FOR PANEL FOR A  
PERIOD OF THREE (3) YEARS (PANEL OF PSPs)**

**BID NO: IDTEC-PANEL-2022/2023**

**CLOSING DATE: 23 AUGUST 2022**

**PREPARED BY:**

**INDEPENDENT DEVELOPMENT TRUST (IDT)**

**IDT EC Office**

**PALM SQUARE BUSINESS PARK, SILVERWOOD HOUSE, BONZA BAY ROAD, BEACON BAY, 5241**

**SCM CONTACT PERSON**

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**TECHNICAL PERSON**

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**INDEPENDENT DEVELOPMENT TRUST (IDT)**

**IDT EC Office**

**PALM SQUARE BUSINESS PARK, SILVERWOOD HOUSE, BONZA BAY ROAD, BEACON BAY, 5241**

<b>BIDDER'S DETAILS</b>	<b>INFORMATION</b>
<b>Category (services rendered)</b>	
<b>Company Name</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>CSD number</b>	
<b>Company Physical address</b>	

The Independent Development Trust (IDT) in the Eastern Cape Province hereby invites professional service providers from suitably qualified and experienced Service Providers from; the built environment to establish a pre-approved panel of Professional Service Providers (PSPs) for infrastructure projects in the Eastern Cape to be utilized for a period of 3 years. The following categories of professional service providers are invited:

**NOTE:** Only one (1) category / discipline may be selected per each submission. As such a bidder may NOT submit one (1) submission for multiple categories / disciplines (i.e. one (1) submission per one (1) category / discipline).

Failure to abide to the above note will lead to the bidder being disqualified for the bid.

**1. CATEGORIES/ DISCIPLINES**

<b>NO</b>	<b>DISCIPLINE</b>	<b>TICK (applicable Box)</b>
<b>1</b>	<b>Project Managers</b>	
<b>2</b>	<b>Architects</b>	
<b>3</b>	<b>Quantity Surveyors</b>	
<b>4</b>	<b>Electrical Engineers</b>	
<b>5</b>	<b>Mechanical Engineers</b>	
<b>6</b>	<b>Civil / Structural Engineers</b>	
<b>7</b>	<b>Occupational Health &amp; Safety</b>	

**Note: Bidders to ensure that the category / discipline selected in the table above is indicated on the cover page of this document.**

- 1.1 Bidders must tick next to the category / discipline they are bidding for. **Only one (1) category / discipline may be selected per submission** (i.e if a PSP delivers/offers more than one (1) of the above disciplines and the PSP wishes to submit for all such disciplines, then the PSP must submit more than one (1) bid document.)
- 1.2 The bidder must provide ALL requirements as outlined in Sections (8) and 9) of this document. Failure to comply with the requirements of section 9 of this bid document shall render the bid non-responsive and shall result in the bid being disqualified.
- 1.3 No submission shall be dependent on another submission. All requirements as outlined in this bid document shall be addressed in full per each submission.

## **2. BACKGROUND**

### **2.1 IDT AS AN ENTITY**

The Independent Development Trust (*hereinafter referred to as IDT*) is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; “The IDT manages and delivers Integrated Social Infrastructure Programs on behalf of Government”.

In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programs.

The IDT has representation in all the provinces and is organized on the basis of regional/provincial offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids.

## **3. PURPOSE OF EXPRESSION OF INTEREST / BID**

The IDT as a custodian of implementing social infrastructure projects on behalf of Government has an obligation to adhere and fully comply with the Framework for Infrastructure Delivery and Procurement Management (*hereinafter referred to as FIDPM*) in all stages of projects which require qualified and experienced Professional Service Providers (*hereinafter referred to as*

*PSP / PSPs*). These PSPs are appointed through competitive bidding in line with the Supply Chain Management (SCM) Policy and SCM National Treasury regulation.

The purpose of this expression of interest is to pre-qualify relevant and capable PSPs from identified disciplines listed in this document in order to be enlisted on the IDT's panel of PSPs for the IDT EC Region for a period of three (3) years from the date of panel approval. Qualified PSPs will be invited on a rotational basis as and when the need arises. The IDT further reserves the right to cancel any invitation to submit pricing proposals / RFQs from the panel of PSPs and approach the market (open bid) for services whenever it is considered that better value in terms of time, cost and quality may be obtained by doing it that way.

**Note:** The IDT reserves the right to;

- (i) invite **only** pre-qualified PSPs from the panel with requisite experience and capacity to submit pricing proposals / RFQs from any of the selected type of works based on project size and complexity, advancement of certain designated groups in line with regulation 4 (1) (a), (b) or (c) of the PPPFA (Act 5 of 2000), Regulations 2017 and any response to client & project-specific requirements and demand.
- (ii) Directly allocate projects to PSP's where rates are fixed and no bidding is required / necessary.

## **4. SCOPE OVERVIEW**

### **4.1 Objective of this document**

This document calls for PSPs accredited in the relevant disciplines listed below to submit their bid proposal in order to be enlisted in the PSPs' panel for the period of three (3) years from the date of approval of this panel:

- 4.1.1 Project Manager**
- 4.1.2 Architects**
- 4.1.3 Quantity Surveyors**
- 4.1.4 Electrical Engineers**
- 4.1.5 Mechanical Engineers**
- 4.1.6 Civil / Structural Engineers**
- 4.1.7 Occupational Health & Safety**

Depending on the nature and requirements of specific projects that pricing proposals / RFQs will be issued out for, the following disciplines may be required / added as disbursements to those indicated above and will be indicated accordingly in the pricing proposals / RFQs;

**4.1.8 Geo-technology**

**4.1.9 Land Surveying**

**4.1.10 Heritage Services**

**4.1.11 Furniture and equipment specialists / Interior designer**

**4.1.12 Information Technology**

**4.1.13 Fire Services**

**4.1.14 Wet Services**

**4.1.15 Landscaping services**

**4.1.16 Geo-Hydrologist**

**4.1.17 Social Facilitation**

**4.1.18 Any other specialized service required for the successful implementation**

**Note:** Only disciplines / services listed in items 4.1.1 to 4.1.7 may be bid for as part of this document. Items 4.1.8 to 4.1.18 will only be included in the pricing proposals / RFQs.

## **4.2 Ethical Consideration**

At the core of all PSPs in the Built Environment and allied professions, there is a government gazette which is based on a corresponding Act of Parliament. The gazette outlines the tasks and responsibilities typical of each profession at every construction stage, the fee structures, and the typical deliverables of each profession. Each PSP is expected to abide by any of the Professional Services Contracts available on the market which the IDT may choose to use for specific projects. These include but not limited to the CIDB Standard Professional Services Contract and their variations or adaptations that may be tailored to suit the IDT

The obligations and responsibilities for each part are outlined in these contracts, as well as dispute resolution processes.

Ethical issues such as conflict of interest and corruption, confidentiality and copyright, are covered in the Professional Services Agreements that the IDT may choose to use for particular contracts.

## **5. SCOPE DESCRIPTION**

### **5.1 Built Environment Professions**

As outlined in (4.2) above, each built environment profession will be guided by a government gazette that outlines the scope of services. Other allied professions which are outside the built environment also have their scope of services, but for purposes of this document, scope of work for the built environment professions only is outlined as follows:-

- (i) For Engineering Professionals (civil, structural, mechanical, electrical etc) the scope of services and applicable rates will be in terms of the gazetted rates and services as contained in the Engineering Council of South Africa (ECSA) under section 34(2) of Engineering Professions Act, 2000 (Act No. 46 of 2000).
- (ii) For the Construction Project Management Professionals, scope of services and applicable rates will be in terms of the gazetted rates and services as contained in The South African Council for Project & Construction Management Professionals (SACPCMP) under Section 34(2) of the Project and Construction Management Profession Act, 2000 (Act 48 of 2000).
- (iii) For the Architectural Profession, scope of services and applicable rates will be in terms of the gazette rates and services as contained in The South African Council for the Architectural Profession (SACAP) under Section 34(2) of the Architectural Profession Act 2000 (Act 44 of 2000).
- (iv) For the Quantity Surveying Profession, the scope of services and applicable rates will be in terms of the gazette rates and services as contained in the South African Council for the Quantity Surveying Profession under Section 34(2) of the Quantity Surveying Profession Act 2000 (Act 49 of 2000).
- (v) For the Occupational Health and Safety Profession, the scope of services and applicable rates will be in terms of the gazette rates and services as contained in the tariff of professional fees in terms of the Standard Scope of Services for Construction Health and Safety Agencies as published in (Gazette No. 36525, Board Notice 115 of 2013)

## **5.2 Scope of Allied Professions to the Built Environment Professions**

Section 3 recognizes that, increasingly, the organization may from time to time need to use PSPs which may not necessarily fall under the Built Environment, but which may be critical for successful implementation of various projects, be it on once-off or on continuous basis. Such services, but not limited to, are contained in Section (4) of this document.

## 6. GOVERNANCE AND ACCOUNTABILITY

The IDT's Supply Chain Management Policy and Procedures will apply during the bidding process and appointment of PSPs enlisted in the panel. The successful PSPs will be held to the strictest letter of the law when complying with the governing body for the respective professional group, as explained in Sections (5.1) and (5.2) of this document. As a matter of principle for the successful outcome of the project/s, impeccable and scrupulous will be accepted, **professional conduct** will be expected at all times.

## 7. PROFESSIONAL QUALIFICATIONS

Read in conjunction with Sections (8) and (9) of this document, the successful bidder/s will be one/s that is/are:

- (i) Professionally registered with the appropriate professional councils, backed by an appropriate Act of Parliament as may be required (e.g. ECSA, SACPCMP, SACQSP, SACAP including the allied professions not included in the Built environment);
- (ii) Have an appropriate relevant qualification, from a reputable faculty of Higher Education within South Africa.
- (iii) In the case of foreign qualifications these should be SAQA approved;
- (iv) Have a minimum of 5 years of experience (Director) in the field of specialization post acquiring professional registration.

## 8. SPECIAL BID CONDITIONS

- (i) At least one of the Company Directors must be professionally registered with the relevant discipline for the bid to be considered for evaluation. (If none of the Company Directors registered in the CIPC document are not registered with the relevant discipline, the bid shall be regarded as non-responsive and shall be disqualified).
- (ii) The IDT shall not be liable to reimburse any costs incurred by the bidder during this bid process.
- (iii) No Clarification meeting would be help. Kindly refer all question to relevant IDT representative as listed on cover of bid document and bid advert
- (iv) Request clarification of the bid document, if necessary, by notifying the IDT at least five (5) working days before the closing date & time, as stated in the cover page.

- (v) Communication between the IDT and the bidder/s shall be in writing and shall be in the English language. The IDT shall not take any responsibility for non-receipt of communications from or by a bidder/s.
- (vi) There shall be no public opening of this bid.
- (vii) Evaluation of this bid shall be carried out by the IDT's Bid Evaluation Committee (BEC). The Evaluator(s) shall, if necessary, contact bidders to seek clarification of any aspect of the bid.
- (viii) Bidders are prohibited to make any alterations or additions to this bid document, except to comply with instructions issued by the IDT. All signatories to the bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.
- (ix) It is expected that bidders are familiar with the geographical landscape of Eastern Cape Province.

## 9. MANDATORY RETURNABLE DOCUMENTS

Failure to submit one of the mandatory requirements listed below shall result in the bid being non-responsive and shall be disqualified:

- (i) Detailed full CIPC certificate or other authentic proof of company ownership documents
- (ii) Proof of authority to sign documents, e.g. company resolution
- (iii) Certified ID Copies of Directors; certification not older than three (3) months from bid closing date.
- (iv) Valid Proof of professional registration; **At least one (1) Director must be registered with relevant Professional body.**
- (v) Proof of National Treasury (NT) Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number)
- (vi) Compensation for Occupational Injuries and Diseases Act Certificate (COIDA) or Federated Employers Mutual Assurance (FEM) Insurance
- (vii) Signed Joint Venture Agreement (where applicable),
- (viii) Fully completed and signed Standard Bidding Documents as contained in the bid document (SBD 1; SBD 4 & SBD 6.1)
- (ix) All certified copies to be originally certified and not a copy of a certified copy**



**Note: Failure to comply with any of the above-mentioned requirements shall render the bid non-responsive and shall result in automatic disqualification of the bid response.**

## **10. EVALUATION CRITERIA**

The bid evaluation will be carried out on conclusion of mandatory returnable documents and shall be subject to Section (9)

The bid evaluation criteria will be functionality based as contemplated in the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended in 2017 Preferential Procurement Regulations, 2011 as follows:

### **10.1 STAGE 1 – Functionality**

#### **10.1.1 Evaluation Criteria**

**Method 2 of evaluation of tender offers is applicable.**

The Bids will be evaluated on Functionality. Entities must score a minimum of **60%** on functionality to qualify for further evaluation. 80/20 Preference Point System in line with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), Regulations 2017 will be applicable.

##### **(a) Functionality Criteria**

<b>Criteria</b>	<b>Possible Maximum Score</b>
Qualification, Registration and Experience of key personnel	50
Company's Experience in managing Building Projects	30
Client References	20
<b>TOTAL</b>	<b>100</b>

##### **(b) Qualification, Registration and Experience of key personnel (50 points):**

Points are allocated for professional qualifications, professional registration and experience of allocated key personnel for the panel under consideration. For each key personnel allocated to the project, the bidder shall submit the following: Curriculum Vitae together with certified proof of qualifications and professional registration. All certified copies to have been certified within 3 months of the closing date and originally certified copies are accepted and not copy of a certified copy

##### **(c) Company's experience in managing building projects (30 points):**

Points are allocated for the bidding entity's experience in managing major building projects **completed** (not currently running) in the past **10 years**. The experience refers to major projects managed by the entity which are largely comprised of renovation or refurbishment works and construction which have the complexity and value in accordance with the estimated construction cost for this project. **(See returnable)**

**To score points for the above, bidders are required to submit the following:**

1. Letters of appointments for projects listed under the "Project Experience" returnable schedule.
2. Confirmation of project final completion by the Client for projects listed under the "Project Experience" returnable schedule, accompanied by the final completion certificate or Client referral letter.
3. IDT will also utilize her list of projects in making recommendations during evaluation

**NB: Non-submission of any of the above-mentioned documents confirming bidder's experience will result in the bidder not scoring any points**

**(d) Client References on company's experience in managing Major Refurbishment/New Works of buildings (20 points):**

Points are allocated for performance of the bidders on previous projects completed. Client Reference Scorecards" shall be submitted for scoring **(see returnable)**

**Evaluation points will be awarded in terms of the following tables:**

**10.1.2 Evaluation Criteria for PM**

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.2.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
<b>Name of Staff Member</b>	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree/B-Tech</b>
1. Accountable professional: Director	2.5	5
2. Responsible Professional: Project Leader	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>

### Professional Registration of Proposed Resources

10.2.2.2 - Evaluation sub-criteria: Professional Registration of proposed resources (24 points)			
Name of Staff Member	Professional Registration		
	None	Candidate	Pr. CPM
1. Accountable professional; Director	0	0	12
2. Responsible Professional; Project Leader	0	6	12
<b>Subtotal number of points</b>	<b>0</b>	<b>6</b>	<b>24</b>

### Experience of Proposed Resources

10.1.2.3 – Evaluation sub-criteria: Experience of proposed key personnel (16 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (for Director)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable Professional; Director/Manager	2.5	5	8
2. Responsible Professional; Project Leader	2.5	5	8
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>16</b>

### Company experience in managing building projects (30 points)

*Values below are based on Project Scope Value excl. Professional Fees*

Project	Projects less than R1 million	Projects between than R1 – R3 million	Projects between R3 – R5 million	Projects over R5 million
Project 1	2	4	7	10
Project 2	2	4	7	10
Project 3	2	4	7	10
<b>Sub-total number of points</b>	<b>6</b>	<b>12</b>	<b>21</b>	<b>30</b>

**Client References on company's experience in managing building projects (20 points):**

<b>Evaluation sub-criteria: Client's Reference (20 points)</b>				
Projects	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	3	5	6.667
Project 2	0	3	5	6.667
Project 3	0	3	5	6.667
<b>Total number of points</b>	<b>0</b>	<b>9</b>	<b>15</b>	<b>20</b>

### 10.1.3 Evaluation Criteria for Architect

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.2.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
Name of Staff Member	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree/B-Tech</b>
1. Accountable professional: Director	2.5	5
2. Responsible Professional: Project Leader	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>

**Professional Registration of Proposed Resources**

**10.2.2.2 - Evaluation sub-criteria: Professional Registration of proposed resources (24 points)**

Name of Staff Member	<b>Professional Registration</b>			
	<b>None</b>	<b>Candidate</b>	<b>Pr. Tech</b>	<b>Pr. Arch</b>
1. Accountable professional; Director	0	0	8	12
2. Responsible Professional; Project Leader	0	4	8	12
<b>Subtotal number of points</b>	<b>0</b>	<b>4</b>	<b>16</b>	<b>24</b>

### Experience of Proposed Resources

<b>10.1.2.3 – Evaluation sub-criteria: Experience of proposed key personnel (16 points)</b>			
<b>Name of Proposed Personnel</b>	<b>Experience of proposed key personnel, post professional registration (for Director)</b>		
	<b>Less than 5 Years</b>	<b>5 - 10 Years</b>	<b>Over 10 Years</b>
1. Accountable Professional; Director/Manager	2.5	5	8
2.Responsible Professional; Project Leader	2.5	5	8
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>16</b>

### Company experience in managing building projects (30 points)

*Values below are based on Project Scope Value excl. Professional Fees*

<b>Project</b>	<b>Projects less than R1 million</b>	<b>Projects between R1 – R3 million</b>	<b>Projects between R3 – R5 million</b>	<b>Projects over R5 million</b>
Project 1	2	4	7	10
Project 2	2	4	7	10
Project 3	2	4	7	10
<b>Sub-total number of points</b>	<b>6</b>	<b>12</b>	<b>21</b>	<b>30</b>

### Client References on company's experience in managing building projects (20 points):

<b>Evaluation sub-criteria: Client's Reference (20 points)</b>				
<b>Projects</b>	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	3	5	6.667
Project 2	0	3	5	6.667
Project 3	0	3	5	6.667
<b>Total number of points</b>	<b>0</b>	<b>9</b>	<b>15</b>	<b>20</b>

#### 10.1.4 Evaluation Criteria for Quantity Surveyors

##### Qualifications of Proposed Resources (50 Points)

<b>10.1.3.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
<b>Name of Staff Member</b>	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree/B-Tech</b>
1. Accountable professional: Director	2.5	5
2. Responsible Professional: Project Leader	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>

##### Professional Registration of Proposed Resources

<b>10.2.3.2 - Evaluation sub-criteria: Professional Registration of proposed resources (24 points)</b>			
<b>Name of Staff Member</b>	<b>Professional Registration</b>		
	<b>None</b>	<b>Candidate</b>	<b>Pr. QS</b>
1. Accountable professional; Director	0	0	12
2. Responsible Professional; Project Leader	0	6	12
<b>Subtotal number of points</b>	<b>0</b>	<b>6</b>	<b>24</b>

##### Experience of Proposed Resources

<b>10.1.3.3 – Evaluation sub-criteria: Experience of proposed key personnel (16 points)</b>			
<b>Name of Proposed Personnel</b>	<b>Experience of proposed key personnel, post professional registration (for Director)</b>		
	<b>Less than 5 Years</b>	<b>5 - 10 Years</b>	<b>Over 10 Years</b>
1. Accountable Professional; Director	2.5	5	8
2. Responsible Professional; Project Leader	2.5	5	8
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>16</b>

**Company experience in managing building projects (30 points)**

Project	Projects less than R1 million	Projects between R1 – R3 million	Projects between R3 – R5 million	Projects over R5 million
Project 1	2	4	7	10
Project 2	2	4	7	10
Project 3	2	4	7	10
<b>Sub-total number of points</b>	<b>6</b>	<b>12</b>	<b>21</b>	<b>30</b>

**Client References on company's experience in managing building projects (20 points):**

<b>Evaluation sub-criteria: Client's Reference (20 points)</b>				
Projects	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	3	5	6.667
Project 2	0	3	5	6.667
Project 3	0	3	5	6.667
<b>Total number of points</b>	<b>0</b>	<b>9</b>	<b>15</b>	<b>20</b>

**10.1.5 Evaluation Criteria for Engineers**

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.4.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
Name of Staff Member	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree/B-Tech</b>
1. Accountable professional: Director / Manager	2.5	5
2. Responsible Professional: Project Leader	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>

### Professional Registration of Proposed Resources

10.2.4.2 - Evaluation sub-criteria: Professional Registration of proposed resources (24 points)				
Name of Staff Member	Professional Registration			
	None	Candidate	*Pr. Technician	Pr. Eng/Technologist
1. Accountable professional; Director/Manager	0	0	*8	12
2. Responsible Professional; Project Leader	0	4	*8	12
<b>Subtotal number of points</b>	<b>0</b>	<b>4</b>	<b>16</b>	<b>24</b>

*\*Note: limitations in terms of registration as per council where applicable*

### Experience of Proposed Resources

10.1.4.3 – Evaluation sub-criteria: Experience of proposed key personnel (16 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (for Director)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable Professional; Director/Manager	2.5	5	8
2. Responsible Professional; Project Leader	2.5	5	8
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>16</b>

### Company experience in managing major building projects (30 points)

Project	Projects less than R1 million	Projects between than R1 – R3 million	Projects between R3 – R5 million	Projects over R5 million
Project 1	2	4	7	10
Project 2	2	4	7	10
Project 3	2	4	7	10
<b>Sub-total number of points</b>	<b>6</b>	<b>12</b>	<b>21</b>	<b>30</b>



**Client References on company's experience in managing building projects (20 points):**

<b>Evaluation sub-criteria: Client's Reference (20 points)</b>				
Projects	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	3	5	6.667
Project 2	0	3	5	6.667
Project 3	0	3	5	6.667
<b>Total number of points</b>	<b>0</b>	<b>9</b>	<b>15</b>	<b>20</b>

**10.1.6 Evaluation Criteria for OHS**

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.5.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
Name of Staff Member	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree/B-Tech</b>
1. Accountable professional: Director	2.5	5
2. Responsible Professional: Project Leader	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>

**Professional Registration of Proposed Resources**

**10.2.5.2 - Evaluation sub-criteria: Professional Registration of proposed resources (24 points)**

Name of Staff Member	<b>Professional Registration</b>			
	<b>None</b>	<b>Candidate</b>	<b>*CHSO / M</b>	<b>Pr. CHSA</b>
1. Accountable professional; Director	0	0	*8	12
2. Responsible Professional; Project Leader	0	4	*8	12
<b>Subtotal number of points</b>	<b>0</b>	<b>4</b>	<b>16</b>	<b>24</b>

*\*Note: limitations in terms of registration as per council where applicable*

### Experience of Proposed Resources

<b>10.1.5.3 – Evaluation sub-criteria: Experience of proposed key personnel (16 points)</b>			
<b>Name of Proposed Personnel</b>	<b>Experience of proposed key personnel, post professional registration ( for Director)</b>		
	<b>Less than 5 Years</b>	<b>5 - 10 Years</b>	<b>Over 10 Years</b>
1. Accountable Professional; Director	2.5	5	8
2.Responsible Professional; Project Leader	2.5	5	8
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>16</b>

### Company experience in managing major building projects (30 points)

<b>Project</b>	<b>Projects less than R1 million</b>	<b>Projects between R1 – R3 million</b>	<b>Projects between R3 – R5 million</b>	<b>Projects over R5 million</b>
Project 1	2	4	7	10
Project 2	2	4	7	10
Project 3	2	4	7	10
<b>Sub-total number of points</b>	<b>6</b>	<b>12</b>	<b>21</b>	<b>30</b>

### Client References on company's experience in managing building projects (10 points):

<b>Evaluation sub-criteria: Client's Reference (10 points)</b>				
<b>Projects</b>	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	3	5	6.667
Project 2	0	3	5	6.667
Project 3	0	3	5	6.667
<b>Total number of points</b>	<b>0</b>	<b>9</b>	<b>15</b>	<b>20</b>

### **10.1 STAGE 2 – Price and B-BBEE Evaluation (Not Applicable for this bid)**

- (i) The stage 2 is not applicable for this bid
- (ii) When pricing proposals / RFQs are called for, bidders that will be invited to bid in line with the IDT's panel policy will be required to submit an original or certified consolidated B-BBEE certificate from a SANAS accredited verification agency in order to qualify for points for the B-BBEE status level as one entity. Sworn Affidavits for EMEs and QSEs must be originals, no copies of affidavits will be accepted for claiming B-BBEE points.

### **10.2 General Condition**

- (i) The tender shall be valid for **120 days**.
- (ii) No late, bids, copies, e-mailed or faxed documents will be considered.
- (iii) Bids must be submitted by no later than **11h00** on Tuesday **23 August 2022**. Any bid documents received after closing date and time will not be considered.

### **10.3 DISCLAIMER**

- (i) IDT reserves the right to cancel or withdraw this expression of interest without prior notice and without furnishing any reasons whatsoever.
- (ii) Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to bid.

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	<b>DoEEC/05/2022/2023</b>	CLOSING DATE:	<b>23 August 2022</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	The Independent Development Trust (IDT) in the Eastern Cape Province hereby invites professional service providers from suitably qualified and experienced Service Providers from; the built environment to establish a pre-approved panel of Professional Service Providers (PSPs) for infrastructure projects in the Eastern Cape to be utilized for a period of 3 years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>Independent Development Trust, Palm Square Business Park, Silverwood House</b>					
<b>Bonza Bay Road, Beacon Bay,</b>					
<b>East London, 5241</b>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	<b>Nomnikelo Dyasi</b>		CONTACT PERSON	<b>Msuthu Somdyala</b>	
TELEPHONE NUMBER	<b>(043) 711 6000</b>		TELEPHONE NUMBER	<b>(043) 711 6000</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>NomnikeloD@idt.org.za</b>		E-MAIL ADDRESS	<a href="mailto:MsuthuS@idt.org.za">MsuthuS@idt.org.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	

	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes No <input type="checkbox"/>
--	--	--	---

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<b>1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
--	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
NO  YES

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  
NO  YES

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
NO  YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017,.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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**1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise .**

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted

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where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

<sup>3</sup> Joint venture or Consortium 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.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (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:

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

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = ... (maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		

Any QSE		
---------	--	--

**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**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 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-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**EVALUATION SCHEDULE: SIMILAR PROJECT EXPERIENCE**

The Tenderer shall provide details of his performance on each of the previous relevant projects. Bidders must provide/attach appointment letter and Completion certification in a form of Final completion certificate or Client referral letter listed under the “Project Experience” returnable schedule.

Failure to complete the table below will result in no points allocated. **No “see attached” will be accepted**

<b>LIST THE <u>THREE</u> SIMILAR PROJECTS COMPLETED BY YOUR FIRM IN THE LAST TEN (10) YEARS</b>			
<b>Name of Project Completed and Scope of work</b>	<b>Name of Project Manager &amp; Telephone no.</b>	<b>Name of Client &amp; Telephone no.</b>	<b>Value of Project</b>
<b>Project 1:</b>			
<b>Project 2:</b>			
<b>Project 3:</b>			



## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 1:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Cost management				
Timeous compilation of final account/as-built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp
-------

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 2:**

Name of Project:.....

Name of Firm/Bidder:.....

Client/Client Department: .....

Contract Amount:.....

Contract Duration: .....

Actual Contract Duration: .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Cost management				
Timeous compilation of final account/as-built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

Name of Client Representative: .....

Designation: .....

Telephone: .....

Client Signature: .....

Date: .....

Stamp
-------

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 3:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Cost management				
Timeous compilation of final account/as-built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp

## EVALUATION SCHEDULE: CLIENT REFERENCES (FOR OHS ONLY)

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 1:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.67)
Capability to design, implement and manage Health & Safety requirements				
Timeous compilation of monthly audit reports				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp
-------

## EVALUATION SCHEDULE: CLIENT REFERENCES (FOR OHS ONLY)

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 2:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.67)
Capability to design, implement and manage Health & Safety requirements				
Timeous compilation of monthly audit reports				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp

## EVALUATION SCHEDULE: CLIENT REFERENCES (FOR OHS ONLY)

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 3:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.67)
Capability to design, implement and manage Health & Safety requirements				
Timeous compilation of monthly audit reports				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

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## Returnable Documents

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission. Tick below if returnable document is attached or completed properly.

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
1	Professional Registration of the Director	
3	Proof of CSD registration	
4	B-BBEE Certificate	
5	Tax Clearance Certificate with PIN	
6	Joint Venture Agreement Between Parties (If Applicable)	
7	Certified copies Identity Documents	
8	Copy of Registration of Incorporation or Company Registration Documents	
9	Copy of a Letter of Good standing with Compensation For Occupational And Injuries Dieses Act (COIDA) Registration Certificate or Federated Employers Mutual Assurance (FEM) Insurance	
10	SBD Forms (SBD 1; 4; 6.1)	
11	Certificate of Attendance At Compulsory Briefing if applicable	
12	Certificate of Authority for Signatory	
13	Record of Addenda to the tender documents if applicable	
14	Amendments, Qualifications And Alternatives	
15	Project Experience	
16	Letters of Appointment, and Relevant Completion Certificates (Practical Completion, Work Completion & Final Completion)	
17	Client References	
18	Key Personnel	

