

BID NO.: DHET01WCAN002-PSP-CONSORTIUM

T1.1 TENDER NOTICE AND INVITATION TO SUBMIT PROPOSALS

A CALL FOR A CONSORTIUM OF PROFESSIONAL SERVICE PROVIDERS CONSISTING OF PROJECT MANAGEMENT, QUANTITY SURVEYING, ARCHITECTURAL, CIVIL ENGINEERING, STRUCTURAL ENGINEERING, ELECTRICAL ENGINEERING, MECHANICAL ENGINEERING AND HEALTH AND SAFETY SERVICES FOR THE REFURBISHMENT OF CAPE TOWN COMMUNITY LEARNING CENTRE IN THE WESTERN CAPE PROVINCE

Independent Development Trust hereby calls for a consortium of professional service providers to submit proposals for project management, quantity surveying, architectural, civil and structural engineering, electrical engineering, mechanical engineering and health and safety professional services for the refurbishment of Cape Town community learning centre in the Western Cape Province.

All companies forming part of the consortium shall be CSD registered in compliance with National Treasury Instruction No. 4A of 2016/2017, Central Supplier Database which is also applicable to Public Entities listed in Schedule 2 of the PFMA states as follows:

Proposals will be adjudicated in terms of the Mandatory Requirements and Functionality as follows:

The evaluation of the proposals will be carried out in three phases.

1. PHASE ONE

1.1. MANDATORY ADMINISTRATIVE REQUIREMENTS/ DOCUMENTATION

The SBD forms must be submitted by all companies forming part of the consortium

1. Submission of fully completed and signed Invitation to Bid (SBD 1).
2. Submission of fully completed and signed Bidder's Disclosure (SBD 4).
3. Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).

1.2. MANDATORY COMPULSORY REQUIREMENTS/ DOCUMENTATION

Only Tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

All companies forming part of the consortium should submit items (5, 7, 8, 9)

4. Authority to Sign a Bid.
5. All companies under the consortium agreement to provide Company Registration Documents (CIPC) or affidavit and a trade name if a Sole Proprietor.
6. Consortium Agreement Certified by a Commissioner of Oaths.
7. Professional Registration with of at least one director of each company forming part of the consortium with each respective built environment council (i.e. SACAP, ECSA, SACPCMP,

- SACQSP) as a Professional or Professional Technologist. (i.e. to be Pr. Arch, Pr. QS, Pr. CPM, Pr. CHSA, Pr. Engineer / Pr. Engineering Technologist).
8. Valid proof of Professional Indemnity Insurance cover to the value of double the professional fees for each company forming part of the consortium. The PI should be from licensed Financial Service Providers (FSP). Letter of intention from licensed FSP will not be accepted.
 9. Valid COIDA or Letter of good standing with the Department of Labour from **all companies** forming part of the consortium. Not applicable to Sole proprietor companies.
 10. Confirmation of Receipt of Addenda to Bid Documents.
 11. Signed Priced Financial Offer.
 12. Signed Form of Offer.
 13. Attendance to the compulsory briefing meeting by at least one representative of a company forming part of the consortium.

Failure to submit any of the above documents / requirements shall result in disqualification of the bid. (Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration. Use of correction fluid is prohibited.) Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed, and signed in black ink, (All as per Standard Conditions of Tender and as per the specific condition of this tender document)

- (i) If any of the Directors are in the Employment of the State shall result in disqualification of the bid.
- (ii) If any of its Directors are listed on the Register of Defaulters shall result in disqualification of the bid.

2. PHASE TWO

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
A. Experience of the company on similar projects not older than 10 years	25 Points
B. Quality of services based on Clients Reference Letter	15 Points
C. Qualifications, Experience and competencies of the key assigned personnel	40 Points
D. Methodology and Technical proposal for execution of the project	10 Points
E. Company locally based	10 Points
TOTAL	100 Points

3. PHASE THREE: PREFERENTIAL POINT SYSTEM

Only competent tenders who have reached or exceeded the minimum functionality threshold of 70% (70 points) will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

3.1 Specific Goals

In order to claim and be awarded points bidders must submit an original or an original certified copy of the following source documents to be submitted with the Bid:

- Full Central Supplier Database Report

Since we will be dealing with a consortium, all companies must submit the abovementioned source documents to claim and be awarded points. Individual calculations will be made per company and the average of specific goals per company will be considered as the consortium's total awarded points.

The point related to the IDT Specific Goals will be allocated proportionally as per table below:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TARGETED GROUP	
Women	6
Youth	6
People with Disabilities	4
Black People	4
Total points for Price and SPECIFIC GOALS	100

3.2 Pricing

All bidders should note that The IDT has decided to cap fees discounts at 20% to manage the risk to a greater extent so that professionals appointed eliminate the risk of abandoning sites due to non-completion of services and the further risk of requesting more funds to finalise the projects. The risk associated with high discounts offered by Professional Service providers may result in poor delivery of service and non-compliance of services.

If the bidder offers a fee discount of more than 20%, the bidder will be disqualified as part of the risk assessment.

STAGE OF AWARD

The following returnable documents shall be submitted together with the tender documents. Validity of this documentation will be verified at the time of award.

1. Proof of Central Supplier Database (CSD) registration.
2. Valid Tax Compliance Letter with a unique pin.

COMPULSORY TENDER BRIEFING

A **compulsory briefing** meeting will take place at the Independent Development Trust Western Cape Office on the **5 June 2024 at 10h00**:

Independent Development Trust WC Regional Office
Customs House Building,
Heerengracht Street,
Foreshore, Cape Town
Dome 3rd Floor

Followed by a site inspection to:

93 Buitenkant Street
Cape Town
8001

Tenderers must sign a compulsory attendance register in the name of the company forming part of the consortium. Attendance by key personnel of at least one company forming part of the consortium is compulsory. Addenda and additional documents, if any, will be issued only to tenderers appearing on the attendance register.

Tender register will only be available for signing at the IDT office (Cape Town Office)

AVAILABILITY OF DOCUMENTS

Documents will be available free of charge online from the **28 May 2024** on the following websites:

- Etender – www.etenders.gov.za
- IDT website - www.idt.org.za

BIDDERS QUERIES

All queries relating to this bid may be addressed in writing to the e-mail: dhet01wcan-tenders@idt.org.za; **No verbal or telephonic queries will be attended to.** Any attempt to verbally contact with the IDT's employee to influence outcome of this tender will lead to disqualification of the bid. All queries should be submitted not later than 12 June 2024. Queries sent after will not be acknowledged. The IDT's response to bid queries will be not later than five (5) calendar days before the closing date.

CLOSING TIME

The closing time for receipt of tenders is 12:00 Noon on **20 June 2024**. Tenders shall be submitted at:

“The IDT Western Cape Office Tender Box”

The Physical Address delivery of Tender documents is:

IDT Western Cape Regional Office

14th Floor, Customs House

Heerengracht Street, Foreshore,
Cape Town, 8001

Bidders should fill out the tender register at the 14th Floor, Customs House at a time and date the tender is dropped off in the IDT tender box.

Disclaimer

- Telegraphic, telephonic, facsimile, email and late tenders **will not be accepted.**
- Requirements for submission, sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.
- The IDT reserve the right not to appoint the lowest bid financial proposal, based on the outcome of the tender risk assessment.