

SBD 1

Bid Description	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE SERVICE OF RISK ASSESSMENT FOR BUILDING OCCUPANCY IN IDT HEAD OFFICE										
Bid number	HO/OHS-RISK-ASSESSMENT-14/10/2024										
Name of institution	INDEPENDENT DEVELOPMENT TRUST (IDT)										
Compulsory Side Briefing	21 October 2024 @ 10h00 Venue: IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen 0043										
The place where goods, works or services are required	IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen 0043										
Closing date and time	Date	2	8	1	0	2	0	2	4	Time	12h00 PM
Contact details	Physical address	IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen 0043									
	Tel	012 – 845 2000									
	email	Juniorm@idt.org.za Mahalim@idt.org.za									
	Contact person	Juniorm@idt.org.za Mahalim@idt.org.za									
Where bids can be collected	N/A										
Where bids must be delivered	IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen,0043										
Category (Goods/ Services)	Services										
Sector	State Sector										
Region	Head Office										
Supplier Details											
Name of bidder											
Postal Address											
Street Address											
Telephone Number	Code		Number								

Cell phone Number						
Email Address						
Supplier Compliance Status	Tax Compliance System (Pin)		And	Central Supplier Database NO:	MAAA	

SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....
 (Proof of authority must be submitted e.g. company resolution)

DATE:

TERMS AND CONDITIONS FOR BIDDING

1. BACKGROUND

The IDT is a Schedule 2 state owned entity that manages the implementation and delivery of critically needed social infrastructure programmes on behalf of government. The social infrastructure programmes include public schools, hospitals, courts, correctional services facilities, clinics, community centres, government offices. The IDT reports to the Minister of Public Works who is the Shareholder representative and its Executive Authority. Its National Office is located in Pretoria and has regional offices in all of the country's nine provinces.

2. OBJECTIVE

The objective of this bid is to appoint a suitably qualified and experienced service provider to assist IDT with Occupational Health and Safety (OHS) Risk Assessment to assess whether building occupants are subject to unnecessary risk.

3. SCOPE OF WORK

Bidders to provide quotations for the **OHS Risk Assessment for Building Occupancy**
IDT Head Office
Cnr. Oberon & Sprite Streets
Faerie Glen
Pretoria
0043

The following will be required from the Bidders:

- 3.1.1 Identify the risks and hazards which the building might be exposed to
- 3.1.2 Identify safe escape routes and develop an Evacuation Plan
- 3.1.3 Source specialist input e.g. Structural assessment
- 3.1.4 Recommend suitable prevention and mitigation measures for the building
- 3.1.5 Maximum number of occupants that should be stationed in the building
- 3.1.6 Assembly area
- 3.1.7 Develop OHS Standard operating procedures
- 3.1.8 Recovery plans to ensure employee safety during and after a crisis
- 3.1.9 Develop Emergency procedure manual

4. EXPECTED RESULTS

IDT hereby invites quotations from suitably qualified Bidders for the **OHS Risk Assessment for Building Occupancy**

4.1 Status of the safety of the building.

4.2 OHS plan: The service provider shall also ensure that all applicable documents i.e risk assessment checklists, and procedures have been completed and kept in an updated status

4.3 Ensure that the work environments are safe from occupational health and safety hazards.

5. PROCUREMENT APPROACH

Phase 1: Mandatory Requirements

Document that must be Submitted	Mandatory for the RFQ	Non-Submission will Result in Disqualification
Professional registration accredited	Yes	Professional registration with the accredited body Eg: NHBRC, ECSA etc.
Valid Letter of Good Standing	Yes	Bidders to submit a valid Letter of Good Standing issued by the Department of Labour or RMA.

5.1 All submissions must be clearly marked: “**For attention: Supply Chain Management**” with the **RFQ Number** included, and **hand delivered**. The Tender Box is situated at the inside IDT. The address is: -

**Independent Development Trust
Cnr Oberon & Sprite Streets
Faerie Glen
Pretoria
0043**

5.2 Bid documents shall only be considered when received by or before the closing date and time which is

28 October 2024 at 12H00

5.3 The bidder(s) are required to submit **1 Original Copy and 1 Memory Stick copy** as follows: -

5.3.1 One (1) original

5.3.2 One (1) Memory Stick

5.4 Submission must be marked correctly and sealed for ease of reference during the evaluation process.

5.5 This RFQ is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

6. EVALUATION CRITERIA FOR FUNCTIONALITY

Phase 2: Technical / Functionality Evaluation

1. Service Providers Experience Evaluation Criteria

References	No. of Letters	Points Claimed
Proof of experience of a Service Provider must be submitted (report with pictures for previous work completed)	3 and more	25
	2	14
	1	7
		0
Total Points Claimed		25

2. Qualifications Experience

Resources	Years of Experience	Points Claimed
Submit CVs and certified qualifications of the key personnel involved in the day-to-day management of the company.	All qualifications	25
	Less 0-1	5
	Less 2 -3	10
	Less 4-5	15
	6 and above	25
Total Points Claimed		25

3. Reference Letters

Resources	Years of Experience	Points Claimed
Bidders must provide at least 3 references for similar projects (OHS Risk Assessment) completed within the past 5 years. (Bidder must provide proof in the form of: - 1) Referral Letters All these must have been issued and signed by the client on their company letterheads. Contact details of the client shall be in the documents to allow IDT to conduct verifications or reference checks.	11 and more	25
	7-10	14
	4-6	7
	Less than 3	0
Total Points Claimed		25

4. Experience

Resources	Years of Experience	Points Claimed
Company profile highlighting years of experience	6 and above	25
	4-5 years	14
	1-3	7
	0	0
		25

7. PRICE AND SPECIFIC GOAL

7.1 All price charged should be inclusive of Vat: The bid proposal should clearly indicate the Total Price and the Vat 15% amount and Grand Total.

ITEM	DESCRIPTION	QUANTITY	Unit Price	Amount ®
1	Identify the risks and hazards which the building might be exposed to	1		
2	Identify safe escape routes and develop an Evacuation Plan	1		
3	Source specialist input e.g Structural assessment	1		
4	Recommend suitable prevention and mitigation measures for the building	1		
5	Maximum number of occupants that should be stationed in the building	1		
6	Assembly Area	1		
7	Develop OHS Standard operating procedures	1		
8	Recovery plans to ensure employee safety during	1		
9	Develop emergency procedure manual	1		
			Total	
			Vat15%	
			Grand Total	

➤ **Note the Bidder needs to submit separate quotation with Letter Head.**

Phase 3: Entails the process of evaluation on price and specific goals based on the 80/20 or 90/10 Preference Points system as stipulated by the Preference Procurement Policy Framework Act (PPPFA) Regulations 2022.

This bid will be evaluated as per Preference Points claim form in terms of the Preferential Procurement Regulations 2022.

Specific goals for the tender and points claimed are indicated per the table below:

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	6	
Youth	6	
People with Disabilities	4	
Black People	4	

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

NB: Non – submission of source documents will result in the allocation of zero points for specific goals.

- Bidders to submit a price proposal in the form of the quotation on the company letter head.

8. LATE SUBMISSION

8.1 Late responses to the RFQ will not be accepted.

8.2 All dates and times in this RFQ are in accordance to the South African standard calendar and time.

SBD 4
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 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

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 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 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 PFMASCM 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

CONFIDENTIAL



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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

a) **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	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	100

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.

- 1.6 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 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

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 or 90 points is allocated for price on the following basis:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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 or 90/10 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 either the 80/20 or 90/10 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 either the 80/20 or 90/10 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 for both the 90/10 and 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 either the 90/10 or 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document

(Company Registration Document will be required for verification (CIPC DOC))

- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

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 –
 - (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:

