



INDEPENDENT DEVELOPMENT TRUST

EXPRESSION OF INTEREST FOR LIMPOPO PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS

TENDER NO: IDT-LP-PSP-PANEL-2026-2029

CLOSING DATE: 03 JUNE 2026

12:00 PM

PREPARED BY:

LIMPOPO INDEPENDENT DEVELOPMENT TRUST (IDT)

ABSA Building 1st Floor, 76E Schoeman Street, Polokwane, 0699

BIDDER'S DETAILS	INFORMATION
Company Name	
Contact number	
Email address	
CSD number	
Company Physical address	
Category (Discipline Bidding for)	

NOTE: Only one (1) category / discipline may be selected per each bid document. As such a bidder may NOT submit one (1) bid document for multiple categories / disciplines (i.e. one (1) bid document per one (1) category / discipline). The bidders that wants to bid more than one category must submit separate bid document for each discipline selected

Part T1: Bidding Procedures

T1.2 Bid Data

The conditions of Bid are the Standard Conditions of Bid as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts – August 2019. (See www.cidb.org.za).

The Standard Conditions of Bid make several references to the Bid Data for details that apply specifically to this Bid. Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
C.1.1.1	<p>The Employer is: The Independent Development Trust (IDT)-Limpopo</p> <p>Absa Building 1st Floor 76E Schoeman Street Polokwane 0699</p>
C.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p>PART T: THE BID Part T1: Bidding procedures T1.1 - Bid notice and invitation to Bid T1.2 - Bid data.</p> <p>Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable documents/schedules</p> <p>PART C: THE CONTRACT 1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 CIDB build program.</p> <p>Part C3: Scope of Works C3.1 – see description of the works</p>

Clause number	Bid Data
C.1.4	<p data-bbox="331 322 667 349">Employers Representative</p> <p data-bbox="331 383 603 409">Mr. Thabang Moekoa</p> <p data-bbox="331 443 611 566">Absa Building 1st Floor 76E Schoeman Street Polokwane 0699</p> <p data-bbox="331 600 616 627">ThabangMo@idt.org.za</p> <p data-bbox="331 651 496 678">015 295 0000</p> <hr/> <p data-bbox="331 685 467 712">Bid queries</p> <p data-bbox="331 745 579 772">Mr. David Motsatse</p> <p data-bbox="331 806 496 833">012 845 2000</p> <p data-bbox="331 866 574 896">DavidMo@idt.org.za</p>
C.2.1	<p data-bbox="331 949 1361 976">Only those Bidders who satisfy the following eligibility criteria are eligible to submit Bids.</p> <p data-bbox="331 987 1449 1043">Only those Bidders who score the minimum score in respect of the quality criteria stated in C.3.11. of this Bid Data shall be considered responsive and have their Bids evaluated further.</p>
C.2.6	<p data-bbox="331 1151 1441 1207">Failure to apply instructions contained in addenda may render a Bidder's offer non-responsive in terms of clause C.3.8.</p>
C.2.7	<p data-bbox="331 1225 1018 1252">There will be no compulsory briefing session for this bid.</p>
C.2.8	<p data-bbox="331 1299 1153 1326">Request clarifications at least 7 calendar days before the closing date.</p>
C.2.13.6	<p data-bbox="331 1359 1241 1386">A single-envelope procedure will be followed as described in clause C.2.13.7.</p>
C.2.13.7	<p data-bbox="331 1424 1436 1480">Bidders shall note the specific requirements for packaging of their Bid documents and include only the following:</p> <p data-bbox="331 1491 1433 1547">This is a single envelope Bid process. Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" in an envelope and a "COPY" in an electronic format (USB)</p>
C.2.13.9	<p data-bbox="331 1617 1302 1644">Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.</p>

Clause number	Bid Data
C.2.15.1	<p>The Employer's address for delivery of Bid offers and identification details to be shown on each Bid offer package are:</p> <p>Location of Bid box: IDT Reception The Independent Development Trust (IDT) Absa Building 1st Floor 76E Schoeman Street Polokwane 0699</p> <p>Identification details:</p> <p>IDT-LP-PSP-PANEL-2026-2029 EXPRESSION OF INTEREST FOR LIMPOPO PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS</p>
C.2.15.2	The closing time for submission of Bid offers is as stated in the Bid Notice and Invitation to Bid.
C.2.16.1	The Bid offer validity period is 120 days.
C.2.18	The Bidder shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be doing the works, together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.19	The IDT 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.
C.2.20	IDT further reserves the right to use or not to use the approved panel and may so choose to go on open tender without furnishing any reasons whatsoever.
C.2.22	Bid Documents will not be returned to bidders
C.2.23	<p>The Bidder is required to submit with his Bid following (failure to provide 1 or more of the below documentation will result in the Bid being rejected):</p> <ol style="list-style-type: none"> 1) Detailed full CIPC certificate or other authentic proof of company ownership documents. 2) Certified ID Copies of Directors (certification not be older than six (6) months from bid closing date) 3) Valid Active Proof of professional registration of the company director/(s) (certification not be older than six (6) months from bid closing date). At least 51% of the directors or shareholders/[partner of the company must be professionally registered with a relevant professional body 4) Proof of National Treasury (NT) Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number) 5) Compensation for Occupational Injuries and Diseases Act Certificate (COIDA) or Federated Employers Mutual Assurance (FEMA) Insurance 6) No Joint Venture allowed 7) Fully completed and signed Standard Bidding Documents as contained in the bid document

	(SBD 1; SBD 4; SBD 6.1) 8) Certificate of Authority for Signatory on company letterhead (if not sole owner) 9) Valid Professional Indemnity (PI), Insurance Policy Cover or Confirmation of Cover not less than – R5 million from financial institution registered with Financial Sector Conduct Authority (FSCA)
C.3.1.1	The Employer shall respond to clarifications received up to 7 calendar days before the Bid closing time.
C.3.2	The Employer shall issue addenda until 5 working days before the Bid closing time.
C.3.4.1	The Bids will not be opened in public.
C.3.5.1	The single-envelope system will be followed for this Bid. (Bid Document and USB- includes submission copy)
C.3.7	In the event of disqualification due to fraud, the Employer may, at his sole discretion, impose a specified period during which Bid offers will not be accepted from the offending Bidder and report same to the Professional Body and National Treasury.
C.3.11.1	The procedure for the evaluation of responsive Bids is stated in Annexure A .

Clause number	Bid Data
C.3.13	In addition to the requirements of the Condition of Bid, offers will only be accepted if: a) The Bidder submits a copy of the CSD or registration number . b) the Bidder has not: abused the Employer's Supply Chain Management System; or Failed to perform on any previous contract and has been given a written notice to this effect. c) The Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Bidder's ability to perform the contract in the best interests of the employer or potentially compromise the Bid process and persons in the employ of the state are permitted to submit Bids or participate in the contract. d) the Bidder is registered and in good standing with the compensation fund (COIDA/FEM/RMA) e) the employer is reasonably satisfied that the Bidder has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.

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	
2	Proof of company physical address	
3	Proof of CSD registration	
4	Supporting documents for Preferential Points	
5	Tax Clearance Certificate with PIN	
6	Bank Account Confirmation Letter	
7	Certified copies Identity Documents	
8	Copy of a Valid Letter of Good standing with Compensation For Occupational And Injuries Dieses Act (COIDA) Registration Certificate or FEMA	
9	SBD Forms (SBD 1; 4; 6.1)	
10	Certificate of Authority for Signatory on company letterhead (if not sole owner)	
11	Record of Addenda to the tender documents if applicable	
12	Amendments, Qualifications And Alternatives	
13	Project Experience	
14	Letters of Appointment, and Relevant Completion Certificates (Practical Completion, Work Completion & Final Completion)	
15	Client References	
16	Key Personnel (CV'S; Certified Qualification & Professional Registration)	
17	Valid Professional Indemnity (PI), Insurance Policy Cover or Confirmation of Cover not less than – R5 million from financial institution registered with Financial Sector Conduct Authority (FSCA)	

1. CATEGORIES/ DISCIPLINES (ONLY 1 DISCIPLINE PER SUBMISSION)

NO	DISCIPLINE	TICK (applicable Box)
1	Architects	
2	Quantity Surveyors	
3	Electrical Engineers	
4	Mechanical Engineers	
5	Civil Engineers	
6	Structural Engineers	
7	Occupational Health & Safety Consultants	
8	Social Facilitators	
9	Geo-hydrological Engineer	
10	Geo-technical Engineer	
11	Land Surveyor	
12	Professional Environmental Specialist	

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 bid (i.e. if a bidder bid for more than one (1) of the above disciplines and bidder wishes to submit for all such disciplines, then the bidder must submit separate bid for each discipline selected. **Failure to adhere to the above will lead to disqualification.**

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 developmental 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 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 implanting social infrastructure projects on behalf of Government has an obligation to adhere and full comply with the Framework for Infrastructure Delivery and Procurement Management (*hereinafter referred to as FIPDM*) 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 LP Region for a period of three (3) years from the date of panel approval. Qualified PSPs will be invited on rotational basis as 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.

Important panel conditions

- (i)** IDT will **only** invite 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 section 2(1) of the PPPFA (Act 5 of 2000).
- (ii)** IDT will invite a selected number of PSPs (i.e. no less than 10) per discipline on the approved panel to submit pricing proposals/RFQs, this process shall be conducted through a rotational method.
- (iii)** Minimum of 10 bidders will be invited per discipline for each assignment and the selection method will be based on a numerical group segmentation of all the bidders in the approved panel.

- (iv) PSP with 5 or more active projects per discipline may not be invited for more request for quotations should it deemed risky to award more projects to that PSP.
- (v) PSP who are poorly performing from active projects may not be invited for request for quotations for future projects. The project managers will submit quarterly performance reports to SCM in order for SCM unit to decide on excluding non-performing PSP from further request for quotation invitations.

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 Architects
- 4.1.2 Quantity Surveyors
- 4.1.3 Electrical Engineers
- 4.1.4 Mechanical Engineers
- 4.1.5 Civil Engineers
- 4.1.6 Structural Engineers
- 4.1.7 Occupational Health & Safety Consultants
- 4.1.8 Social Facilitators
- 4.1.9 Geo-hydrological Engineer
- 4.1.10 Geo-technical Engineer
- 4.1.11 Land Surveyor
- 4.1.12 Professional Environmental Specialist

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

Any other specialized service required for the successful implementation Note: Only disciplines / services listed in items 4.1.1 to 4.1.12 may be bided for as part of this document.

4.3 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 are not limited to the Professional Services Agreement (PROCSA), and 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 (4.3) 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) as published in (Gazette No. 44333, Board Notice 669 of 2021).
- (ii) 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) as published in (Gazette No. 52152, Board Notice 741 of 2025).
- (iii) 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 Act 2000 (Act 48 of 2000) as published in (Gazette No. 42697, Board Notice 167 of 2019).
- (iv) 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) as published in (Gazette No. 43591, Board Notice 662 of 2020).
- (v) For Social Facilitators the scope of service shall be in terms of DPWI Cabinet-approved Social Facilitation Framework which considers the three core principles, namely: Organic, Co-creation, and Ownership for community empowerment in the delivery of infrastructure in the country. Social facilitation services in projects or programs are designed, initiated, and implemented from beginning to the end with full participation of all affected and interested key stakeholders. The idea is to ensure that interventions are organic and locally owned and that desired outcomes are planned and achieved in a sustainable manner. Social facilitation is thus not only, or even primarily, about assuring that the community is consulted about infrastructural development, but rather about establishing processes through which the community or stakeholders can create meaningful, ongoing change, with the assistance and collaboration of the IDT. Social facilitation is a powerful process of uniting and

influencing communities and stakeholders, government, and other interested parties leading to the creation of viable strategies for the fulfilment of local needs and aspirations.

- (vi) For Geo Hydrological Engineers 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) as published in (Gazette No. 52152, Board Notice 741 of 2025).
- (vii) For Land Surveyor the scope of services and applicable rates will be in terms of the gazette rates (where applicable) and services as contained in the South African Geomatics Council (SAGC)
- (viii) For Professional Environmental Specialist the scope of services and applicable rates will be in terms of the gazette rates (where applicable) and services as contained in the South African Council for Natural Scientific Professions (SACNASP) and the Environmental Assessment Practitioner Association of South Africa (EAPASA)

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 disciplines contained in Section (4) of this document.

5.3 SCOPE FOR PROFESSIONAL SERVICES

The Professional Service Provider's appointed on the panel will be responsible for but not limited to the following activities:

- Respond to all calls for repairs, remedial work, and replacements;
- Supervision for the replacement of damaged, worn out, or broken off fence sections;
- Steel palisade, concrete palisade, and all other fencing systems within the organization;
- Fencing installation as needed;
- Upgrades and Additions for Schools
- Water and Sanitation Services
- Installation of Boreholes
- Conduct investigations and provide corrective action on all work pertaining to various construction projects within the IDT Organization;
- Responds to all requests as they come in and identifies repair work-related activities with the organization.

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); (5.2) & (5.3) of this document. As a matter of principle for the successful outcome of the project/s, impeccable and scrupulous **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 (eg 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 institution within South Africa. See table below for guidance:

No	Discipline	Minimum Qualification Or Related/Equivalent	Professional Registration/Affiliation
1	Professional Architectural Services	NQF Level 7 or higher in Architecture	Registered Professional Architect with SACAP (South African Council for the Architectural Profession)
2	Professional Quantity Surveying	NQF Level 7 or higher in Quantity Surveying	Registered Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession)
3	Professional Electrical Engineering	NQF Level 7 or higher in Electrical/Electronic Engineering	Registered Professional Engineer with ECSA (Engineering Council of South Africa)
4	Professional Mechanical Engineering	NQF Level 7 or higher in Mechanical Engineering	Registered Professional Engineer with ECSA
5	Professional Civil Engineering	NQF Level 7 or higher in Civil Engineering	Registered Professional Engineer or Technologist with ECSA
6	Professional Structural Engineering	NQF Level 7 or higher in Civil/Structural Engineering	Registered Professional Engineer with ECSA
7	Professional Occupational Health and Safety Manager / Agent	NQF Level 6 or higher in Health and Safety, Construction, or Built Environment	Registered as Construction Health and Safety Agent or Manager with SACPCMP
8	Social Facilitator	NQF Level 7 or higher in Social Work, Development Studies, Sociology, Public Administration, Community Development or Social Science	Not Applicable
9	Professional Geohydrological Engineer	NQF Level 7 or higher in Civil Engineering with Geohydrological specialization, Hydrology / Water Resources / Environmental Science	Registered Professional Engineer with ECSA or SACNASP (South African Council for Natural Scientific Professions)
10	Professional Geotechnical Engineer	NQF Level 7 or higher in Civil Engineering with Geotechnical specialization	Registered Professional Engineer with ECSA
11	Land Surveyor	NQF Level 7 or higher in Surveying	Registered Professional Land Surveyor with SAGC
12	Professional Environmental Specialist	NQF Level 7 or higher in Environmental Science / Management	Registered with SACNASP (South African Council for Natural Scientific Professions), EAPASA (Environmental Assessment Practitioners Association of South Africa), or relevant environmental authority

8 SPECIAL BID CONDITIONS

- (i) At least one of the Company Directors must be **always actively** professionally registered with the relevant discipline in order for the bid to be considered for evaluation. (If none of the Company Directors registered in the CK document and CSD are not registered with the relevant discipline, the bid shall be regarded as non-responsive and shall be disqualified).
- (ii) For Engineering disciplines, the PSP shall only be considered in the director's area of expertise. e.g. A company that has a director with a Civil Engineering qualification shall only be considered for the Civil Engineering Panel. (The PSPs shall always provide evidence of which category of engineering they are registered under on ECSA)
- (iii) The IDT shall not be liable to reimburse any costs incurred by the bidder during this bidding process.
- (iv) Request for clarification must be directed to the dedicated email 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) 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.
- (vii) 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.
- (viii) It is expected that bidders are familiar with the geographical landscape of Limpopo Province
- (ix) Consultants approved on the panel will be evaluated on 80/20 or 90/10 Preference Point System during the RFQ process.
- (x) Bidders are to take note that this panel will be used for different departmental clients in the region with different payment arrangements. The payment arrangement will be communicated during the RFQ process.
- (xi) The IDT reserves the right to use the panel or go out on open tender depending on the requirements from the client.

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) Professional Registration of the Director
- (ii) Proof of company physical address
- (iii) Proof of CSD registration
- (iv) Certified copies Identity Documents
- (v) Copy of a Valid Letter of Good standing with Compensation For Occupational And Injuries Dieses Act (COIDA) Registration Certificate or FEMA
- (vi) SBD Forms (SBD 1; 4; 6.1)
- (vii) Certificate of Authority for Signatory on company letterhead (if not sole owner)
- (viii) Record of Addenda to the tender documents if applicable
- (ix) Valid Professional Indemnity (PI), Insurance Policy Cover or Confirmation of Cover not less than – R5 million from financial institution registered with Financial Sector Conduct Authority (FSCA)

10 EVALUATION CRITERIA

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

10.1 STAGE 1 – Functionality NB// should a bidder select more than one (1) discipline / category, they must submit different functionality requirement for each discipline selected. (refer to Section (1-1-1.3))

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 70% on functionality to qualify for further evaluation.

10.1.1.1 Functionality Criteria

Criteria	Possible Maximum Score
Qualification, Registration and Experience of key personnel	50
Company's Experience in managing Projects	20
Client References	10
Locality	20
TOTAL	100

a. 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. BEC to verify the authenticity of qualifications attached for all bidders who passed mandatory requirements

b. Company's experience in managing building projects (20 points):

Points are allocated for the bidding entity's experience in managing construction related projects **completed** (not currently running) in the past 15 years. The experience refers to major projects managed by the entity which are largely comprised of all types of construction works which have the complexity and value in accordance with the estimated construction cost for this project. **To score points for the above, bidders are required to submit the following:** Signed appointment letters on client's letterhead and fully signed completion certificates

c. Client References (10 points):

Points are allocated for a fully complete, signed and stamped reference form corresponding to projects listed in the company experience submitted on this bid as issued by the IDT on the bid document.

d. Locality (20 points):

Points are allocated for offices based in Limpopo supported by the municipality's utility bill in the company or director's name.

10.1.1.1.1 Letters of appointments for projects listed under the "Project Experience" returnable schedule.

10.1.1.1.2 Confirmation of project completion by the Client for projects listed under the "Project Experience" returnable schedule.

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

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

i. **EVALUATION CRITERIA FOR ARCHITECT**

Qualifications of Proposed Resources (50 Points)

10.1.2.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)		
Name of Staff Member	Qualification (10 points)	
	Diploma	Degree
1. Accountable professional: Project Leader	3.5	5
2. Responsible Professional: Architect	3.5	5
Subtotal number of points		
Evidence Required	Attach certified qualifications (less than 6 months from closing date)	

Professional Registration of Proposed Resources

10.2.2.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)		
Name of Staff Member	Professional Registration	
	Pr. Snr. Arch Technologist/ Pr. Arch Technologist	Pr. Arch
1. Accountable professional; Project Leader	7	10
2. Responsible Professional; Architect	7	10
Subtotal number of points		
Evidence Required	Attach certified professional registration certificate (less than 6 months from closing date)	

Experience of Proposed Resources

10.1.2.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (20 points)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable professional: Project Leader	2	5	10
2. Responsible Professional: Architect	2	5	10
Sub-total number of points			
Evidence Required	Attach CV signed by the proposed resource		

Company experience in managing major construction projects (20 points)

Project	Completed Project
Project 1	5
Project 2	5
Project 3	5
Project 4	5
Sub-total number of points	20
Evidence Required	Signed appointment letters on client's letterhead and fully signed completion certificates

Client References on company's experience in managing major construction projects (10 points):

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
Total number of points				
Evidence Required	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

Locality (20 points):

Evaluation sub-criteria: Locality (20 points)	
Within Limpopo	20
Outside Limpopo	5
Non Submission	0
Total number of points	
Evidence Required	Any of the following: i) Municipal Statement in Company or Directors name. ii) Lease agreement & municipal statement of the lessor (both required)

ii. **EVALUATION CRITERIA FOR QUANTITY SURVEYORS**

Qualifications of Proposed Resources (50 Points)

10.1.3.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)		
Name of Staff Member	Qualification (10 points)	
	Diploma	Degree
1. Accountable professional: Project Leader	2.5	5
2. Responsible Professional: QS	2.5	5
Subtotal number of points		
Evidence Required	Attach certified qualifications (less than 6 months from closing date)	

Professional Registration of Proposed Resources

10.2.3.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)	
Name of Staff Member	Professional Registration
	QS
1. Accountable professional: Project Leader	10
2. Responsible Professional: Professional: QS	10
Subtotal number of points	
Evidence Required	Attach certified professional registration certificate (less than 6 months from closing date)

Experience of Proposed Resources

10.1.3.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (20 points)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable professional: Project Leader	2	5	10
2. Responsible Professional: QS	2	5	10
Subtotal number of points			
Evidence Required	Attach CV signed by the proposed resource		

Company experience in managing building projects (20 points)

Project	Completed Project
Project 1	5
Project 2	5
Project 3	5
Project 4	5
Sub-total number of points	20
Evidence Required	Signed appointment letters on client's letterhead and fully signed completion certificates

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

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
Total number of points				
Evidence Required	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

Locality (20 points):

Evaluation sub-criteria: Locality (20 points)	
Within Limpopo	20
Outside Limpopo	5
Non Submission	0
Total number of points	
Evidence Required	Any of the following: iii) Municipal Statement in Company or Directors name. iv) Lease agreement & municipal statement of the lessor (both required)

iii. **EVALUATION CRITERIA FOR ENGINEERS; SURVEYORS & ENVIRONMENTALIST**

Qualifications of Proposed Resources (50 Points)

10.1.4.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)		
Name of Staff Member	Qualification (10 points)	
	Diploma	Degree/Advance Diploma
1. Accountable professional: Project Leader	3.5	5
2. Responsible Professional/ Engineer/ Technologist/ Technician	3.5	5
Subtotal number of points		
Evidence Required	Attach certified qualifications (less than 6 months from closing date)	

Professional Registration of Proposed Resources

10.2.4.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)		
Name of Staff Member	Professional Registration	
	Pr.Techni/GTc/E AP/Certified NS	Pr.Tech/Pr.Eng/GPr./GTg/ PNS
1. Accountable professional: Project Leader	5	10
2. Responsible Professional/ Engineer/ Technologist/ Technician	5	10
Subtotal number of points		
Evidence Required	Attach certified professional registration certificate (less than 6 months from closing date)	

Experience of Proposed Resources

10.1.4.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (20 points)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable professional: Project Leader	2.5	5	10
2. Responsible Professional/ Engineer/ Technologist/ Technician	2.5	5	10
Subtotal number of points			
Evidence Required	Attach detailed CV showing experience.		

Company experience in managing projects (20 points)

Project	Completed Project
Project 1	5
Project 2	5
Project 3	5
Project 4	5
Sub-total number of points	20
Evidence Required	Signed appointment letters on client's letterhead and fully signed completion certificates

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

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
Total number of points				
Evidence Required	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

Locality (20 points):

Evaluation sub-criteria: Locality (20 points)	
Within Limpopo	20
Outside Limpopo	5
Non Submission	0
Total number of points	
Evidence Required	Any of the following: v) Municipal Statement in Company or Directors name. vi) Lease agreement & municipal statement of the lessor (both required)

iv. **EVALUATION CRITERIA FOR OHS**

Qualifications of Proposed Resources (50 Points)

10.1.5.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)		
Name of Staff Member	Qualification (10 points)	
	Certificate	Diploma/Degree
1. Accountable professional: Project Leader	2.5	5
2. Responsible Professional: OHS Agent	2.5	5
Subtotal number of points		
Evidence Required	Attach certified qualifications (less than 6 months from closing date)	

Professional Registration of Proposed Resources

10.2.5.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)			
Name of Staff Member	Professional Registration		
	CHSO	CHSM	Pr. CHSA
1. Accountable professional: Project Leader	4	7	10
2. Responsible Professional: Project Manager	4	7	10
Subtotal number of points			
Evidence Required	Attach certified professional registration certificate (less than 6 months from closing date)		

Experience of Proposed Resources

10.1.5.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (20 points)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable professional: Project Leader	2.5	5	10
2. Responsible Professional: OHS	2.5	5	10
Subtotal number of points			
Evidence Required	Attach detailed CV showing experience.		

Company experience in managing building projects (20 points)

Project	Completed Project
Project 1	5
Project 2	5
Project 3	5
Project 4	5
Sub-total number of points	20
Evidence Required	Signed appointment letters on client's letterhead and fully signed completion certificates

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

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
Total number of points				
Evidence Required	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

Locality (20 points):

Evaluation sub-criteria: Locality (20 points)	
Within Limpopo	20
Outside Limpopo	5
Non Submission	0
Total number of points	
Evidence Required	Any of the following: vii) Municipal Statement in Company or Directors name. viii) Lease agreement & municipal statement of the lessor (both required)

v. **EVALUATION CRITERIA FOR SOCIAL FACILITATOR**

Qualifications of Proposed Resources (50 Points)

10.1.5.1 - Evaluation sub-criteria: Qualifications of proposed resources (30 points)		
Name of Staff Member	Qualification (30 points)	
	Diploma	Degree
1. Accountable professional: Project Leader	7.5	15
2. Responsible Professional: Social Facilitator	7.5	15
Subtotal number of points		
Evidence Required	Attach certified qualifications (less than 6 months from closing date)	

Experience of Proposed Resources (20 points)

10.1.5.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (20 points)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable professional: Project Leader	2.5	5	10
2. Responsible Professional: OHS	2.5	5	10
Subtotal number of points			
Evidence Required	Attach detailed CV showing experience.		

Company experience in managing building projects (20 points)

Project	Completed Project
Project 1	5
Project 2	5
Project 3	5
Project 4	5
Sub-total number of points	20
Evidence Required	Signed appointment letters on client's letterhead and fully signed completion certificates

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

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
Total number of points	0			
Evidence Required	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

10.1 STAGE 2 – Price and Specific Goals Evaluation (Applicable during the implementation of the panel)

- (i) The stage 2 will only be applicable during request for quotations which will be limited to only PSP who will be approved in the panel for price and preferential goals point allocation.
- (ii) When pricing proposals / RFQs are called for, bidders that will be invited to bid in line with the IDT's SCM Policy will be required to submit proof of evidence for specific goals for the allocation of points.
- (iii) Minimum of 10 bidders will be invited per discipline for each assignment and the selection method will be based on a numerical group segmentation of all the bidders in the approved panel.

10.2 General Condition

- (i) The tender shall be valid for 120 calendar days from bid closing date.
- (ii) No late, bids, copies, e-mailed or faxed documents will be considered.
- (iii) Bids must be submitted by no later than **12h00 on Monday 03 JUNE 2026**. 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
- (iii) IDT reserves the right to use or not to use the approved panel and may so choose to go on open tender without furnishing any reasons whatsoever.

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE
(To be completed by bidder)**

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE LIMPOPO SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Limpopo Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Bidding Documents, the Limpopo Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the Limpopo Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :
.....
.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.
7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

7.(1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))				
BID NUMBER:	IDT-LP-PSP-PANEL-2026-2029	CLOSING DATE: 03 JUNE 2026		CLOSING TIME: 12:00
DESCRIPTION	EXPRESSION OF INTEREST FOR LIMPOPO PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
LIMPOPO INDEPENDENT DEVELOPMENT TRUST				
ABSA BUILDING 1ST FLOOR				
76E SCHOEMAN STREET				
POLOKWANE 0699				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	David Motsatse		CONTACT PERSON	Mr. Thabang Moekoa
TELEPHONE NUMBER	012 845 2000		TELEPHONE NUMBER	015 295 0000/0004
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	DavidMo@idt.org.za		E-MAIL ADDRESS	thabangmo@idt.org.za
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:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS				

- 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:

**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**

(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) 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	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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 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	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:
ADDRESS:
.....
.....

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 consortium² 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 bid der

² 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.



EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

PROJECT NAME 1: _____

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client: _____

Tender Amount R_____

Name of Project and description: _____

Contract Duration _____

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Excellent	2.5	
Good	2	
Fair	1	
Poor/Not Acceptable	0	

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

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client Signature• _____ Date _____

OFFICIAL STAMP



EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

PROJECT NAME 2: _____

Type of Project, e.g.: _____
(New school, renovation of clinic, general scope, etc.)

Client: _____

Tender Amount R _____

Name of Project and description: _____

Contract Duration _____

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Excellent	2.5	
Good	2	
Fair	1	
Poor/Not Acceptable	0	

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

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client Signature• _____ Date _____

OFFICIAL STAMP



EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

PROJECT NAME 3:

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client:

Tender Amount R

Name of Project and description:

Contract Duration

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

Table with 3 columns: DESCRIPTION, SCORE, TICK APPROPRIATE CORING. Rows include Excellent (2.5), Good (2), Fair (1), and Poor/Not Acceptable (0).

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

Client/Principal Agent contact person-

Telephone-

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client Signature• Date

OFFICIAL STAMP box



EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

PROJECT NAME 4: _____

Type of Project, e.g.: _____

(New school, renovation of clinic, general scope, etc.)

Client: _____

Tender Amount R _____

Name of Project and description: _____

Contract Duration _____

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Excellent	2.5	
Good	2	
Fair	1	
Poor/Not Acceptable	0	

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

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client Signature• _____ Date _____

OFFICIAL STAMP

