



Request for Proposal:

**PROFESSIONAL CONSULTANCY SERVICES FOR
DIHLABENG REGIONAL HOSPITAL PHASE 2:**

ARCHITECTURAL SERVICES

CDC/78/25

Document N^o

CDC-DOH-RFP-078-25

17 April 2025

Bidder : _____

DOCUMENT INFORMATION SHEET

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : *PROFESSIONAL CONSULTANCY SERVICES FOR DIHLABENG REGIONAL HOSPITAL PHASE 2*

DOCUMENT TITLE : *Request for Proposal: Professional Consultancy Services for Dihlabeng Regional Hospital Phase 2: Architectural Services*

DOCUMENT No. : *CDC-DOH-RFP-078-25*

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
08 Apr. 25	Name:	Name:	Name:
	Signature:	Signature:	Signature:

Distribution:	<i>Potential Bidders</i>
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REQUEST FOR PROPOSAL
PROFESSIONAL CONSULTANCY SERVICES FOR DIHLABENG REGIONAL HOSPITAL
PHASE 2:
ARCHITECTURAL SERVICES
Contract No. CDC/78/25

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The Coega Development Corporation (CDC) was appointed by the National Department of Health (NDoH) to act as an Implementing Agent for the implementation of the department's health infrastructure projects under the In-Kind grant funding. These projects range from the construction of Regional & District Hospitals, Community Health Centres (CHC) and Primary Health Clinics (PHC) with associated Staff Accommodation

INVITATION AND SCOPE OF SERVICES

The CDC is inviting capable and competent Service Providers to submit proposals **as single entities or Joint ventures/consortiums** for the provision of professional consultant services for Dihlabeng Regional Hospital smart revitalization project, located in Bethlehem in the Free State Province. Respondents are required to have relevant experience and knowledge in the administration of construction contracts, managing and administering the respective consultants for complex infrastructure projects, where sectional completion and decanting are applicable. The professional consultancy service required is for the following disciplines;

No.	Contract Number	Discipline
1	CDC/78/25	Architectural Services

The respondents are required to have relevant experience and knowledge to undertake the professional consultancy duties and complete the identified deliverables from Stage 3 & 4, Stages 5, 6 and 7. The period for this appointment will be valid for 36 months or after the acceptance of the Close Out report for this project. The successful bidders will subsequently enter into a Service Level Agreement (SLA) with the CDC.

TERMS AND CONDITIONS

Failure to adhere to the conditions stated hereinunder or to provide evidence where specified, will render the submission non-responsive and the submission will be declared as null and void and will not be considered further.

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) The 80/20 preference point system, as per the Preferential Procurement Regulations, 2022

The Following scores will be applied:

- (i) Price - 80
- (ii) Specific Goals (B-BBEE Status Level of Contribution) - 20

- (c) The following legislation shall apply:

- (i) Public Finance Management Act (PFMA);
- (ii) Construction Industry Development Board Act, (CIDB Act 38 of 2000)
- (iii) National Treasury Regulations;
- (iv) Public Procurement Act, 2024;
- (v) Preferential Procurement Regulations, 2022;
- (vi) National Building Regulations and Building Standards Act (103 of 1977)
- (vii) South African National Standards (SANS) 10400
- (viii) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
- (ix) Compensation for Occupational injuries and disease Act (130 of 1993);
- (x) Broad -Based Black Economic Empowerment (BBBEE) Amendment Act (46 of 2013);
- (xi) Disaster Management Act (57 of 2002);
- (xii) The National Qualifications Framework Act (Act No. 67 of 2008)
- (xiii) The National Qualifications Framework Amendment Act (Act No. 12 of 2019)
- (xiv) The Skills Development Act (Act No. 97 of 1998) as amended by Employment Services Act 4 of 2014;
- (xv) National Heritage Resources Act, NHRA (Act No. 25 of 1999);
- (xvi) Competition Act (Act No. 89 of 1998);
- (xvii) Protection of Personal Information Act (Act No. 4 of 2013; and
- (xviii) Any other applicable legislation.

- (d) As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R1.8 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R1.8 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their

ownership and annual turnover. The consortia/Joint Venture must submit a consolidated B-BBEE Certificate as well as individual B-BBEE Certificates /affidavits of their own entities to confirm the type of enterprise

- (e) Bidders and all its Consortium/Joint Venture (JV) members, if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (f) All Bidders must be Value Added Tax (VAT) Vendors and the offers will be deemed to include VAT. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Service (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (g) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0.
- (h) The CDC will only award the Tender to a Successful Tenderer who is tax compliant. The tax compliant status of the Tenderers (and all the members in the Tendering Team in the case of Consortia or Joint Ventures) will be verified through the CSD and South African Revenue Services (SARS) website.
- (i) Capacity assessment will be conducted if the recommended bidder is eligible to be awarded already has other active contracts with the CDC.
- (j) Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (k) The Bidders must nominate a person who will be their Overall Project Team Leader. The Overall Project Team Leader:
 - (i) Should have delegated authority to sign:
 - (1) The Tender Submissions;
 - (2) Any correspondence with the CDC during the bidding process;
 - (3) The Agreement to be entered into with the Successful Bidder; and
 - (4) Any correspondence during the Contract Execution Phase.
 - (ii) Would be conferred the authority to be the duly Authorised Signatory as would be provided in the **Certificate of Authority of Signatory** that should be included in the Tender Document.

- (iii) Will be the sole point of contact between the CDC and the Bidder during this bidding process, and during contract execution (i.e. for the Successful Bidder).
- (iv) Would be required to review and sign off all the deliverables to the CDC during the execution of the contract, confirming their quality and professional soundness.
- (l) In the case of JVs/Consortia, the Bidder must include a Letter of Intent to Enter into a **JV/Consortium Agreement**.
- (m) Entities are not allowed to be a member of more than one (1) JV/Consortium or Bidding Team
- (n) The CIDB B.U.I.L.D Standard for Indirect Targeting for Enterprise Development through Construction works Contracts, published in Gazette Notice No. 36190 of 25 February 2013 is applicable to this project. The CIDB B.U.I.L.D Standard for Developing Skills Through Infrastructure Contracts (March 2023) shall also apply to this contract;
- (o) Bidders must complete and sign the **POPI Act consent form**. In the case of a Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed.
- (p) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this Tender Document and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (q) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and National Environmental Management Act, Act (107 of 1998), Disaster Management Act, Act (57 of 2002) and all applicable Legal and Other requirements. CDC Sustainability Business Unit will monitor compliance and implementation of SHE Management Systems throughout the duration of the contract.
- (r) The successful bidder will be required to procure the services of a Professional Construction Health & Safety Agent (PrCHSA), as part of the conditions of appointment.
 - (i) The appointment of the PrCHSA is to be a nominated sub-consultant under the Principal Agent / Lead Project Manager Service Provider.
 - (ii) The PrCHSA will be required to appoint a competent Environmental Officer (EO) based fulltime on site to oversee compliance of environmental obligations.
- (s) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they collect the tender documents to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (t) Bidders will be evaluated based on functionality and must meet the **minimum threshold of 65 points** in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion is provided in the document;

- (u) The bids will be evaluated as follows:
 - (i) Stage 1: Responsiveness Assessment,
 - (ii) Stage 2: Functionality Assessment
 - (iii) Stage 3: Quantitative Assessment,
 - (iv) Stage 4: Qualitative Assessment
- (v) Tender validity shall be **Twelve (12) weeks** from the closing date. Tenders must only be submitted on the tender document that is issued. Tenders must only be submitted on the tender document that is issued.
- (w) Incomplete Tender document Submissions will be deemed null and void and shall be considered non-responsive.
- (x) Proof of registration with relevant Professional Statutory Bodies or membership with Voluntary Associations (whichever is specified). Confirmation of professional registration will be conducted at a point in time of the evaluation process through the Professional Bodies' Registries, therefore professionals must ensure that their registrations are valid and appear in the registers throughout the evaluation process.
- (y) Attendance of the Mandatory Site Briefing Meeting by at least one member of the Company or JV/Consortium is required. The attendance register will be used to confirm attendance.
- (z) Disbursements will be paid based on proven costs using Department of Public Works rates as a guideline. Bidders are advised to utilise the correct vehicle capacity they intend to use when pricing for Travelling under disbursement. The Vehicle Capacity e.g., **2500 cc** used at bidding stage will be the same vehicle capacity e.g., **2500 cc** utilised on appointment and during Implementation.
- (aa) Rates tendered will be subject to negotiation, not exceeding the applicable industry rates as prescribed by the tariff of fees or remuneration guidelines issued by the relevant professional service organization or regulatory body
- (bb) The CDC reserves the right not to accept tendered rates that are discounted beyond 20% of the applicable industry rates as prescribed by the tariff of fees or remuneration guidelines issued by the relevant professional organization or regulatory body.

Collection of Documents

An open tender process will be followed. The Tender Notice will be published on the CDC website, Tender Bulletin (e-tender), and Free State Provincial Tender Bulletin on **Thursday, 17 April 2025**.

Bid documents will be available for download from the CDC Website (www.coega.co.za) and Tender Bulletin (e-tender) from **Thursday, 17 April 2025 at 10:00 am, at no cost**. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages.

Mandatory Briefing Session

A mandatory Site Briefing Meeting will be held at Dihlabeng Regional Hospital on **Wednesday, 30 April 2025 at 11:00 am**.

- Physical address - Eufees Street, Bethlehem, Free State, South Africa
- **GPS Co-Ordinates - 28° 13' 58.57" S; 28° 19' 11.56" E**

Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

Closing date and time

The closing time for the receipt of tenders is **12h00 on Monday 19 May 2025**. One original completed bid document shall be placed in a sealed envelope clearly marked;

**“CDC/78/25 RFP: RFP - Professional Consultancy Services for Dihlabeng Regional Hospital
Phase 2 – Architectural Services”**

Bids are to be placed in the tender box at **the CDC Pretoria Office, 145 Herbert Road, Eastwood, Pretoria, 0083**.

Bids will not be opened in public, and no late submission will be considered. Failure to provide any mandatory information required in this document will result in the submissions being deemed null and void and shall be considered non-responsive.

Bid Communication

Bidders are requested to send enquiries related to the bid to dohtenders@coega.co.za, between the period of **17 April 2025 to 12 May 2025**. No new queries received after **12 May 2025** will be entertained.

No telephonic or any other form of communication relating to this bid with any other CDC member of staff, CDC Agent, Client or any other role players will be permitted. All enquiries regarding this tender must be in writing only, and must be directed to: Ms Zine Mtanda, Unit Head: Supply Chain Management; email: dohtenders@coega.co.za.

Failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms conditions, etc., to any other service Bidder nor to any parties who have not submitted tender documents. The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

1 INTRODUCTION AND BACKGROUND

The National Department of Health (NDoH) has appointed the Coega Development Corporation (CDC) to implement the delivery of various infrastructure projects. Dihlabeng Regional Hospital (DRH) located in Bethlehem, Free State Province, has been identified as the beneficiary of In-Kind Grant funding from the National Department of Health (NDOH). The grant funds deserving recipients for revitalisation of existing facilities to bring them in line with modern standards as promulgated under the NHI White Paper.

The end user, in conjunction with the NDOH, identified and prioritised the need for revitalisation of the existing healthcare facility and motivated to the National Department of Health. The facility is located within the Thabo Mofutsanyane District, which is the provincial pilot NHI district in the Free State. The construction works for Dihlabeng Regional Hospital are currently underway, under the supervision of an Employer appointed multi-disciplinary team of professional consultants. Completion of the construction period is revised to August 2027.

The CDC seeks to appoint a Built Environment Professional Service Provider to take over the following on the ongoing Phase 2 construction contract at Dihlabeng Regional Hospital;

- (a) management and administration of the construction contracts and processes, including the preparation and co-ordination of the necessary documentation to facilitate effective execution of the works, and
- (b) The process of managing and administering the project closeout, including preparation and co-ordination of the necessary documentation to facilitate the effective operation of the project.

The expected duration of the appointment is thirty-six (36) months, and encompasses Stage 3 & 4 documentation review, Stage 5: Works, Stage 6 - Hand Over/Commissioning and Stage 7 – Close Out

2 SCOPE OF PROFESSIONAL SERVICE

Respondents are required to have relevant experience and knowledge in the administration of construction contracts, managing and administering the respective consultants, construction management and commissioning of complex infrastructure projects, where sectional completion and decanting are applicable. The CDC requests capable and competent PSPs to submit Proposals **as single entities or Joint ventures/Consortiums** for the provision of Professional Consultancy services.

The discipline required is:

- Architectural Services

The detailed professional services, broken down into various project stages with specific deliverables which are to be provided for the project as per Framework for Infrastructure Delivery and Procurement Management (FIDPM) stages are;

- (i) Stage 3: Design Development (design and documentation review)
- (ii) Stage 4: Tender Documentation and Procurement (reviewing, updating and issuing information)
- (iii) Stage 5: Contract Administration and management, and site supervision of the works

- (iv) Stage 6: Handover and Commissioning
- (v) Stage 7: Project closeout

The Construction works will constitute the following main activities in sections as appropriate.

- (a) Demolition of several single-story redundant buildings and structures including the existing, NHLS/SANBS building, Transport building, pedestrian link block C to D, paving etc.
- (b) Upgrades to the N5 Entrance and Eeufees Street.
- (c) Construction of new Hospital buildings including multilevel concrete structure for blocks M&N.
- (d) Extensions and refurbishment or alterations to some of the existing buildings including blocks A, B, C and D including extensions to blocks C and D.
- (e) Removal of old and installation of new HVAC, electrical, Fire detection & protection, electronic services and Medical Gas supply into new build and refurbished areas.
- (f) Procurement of Health Technology including hospital equipment, furniture, consumables, etc. – prior to and post Practical Completion in sections.

The appointed service provider shall be required to also procure, appoint and manage the deliverables required from specialist consultants and quality monitoring resources. In addition the appointed service provider is to engage the services of a Clerk of Works, this resource shall be a secondment appointment as directed by the client. Refer to the financial proposal (**Appendix D2 – Financial Proposal**) for the detailed breakdown of deliverables for the service providers and the respective subconsultants to procure and resident site engineers to engage. The tendered fees will be applied to the value of each stage until completion of the project.

The period for this appointment will be valid for 36 months or after the acceptance of the Close Out report for this project. The construction works of the project commenced in March 2023 and is currently executed by the appointed main contractor.

Bidders will be required to submit rates for the different delivery stages of the project. The rates are essentially split as;

- (i) Stage 3 & Stage 4 delivery – Hourly rate
- (ii) Stage 5, 6 & 7 delivery – percentage split

2.1 Services To Be Performed by Professional Service Providers

The following are the detailed services, broken down into various project stages with specific deliverables, which shall be provided by the Professional Service Providers:

Table 2: *Scope of Services*

STAGE	SCOPE OF SERVICES	PSP DELIVERABLES
FIPDM Stage 3 Design Development (Review)	<ul style="list-style-type: none"> (1) Review design development documentation and drawings generated by all the various consulting disciplines, specific reference to architectural aspects (2) Review the spatial coordination of the works designed by other consultants and specialist (3) Review all design approval obtained from relevant authorities and comment on required approval 	<ul style="list-style-type: none"> (a) Report on detail design documentation review process with findings for each of the building blocks design disciplines (b) Provide updated information on detail designs with attention to non-technically co-ordinated design aspects identified
FIPDM Stage 4 Tender documentation and procurement (Review, updating)	<ul style="list-style-type: none"> (1) Prepare and/or Review of construction documentation and co-ordinate the documentation with the work designed by other consultants (2) review of procurement documentation and technical documentation issued (3) prepare and/or review contract documentation to procure offers for the execution of works for identified outstanding works, with reference to architectural aspects (4) review of all compliance standards implemented and provide commentary on any noncompliance identified with rectification proposal 	<ul style="list-style-type: none"> (a) Report on analysis of status of construction documentation issued and outstanding information. (b) Acceptance by PSP of designs and construction architectural documentation (started by others) stating updated conditions and items excluded. Where deficiency in architectural design documentation is identified corrective measures are proposed (c) Update and provide architectural documentation of the identified building blocks in 3D using Revit, all building services to be included in the model. (d) Engage the services of specialist to address the noncompliance to standards identified, following approval from client

STAGE	SCOPE OF SERVICES	PSP DELIVERABLES
FIPDM Stage 5 Construction documentation and management (Site supervision of Works)	<ul style="list-style-type: none"> (1) Co-ordinate the construction documentation required for issue with various consultants. Set up and direct formal co-ordination structure required for complex buildings (health technology, engineering services coordination) (2) Conduct consultation meetings with end-user including specialist subconsultants and record proceedings, and incorporate end-user input into architectural designs (3) Administer and perform the duties of the architect including quality inspections and reporting (4) Attend regular Technical Meetings and Progress meetings on site together with the design team, contractor and client representative; (5) Monitor adequacy of contractor's quality assurance plan; checking contractor conformance to quality plan (6) Procure the services of specialist subconsultants and quality monitoring resources based fulltime on site. (7) Prepare sectional practical works completion list for issue to contractor for architectural related scope 	<ul style="list-style-type: none"> (a) Construction architectural drawings and documentation including specification schedules issued to the contractor. (b) Report/minute the co-ordination meetings with responsibility action items. (c) Contracted specialist subconsultant and Clerk of works for quality control monitoring. (d) Conduct quality Inspections to monitor contractors attendance to sectional practical completion list
FIPDM Stage 6 Handover and Commissioning	<ul style="list-style-type: none"> (1) Prepare certificates of Sectional Practical Completion (architectural scope) and Solicit Occupation Certificate and other statutory certificates (2) Provide the client with as-built drawings, certificates relevant technical data and guarantees from supplier on sectional completion of the works. (3) Manage and provide architectural related operating and maintenance manuals as well as all warranties and guarantees, and manage obtaining all statutory compliance certificates and documentation (4) Finalise and assemble record information reflecting the infrastructure completed 	<ul style="list-style-type: none"> (a) Submit to client as-built construction drawings co-ordinated with contractor and design team (b) Defects list for completion (c) Hand over / Record Information report (d) Maintenance and operating manual, Staff training manual and register of assets (e) Issue Sectional practical completion certificate. Compliance / statutory certificates packaged for submission to client

STAGE	SCOPE OF SERVICES	PSP DELIVERABLES
	<ul style="list-style-type: none"> (5) Provide architectural information for the handover of works and record/package information to issue to the end user (6) Monitor works / scope for defects list issued to contractor to achieve the sectional final works completion 	
FIPDM Stage 7 Close out	<ul style="list-style-type: none"> (1) preparation of the final sectional works completion list for issue to the contractor, on the architectural related scope (2) Monitor the rectification by the contractor of the defect items to achieve final sectional works completion (3) Monitor the process of preparation of as-built drawings information from the contractor (4) Monitor and issue the final completion defects list and certificate of final completion (5) Preparation and submission of project close out report 	<ul style="list-style-type: none"> (a) Issue Certificate of sectional final completion (b) Provide architectural input for the Project close-out report to be approved by client (c) Submit as-built architectural drawing and specification documentation to client in agreed format

*Bidders are to note that the listed scope of services and deliverables is not exhaustive of the extent of services and deliverables required over the contract period.

3 PREPARATION OF SUBMISSION

The following items are to be submitted:

- (a) All documentation required under the Mandatory assessment criteria;
- (b) All documentation required for the Functionality assessment;
- (c) The Financial Proposal form is to be completed in full by respondents;
- (d) The Functionality Scoring Schedules are to be completed with details of the key professionals evaluated;
- (e) Individuals nominated that will act as lead/key professional for each discipline and will be assigned to this project;

4 BID EVALUATION CRITERIA

The evaluations of bids will be carried out in four (4) stages as indicated in the **Table 3** below.

Table 3: *Stages and areas of Assessment of Bidders' Submissions to this RFP.*

Stage of Assessment	Area of Assessment	Requirements
	Timeous Submission	<ul style="list-style-type: none"> All the submissions must be received on time before the closing date and time reflected on the RFP Invitation (First page of this RFP Document). Bids must be submitted in a sealed envelope clearly marked and bid document securely packed. Refer to Section 4.1 below.
Stage 1	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> Not been provided or submitted partially complete; Been altered and not initialled by the duly authorised person; Correcting fluid used to alter some information; Not meeting the mandatory requirements of this RFP Document; Has not been signed by the duly authorised Bidder(s)' Representative. <p>Refer to Section 4.2</p>
Stage 2	Functionality Assessment	<p>Bidder(s) will be evaluated on functionality and are expected to meet the minimum of 65 points threshold in order to be evaluated further.</p> <p>Refer to Section 4.4, Schedule B1 to Schedule B4.</p>

Stage of Assessment	Area of Assessment	Requirements
Stage 3	Quantitative Assessment	This is aimed at assessing if the Bidder(s) that have gone through the Functionality Assessment in Stage 2; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s). Refer to Section 4.5
Stage 4	Qualitative Assessment	This is aimed at assessing if the Bidder(s) that have gone through the Quantitative Assessment in Stage 4 pose any commercial risks. Refer to Section 4.6

4.1 Timeous Submissions

- (a) All the bids must reach the CDC before the stated date and time of closure of this RFP Process.
- (b) Bids must be submitted in a sealed envelope clearly marked, and the bid document must be properly bound with no loose pages securely packed.
- (c) No late submissions will be accepted.

4.2 Stage 1 – Responsiveness Assessment

- (a) For the bidder to be considered as being responsive and eligible for the next stage of assessment, it must pass the Responsiveness Assessment Stage. This will be determined from the submitted bid and Returnable Documents meeting the mandatory requirements that are listed in **Table 4** below.
- (b) If any of the items reflected in **Table 4** are not furnished fully, filled in erasable ink or not signed and initialled on each page by the duly authorised bidder's representative, then the submitted bid will be considered as null and void and shall be considered as non-responsive and will therefore not be assessed further.

Table 4: Mandatory Requirements to be Submitted

Item	Mandatory Requirements Description
(1)	Completed and signed Invitation to Bid (SBD 1) . In bids where Joint Venture/Consortium are involved, each party must submit a separate CSD number on SBD1 .
(2)	Completed and signed Bidder's Disclosure Form (SBD 4) . In case of a Joint Venture/Consortium, a separate Bidder's Disclosure Form in respect of each party to the Joint Venture must be completed and submitted.
(3)	Bidders must complete and sign the Attendance Register for the mandatory briefing meeting. One delegate may not represent more than one prospective bidder in the briefing meeting.
(4)	Original completed handwritten Financial Proposal Schedules (A0, A1, A2, A3 & A4) filled in clearly legible with permanent ink and duly signed. (Appendix D2)
(5)	Signed Letter of Intent to enter into Joint Venture/Consortium. To be signed by all parties (Where applicable).
(6)	Completed and Signed Certificate of Authority of Signatory to be signed by ALL BIDDING ENTITIES and in case of a Joint Venture/Consortium the Authority of Lead Partner to sign JV/Consortium documents to be signed by all parties in the JV. Proof of authority to sign may be submitted in a form of company resolution.
(7)	Completed and signed Nominated Lead Professionals form.
(8)	<p>Demonstrated human resource capacity of the firm to render the required service. For each professional/resource nominated in Appendix F, the bidder must provide:</p> <ul style="list-style-type: none"> (i) Proof of professional registration and, (ii) Proof of qualification for administrative support staff and, (iii) CV's for all nominated resources <p>Architectural Services – Professional Architect registered with the South African Council for The Architectural Profession (SACAP)</p> <ul style="list-style-type: none"> (i) 1 x SACAP registered Professional Architect with minimum 15 years post professional registration experience and (ii) 1 x additional SACAP registered Professional Architect with a minimum 6 years post professional registration experience and (iii) 2 x additional SACAP registered Architectural Technologist with a minimum 6 years post professional registration experience and (iv) 1 x administrative support staff with relevant administrative qualification (NQF 6 level or higher) and with a minimum 5 year experience in support/administrative role in a built environment office or practice.

Item	Mandatory Requirements Description
	<p>Only professional registration is required, and no candidate registration will be accepted as lead (except for candidates support and administrative staff).</p> <p>A Lead Professional must only be replaced with an individual of equal or higher qualifications and/or experience and only with written approval of the employer</p> <p>The Professional must not be nominated for more than one (1) competing bidder/s as this constitutes a Conflict of Interest in terms of the Companies Act.</p> <p>Repetition of resources for the disciplines of Principal Agent/Lead Project Manager (CDC/77/25) and Architectural Services (CDC/78/25) will not be accepted.</p>
(9)	<p>Demonstrated experience of firm in completion - <u>i.e. the design, planning, site supervision and close out</u> of a health care facility project in the last 10 years – health facility specific to hospital projects. Bidding professional discipline firm must supply:</p> <p>(a) Proof of award letter (stating service rendered); and</p> <p>(b) Completion certificate for at least two (2) health care facility projects; and</p> <p>(c) Reference letters for each completed project for at least two (2) health care facility projects that adhere the categories stated hereunder.</p> <p>The category of Health care facility projects is limited only to,</p> <p>(i) District hospitals (level 1 hospital; 150 to 300 beds)</p> <p>(ii) Regional hospital (Level 2 hospital; 200 to 800 beds)</p> <p>(iii) Tertiary hospital (Level 3 hospital; 400 to 800 beds)</p> <p>(iv) Central hospitals (including Specialised hospital; maximum 1200 beds)</p>

NB: Failure to compete all mandatory information will result in submissions being deemed null and void and shall be considered '**non-responsive**'.

4.3 Additional Information Required

The following additional information is required for the assessment of tenders:

Table 5: Additional Information to be Submitted

Item	Description
(1)	Completed and signed Form SBD 6.1 (Appendix C) preference points claim form in terms of the Preferential Procurement Regulations 2022.
(2)	<p>As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements).</p> <p>QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of above R1.8 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level.</p> <p>EMEs with a turnover of less than R1.8 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover.</p> <p>In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise;</p>
(3)	<p>Supporting documents for nominated project team:</p> <ul style="list-style-type: none"> (a) An organogram of all members of the Joint Venture/Consortium; (b) Company profiles of all the members of Joint Venture/Consortium; (c) Pro-Forma Joint Venture/Consortium Agreement; and (d) CVs of each professional nominated in Appendix F. <ul style="list-style-type: none"> • The professional nominated must demonstrate experience in health care building projects (e) CVs of technical support and administrative support staff nominated in Appendix F <p>Only CV's for individuals listed in Appendix F would be considered for Functionality evaluations. Failure to submit this information will result in no score to be obtained for this requirement.</p>
(4)	<p>Valid professional indemnity insurance to be provided for the professional service, the document must confirm following;</p> <ul style="list-style-type: none"> a) Proof of valid uninterrupted Professional indemnity insurance to the minimum value of R15million for each claim b) Proof must be in the form of an original official letter from the insurance provider or from the submission of the insurance policy document c) The value of the insurance per professional discipline and service being covered must be stated – letter of intent will not be accepted.

Item	Description
(5)	Reference letters or completed detailed performance evaluation forms duly completed and signed from at least two (2) previous Clients for similar projects designed and constructed. Reference letters will only be considered if they provide an assessment of bidder's performance with respect to time, cost and quality management.
(6)	Bidders must submit a completed and signed POPIA consent form. In case of Joint Venture / Consortium, a separate form in respect of each party to JV must be completed.

4.4 Stage 2 – Functionality Assessment

Bids are to be evaluated using Functionality Criteria with a minimum threshold of 65 points to be achieved before proceeding to quantitative assessment. Functionality Scoring will be evaluated as per Tables below.

- (a) Table B1: Functionality Criteria Scoring
- (b) B2: Indicators for Scoring of Functionality Criteria
 - (i) Table B2.1 – Demonstrated Experience of registered professional in comparable / similar projects.
 - (ii) Table B2.2 – Proposed Methodology for Execution of the Service
 - (iii) Table B2.3 – Quality Management System
 - (iv) Table B2.4 – Local Based Service provider

Table B1 – Functionality Scoring Criteria

#	Functionality Criteria	Weighting	Requirements
1	Demonstrate experience of registered professionals identified in Appendix F in comparable / similar health care facility projects (i.e. minimum R250m construction value)	50	<p>This criterion covers the experience of each of the registered professional, as nominated in Appendix F, on related construction projects of similar complexity and size. These professionals are deemed to be assigned to this project if successful and may only be substituted in exceptional circumstances. Bidders are to provide details on construction projects with the highest value that have been completed in the last 10 years. Each individual member of the entity and/or Consortium/Joint Venture that has been nominated and assigned to this project to supply a comprehensive CV detailing their relevant experience</p> <p>Architectural Services</p> <p>(a) 1 x Professional Architect (Lead) that has verifiable experience in general building projects with value not less than R250 million in last 10 years <u>and</u>,</p> <p>Additional Resource/s</p> <p>(b) 1 x additional Professional Architect (Project Architect) that has verifiable experience in general building projects with value not less than R250 million in last 10 years) <u>and</u>,</p> <p>(c) 2 x additional Architectural Technologist that have verifiable experience in general building projects with value not less than R250 million in last 10 years</p>
3	Proposed methodology and work programme for execution of the professional services	25	The bidders are to provide details of the proposed methodology and work programme for the execution of the professional services. The proposed methodology to refer to the scope of services, specific deliverables. The key risk factors to be identified with mitigation actions stated.
4	Quality Control System and Procedures which ensure compliance with the standards and specifications required for delivery of the project.	15	The bidders are to provide documentation of the availability of a quality management systems or quality management plan established within the organisation which can be utilised for this project. Details of the certification or accreditation (and maintenance) of the quality control and assurance system is to be provided by the bidders.

#	Functionality Criteria	Weighting	Requirements
5	Local based service providers	10	The bidders must submit proof of office establishment as evidence to demonstrate locality. This should be a Lease Agreement / Municipal Bill / Title Deed (in the name of the bidding entity). Printed CSD, statement of account and CIPC Registration document will not be considered as a proof of locality.

A maximum of up to 100 evaluation points will be awarded in respect of functionality/quality.

A **minimum of 65 points** of the total number of points will be required in order to be considered further.

B2 Indicators for Scoring of Functionality Criteria

Table B2.1 *Demonstrated experience of Registered professional identified*

Discipline	Name of lead / key professional (Same as Appendix F)	Weighting	Relevant Experience post registration of Lead / Key Professional					Calculated Points = (Weighting x Score)
			Score					
			0 (No Response)	25 (Poor)	50 (Satisfactory)	75 (Good)	100 (Very Good)	
			No information or (0) projects completed in the last 10 years	At least two (2) project completed or awarded of value up to R250 Million in the last 10 years	At least two (2) project completed or awarded of value >R250 Million up to R300 Million in the last 10 years	At least two (2) project completed or awarded of value up to >R300 Million up to R500 Million in the last 10 years	At least two (2) project completed or awarded of value up to >R500 Million in the last 10 years	
Architectural Services: Professional Architect (Lead)		50%						
Additional Resource/s: Professional Architect (Project Architect)		30%						
Draughting Resource 1: Professional Architectural Technologist		10%						
Draughting Resource 2: Professional Architectural Technologist		10%						
Total Score (Carry to Summary)								

Table B2.2 *Proposed Methodology for Execution of the Professional Services*

Proposed Methodology for Execution of Services					Score
Score					
0 (No Response)	25 (Poor)	50 (Satisfactory)	75 (Good)	100 (Very Good)	
No methodology provided for executing the work	The technical approach and/or methodology and work programme is poor and is unlikely to satisfy project objectives or requirements. The bidder has misunderstood the complexity of the scope of works, key activities to achieve required deliverable have not been identified and does not deal with the critical aspects of the project. No risk factors have been listed	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The risk factors have been listed; however they are generic and are not detailed	The approach is specifically tailored to address the specific project objectives, scope and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The risk factors have been listed which are specific to the project and have sufficient detail	Besides meeting the 75 score rating, the important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of state-of-the- art approaches. The methodology incorporates programme/scheduling and provides detailed information.	
Total Score (Carry over to Summary)					

Table B2.3 *Quality Management System*

Quality Management System					Score
Score (%)					
0 (No Response)	25 (Poor)	50 (Satisfactory)	75 (Good)	100 (Very Good)	
The bidder does not have a quality assurance or quality management system	Documented Quality Management System is available, minimum utilization and not audited	Documented Quality Management System is available, and proof supplied that the system is audited	Accredited Quality Management System i.e. ISO 9001 with accreditation proof provided	Accredited Quality Management System i.e. ISO 9001 with accreditation proof provided, and a specific Quality Management Plan for this project	
Total Score (Carry over to Summary)					

Table B2.4 *Locally based service providers*

Locally based service providers					Score
Score (%)					
0 (No Response)	25 (Poor)	50 (Satisfactory)	75 (Good)	100 (Very Good)	
No response	Outside the Free State Province	Within Free State Province	Within the District Thabo Mofutsanyana	Within the Dihlabeng Local Municipality	
Total Score (Carry over to Summary)					

SCORE SUMMARY TABLE:

Criteria	Weightings	Scores Brought Forward	Calculated Score
Table B2.1 – Demonstrated Experience of registered professional	50		
Table B2.2 – Proposed Methodology for Execution of the Services	25		
Table B2.3 – Quality Management System	15		
Table B2.4 - Locally based service providers	10		
TOTAL COMBINED SCORE			

Note:

Bidders are required to achieve a minimum threshold of 65 points in order to be considered for next stage evaluation

4.5 Stage 3 – Quantitative Assessment

Price and Specific Goals will be applicable at the time of allocating work according to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations of 2022. A 80/20 preferential point system will be used to evaluate Price and Specific Goals.

Price & Specific Goals

Area of Adjudication	Maximum Points
Tendered Price	80.00
Specific Goals (B-BBEE Status Level of Contributor)	20.00
Total Points	100.00

The formula to be used is as follows:

$$Ps = 80 \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Points scored for comparative price of tender or offer under consideration.

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

For the purposes of this tender the tenderer will be allocated points based on the goals stated in Table 6 below as may be supported by proof / documentation stated in the conditions of this tender:

Specific goals for the tender and points claimed

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

4.6 Stage 4 – Qualitative Assessment

A Qualitative Assessment will be conducted on the top three (3) highest scoring bidders. The main aim of this assessment is to do risk analysis and mitigation and to ascertain that they have capacity and capability to execute the project successfully. Performance reports for the previous projects done internally and externally will be reviewed and those bidders with negative performance reports will be invited to a clarification meeting to explain the reasons for non-performance before the decision is taken. Bidders will be vetted on Lexis Nexis Procure Check and if not appearing on the NT register of restricted suppliers or NT list of defaulters.

During this stage, tender financial offers will be verified if they are market related and if there are any arithmetic errors made. The outcome of the verification will be communicated with the bidder to confirm if their tendered price still stands or is withdrawn.

5 DISQUALIFICATIONS

Bidders will be immediately disqualified if, during the RFP stage or during the RFP evaluation and adjudication stage or after the contract has been awarded, a bidder is found to have conducted or committed any of the following:

- (a) Bidder, bidder's representatives, associates, or shareholders sought to influence the adjudication process of this tender, or outcomes of the adjudication process, directly or indirectly;
- (b) Bidder that failed to follow or observe the lines of communication that are prescribed in the RFP advert;
- (c) Collusion among bidders;
- (d) Misrepresentation of information;
- (e) Any Bidder or its principals or both who have engaged in corrupt and fraudulent practices, not only with the CDC but anywhere else;
- (f) Bidder who has pending liquidation, in receivership, bankrupt/insolvent (actually and commercially);
- (g) Tendered price that is unrealistically low and posing commercial risk to the CDC;
- (h) Poor past performance on previous projects (CDC and other); and
- (i) Bidders appearing on the National Treasury's list of restricted suppliers.

6 COPYRIGHT

Copyright in this document is vested in the CDC. No part of this document may be copied, in whole or in part, in any form or any format without the prior written consent of the CDC.

7 CONFIDENTIALITY AND MEDIA PROTOCOL

All information and documents received in relation to this tender shall be treated with strict confidence. The CDC reserves the right to announce the names of the successful bidders in the media and/or its website. A respondent shall not be entitled to any information, or documents disclosed by another bidder to the CDC which the CDC has determined to be confidential.

APPENDIX A - SBD 1 (PART A & B)

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/78/25	CLOSING DATE:	19 May 2025	CLOSING TIME:	12H00
DESCRIPTION	RFP - Professional Consultancy Services for Dhlalabeng Regional Hospital Phase 2 – Architectural Services				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Coega Development Corporation (Pty) Ltd Pretoria Office, 145 Herbert Road, Eastwood, Pretoria, 0083.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Zine Mtanda		CONTACT PERSON	Ms Zine Mtanda	
TELEPHONE NUMBER	No calls allowed		TELEPHONE NUMBER	No calls Allowed	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	dohtenders@coega.co.za		E-MAIL ADDRESS	dohtenders@coega.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>	<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>
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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:

APPENDIX B – 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 interest¹ 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 1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise. Full Name
Identity Number Name of State institution SBD4 with any person who is employed by the procuring institution?

YES/NO

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

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 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.

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.

- 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 Joint venture¹ 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. SBD4 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	

APPENDIX C – SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80.00
SPECIFIC GOALS	20.00
Total points for Price and SPECIFIC GOALS	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; and
- (d) **“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 PREFERENCE POINT SYSTEMS

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

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

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest 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 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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	18	
B-BBEE Status Level of Contributor 3	14	
B-BBEE Status Level of Contributor 4	12	
B-BBEE Status Level of Contributor 5	8	
B-BBEE Status Level of Contributor 6	6	
B-BBEE Status Level of Contributor 7	4	
B-BBEE Status Level of Contributor 8	2	
Non-compliant contributor	0	

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:

.....

APPENDIX D2 – FINANCIAL PROPOSAL

CDC/77/25 RFP – PROFESSIONAL CONSULTANCY SERVICES FOR DIHLABENG REGIONAL HOSPITAL PHASE 2; ARCHITECTURAL SERVICES

Schedule A1 – Total Fee rate based per Stage (Architect)

Hourly based fees are applicable for review stages;

- a) Stage 3 (Design Development) review of existing information and documentation produced and,
- b) Stage 4 (Tender documentation and procurement) review of procurement documentation and technical documentation issued, review contract documentation concluded, contract data and contract conditions.

No	Discipline Resources	Service Stage	Total Hours	Hourly rate (R/Hr)	Amount (Hrs x Rate)
(A)	• Registered professional (principal)	Stage 3	16		
	• Registered professional	Stage 3	32		
	• 2 x No. Registered technologist	Stage 3	96		
	• Administrative staff	Stage 3	16		
(B)	• Registered professional (principal)	Stage 4	40		
	• Registered professional	Stage 4	80		
	• 2 x No. Registered technologist	Stage 4	240		
	• Administrative staff	Stage 4	40		
	Total Rate based Fee Converted to Amount – Carry Forward to Schedule A0 (excl. VAT)				R

Notes

- The total hours permissible for fee proposal purposes: Stage 3 = 160 hours; & Stage 4 = 400 hours
- All the resources required for delivery of service as per the scope of service in Stage 3 and Stage 4 are priced in the combined hourly rate. Resources listed are deemed to be available to deliver service and included in the rate.
- Hourly rates calculated in terms of (A) and (B) above shall be deemed to include overheads and charges in respect of time expended by clerical personnel which shall, therefore, not be chargeable separately

Schedule A2 - Fee Percentage Breakdown (Architect)

Percentage based fees are applicable for FIPDM implementing stages;

- a) Stage 5 Construction documentation and management
- b) Stage 6 hand over
- c) Stage 7 Project close out

Activity per CDC Stage	Activity per FIPDM Stage	Fee Percentage Weighting	Calculated Tendered Fee Percentage per Stage (%)
Stage 1: Initiation	Stage 1: Initiation	10%	0.00%
Stage 2: Concept	Stage 2: Concept	10%	0.00%
Stage 3: Detail Designs	Stage 3: Design Development	25%	0.00%
Stage 4: Tender Documentation and Procurement	Stage 4: Tender Documentation and Procurement	10%	0.00%
Stage 5: Construction (including construction and commissioning)	Stage 5: Works (Construction documentation and management)	30%	
	Stage 6: Hand over	5%	
Stage 6: Close Out	Stage 7: Close Out	10%	
Total Percentage per Discipline & Overall Total (Carry forward to Schedule A0)			

Notes

- Tendered percentage value stated to 2 decimal places (ie 0.01)
- Fees will be paid upon proof of satisfactory fulfilment of all deliverables as per scope of service for each stage

Schedule A3 – Fee Calculation Amount (Architect)

Scope of Services	Construction Contract value (excl VAT)	Tendered Fee Percentage carried forward from Schedule A2	Calculated Fee Amount
For Stage 5 to 7 – Works, Handover & Close out	R 480 800 000.00 %	R
Total Percentage based Fee Amount – Carry Forward to Schedule A0 (excl VAT)			R

Schedule A4 – Disbursement Cost (Architect)

DISBURSEMENT STRUCTURE BREAKDOWN					
Item	Description	Unit	Qty	Rate	Total
1	Copies & Print, Travel & Time, Accommodation				
1.1	Copies & Prints	Prov. Sum	100	R1 500.00	R 150 000.00
1.2	Travelling (vehicle only per Km)	Prov. Sum	20 520	R7.50	R 153 900.00
1.3	Travelling Time (2 persons max)	Meeting	1 152	R1 200.00	R 1 382 400.00
1.4	Accommodation (2 persons max)	Prov. Sum	144	R1 300.00	R 187 200.00
	<i>Sub Total (1)</i>				<i>R 1 873 500.00</i>
2	Other Services, Specialist Subconsultants, Resident resources				
2.1	Ancillary Services (proven cost)	Prov. Sum	1	R290 000.00	R 290 000.00
	<i>Mark up and Profit charge (on 2.1)</i>	<i>Percentage (%)</i>		<i>....%</i>	<i>.....</i>
2.2	Clinical and Health Planner Consultant (to be sourced)	Prov. Sum	1	R4 187 000.00	R 4 187 000.00
	<i>Mark up and Profit charge (on 2.2)</i>	<i>Percentage (%)</i>		<i>....%</i>	<i>.....</i>
2.3	Clerk of Works resident on project site (to be sourced)	Prov. Sum	1	R1 672 100.00	R 1 672 100.00
	<i>Mark up and Profit charge (on 2.3)</i>	<i>Percentage (%)</i>		<i>....%</i>	<i>.....</i>
2.4	CSDG Internship Programme	Prov. Sum	3 interns 12m ea.	R582 000.00	R 582 000.00
	<i>Mark up and Profit charge (on 2.4)</i>	<i>Percentage (%)</i>		<i>....%</i>	<i>.....</i>
	<i>Sub Total (2)</i>				<i>.....</i>
	TOTAL DISBURSEMENT (subtotal 1+2) (excl. VAT) (carry forward to Schedule A0)				

Notes:

- The disbursement fee will be paid upon proof of satisfactory fulfilment of all deliverables as per scope of services for each stage and sign off;
- Disbursements will be paid on a proven cost basis as per Department of Public Works Rates as approved by the Client.
- Post appointment the successful bidder/s will be required to:
 - (i) Procure the services of the Clinical and Health Planning Consultant. This is to be a nominated sub-consultant under the Architectural Service Provider
 - (ii) Engage the candidate for the Clerk of Works (site based) post. This shall be a secondment appointment by the client assigned to the project site for the duration of the contract under the Architectural Service Provider
 - (iii) Identify a minimum of 3 eligible candidate professionals to be appointed in fulfilment of the CSDG programme as required by CIDB. Interns to be compensated on a monthly basis, and the cost thereof shall be included in the Service Provider's monthly claims

Schedule A0 – Fee Summary Total

SUMMARY - TOTALS FOR SCHEDULE A1, A3 & A4 FOR FEES and DISBURSEMENT – FINAL OFFER	
From Schedule A1 – Total amount for fees (rate based)	
From Schedule A3 – Total amount for fees (percentage)	
Sub-Total Fee – A1 + A3	
From Schedule A4 – Total amount for Disbursement	
SUB-TOTAL FEE + DISBURSEMENT (excl. VAT)	
*VAT @ 15%	
TOTAL PROFESSIONAL CONSULTANCY SERVICE AMOUNT OFFERS (incl. VAT)	

*Should the VAT rate change between the period of Advertisement and Closing of Tender, the VAT will be adjusted according

FINAL FORM OF OFFER

We/I _____ in my/our capacity as _____ duly

authorized Lead Party for (or the) _____ Single

entity/ Consortium/ Joint Venture offer to provide professional Architectural Services (including Technical and

Administrative support resources) for the total amount for Fees **and** Disbursements amounting to

R_____ (inclusive of VAT)

(Amount in Words)

_____ for

rendering CDC/78/25: Professional Consultancy Services for the Revitalization of Dihlabeng Regional Hospital

Phase 2.

Name of Person: _____ **Authorized Signature:** _____

Delegation: _____

Witness:

Name: _____ **Signature:** _____

APPENDIX E - EME AND QSE AFFIDAVIT TEMPLATES

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full names and surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business: <i>Indicate the applicable category with a tick.</i>	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

- I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black Female Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
 - o Black Youth % _____ %
 - o Black Disabled % _____ %
 - o Black Unemployed % _____ %
 - o Black People living in Rural areas % _____ %
 - o Black Military Veterans % _____ %

Construction Sector Affidavit

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, (dd/mm/yyyy) the annual Total Revenue was less than the applicable amount confirmed by **ticking the applicable box below.**

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

APPENDIX F - PROFESSIONALS TO BE ASSIGNED TO THIS PROJECT

The bidder shall list below the key personnel whom he proposes to employ on the contract should his offer be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities. **Curriculum Vitae of Key Personnel to be attached to this Bid Document.**

DESIGNATION	NAME OF NOMINEE	SUMMARY OF QUALIFICATIONS, EXPERIENCE AND PRESENT OCCUPATION
Registered professional - lead		
Registered Professional – (additional resource)		
Registered Technologist – (additional resource)		
Technical Support Resource (where applicable)		
Other (state)		
Administrative Support Resource (where applicable)		

Note:

Above personnel to match Schedule B2.1 and Professional Registration to be provided as per Mandatory Requirement Item 8.

SIGNATURE: DATE:
(of person authorised to sign on behalf of the Tenderer)

APPENDIX G – FORM R: PROTECTION OF PERSONAL INFORMATION (POPIA) CONSENT FORM

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - a) They process the information only for the express purpose for which it was obtained.
 - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
 - f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.

3. Bidder's Obligations:

- g) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the CDC's personal information.
- h) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- i) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- j) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

On behalf of the Bidder:

..... Signature Date
..... Position Name of the Bidder

On behalf of the Client:

..... Signature Date
..... Position Name of Client Representative

APPENDIX H – AUTHORITY FOR SIGNATORY

APPENDIX H: Authority for Signatory

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I,, chairperson

of the board of,

hereby confirm that by resolution of the board (copy attached) taken on

..... 2025, Mr/Ms

acting in the capacity of, was authorised to sign all documents in connection with this tender for Contract No. CDC/78/25 and any contract resulting from it on behalf of the company.

As witnesses:

1.

Chairman:

2.

Date:

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as

....., hereby authorise

Mr/Ms,

acting in the capacity of, to

sign all documents in connection with this tender for Contract No CDC/78/25 and any contract resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Ms, authorized signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Contract No CDC/78/25 and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorizing Name and Capacity	Authorizing Signature
Lead Partner:			



D. Certificate for Sole Proprietor

I,, hereby confirm that I am the

sole owner of the business trading as

As witnesses:

1. Sole Owner:

2. Date:

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....

hereby authorise Mr/Ms

acting in the capacity of, to sign all
to sign all documents in connection with this tender for Contract No CDC/78/25 and any contract resulting
from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

APPENDIX I – NOMINATED LEAD PROFESSIONAL

LEAD CONSULTANT CONSENT FORM: CDC/78/25

The nominated lead Professional per discipline MUST sign the form as confirmation of consent

#	<i>Disciplines</i>	<i>Nominated Lead Professional</i>	<i>Pr. Number</i>	<i>Consent Signature of Nominated Lead Professional</i>
1	Architectural Services			

A lead Professional must not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest.

Name of Person: _____

Authorized Signature: _____

Date: _____

APPENDIX J – CDC SUPPLIERS PERFORMANCE EVALUATION FORM

SUPPLIERS PERFORMANCE EVALUATION FORM

CONTRACT NUMBER		
PROJECT NAME		
SERVICE PROVIDER		
PROJECT MANAGER		
PROJECT VALUE		
PROJECT DURATION AND START DATE		
PROJECT STATUS (Planning/Design/Construction/Completed)		
REVIEW PERIOD	FROM:	TO:
EVALUATION DATE		

EARNED VALUE MANAGEMENT	
COST VARIANCE (CV)	
SCHEDULE VARIANCE (SV)	
COST PERFORMANCE INDEX (CPI)	
SCHEDULE PERFORMANCE INDEX (SPI)	

Measures of Performance

Evaluation Indicators			Final Score	EXCELLENT 5	VERY GOOD 4	GOOD 3	POOR 2	UNSATISFACTORY 1
(1) Quality Compliance				SP delivered an excellent final product which exceeded the client's expectations, met with all contractual requirements without exceeding the project schedule or the project cost. SP provided value engineering capability during the project reducing or maintaining original cost estimates whilst still maintaining high standards of product quality	SP not only complied with all the client's requirements and specification as defined in the contract documentation and drawings, he/ she also added value by either reducing cost and not delaying schedule commitment whilst achieving quality requirements	SP complied with the client's requirements and met all specifications as indicated in the contract documents	SP failed to comply with at least 50% of quality requirements as set out in the contract documents and or drawings	SP did not deliver to the client's requirements. No attempt was made to meet the quality requirements.
(2) Cost	<u>TARGET</u>	<u>ACTUAL</u>		SP managed to expedite expenditure and is 20% ahead of projected cashflow and not compromising quality criteria.	SP managed to expedite expenditure and is 10% ahead if projected cashflow whilst still maintaining client and project requirements.	SP expenditure is as per the agreed cashflow.	SP delayed execution of the contract and has spent 15% below the target cashflow	SP delayed execution of the contract and has spent 25% below the target cashflow
(3) Schedule Adherence	<u>TARGET</u>	<u>ACTUAL</u>		SP delivered the project or work packages ahead of the scheduled delivery date by more than 15% of the planned project duration, delivering to the full scope of the project.	SP managed to complete the project or work packages ahead of the planned completion date by reducing project duration with 10% of planned time.	SP achieved original schedule date.	SP underestimated project activities and ultimately project duration resulting in a project delay by more than 15% of the project duration.	SP poor management of the project resulted in the project being delayed by a period longer than 20% of the project duration initially agreed at the conclusion of the contract.

Evaluation Indicators			Final Score	EXCELLENT 5	VERY GOOD 4	GOOD 3	POOR 2	UNSATISFACTORY 1
(4) SME Participation	<u>TARGET</u>	<u>ACTUAL</u>		SP made extensive use of SME in the course of the project exceeding project requirements achieving 40% SME participation.	SP made a significant contribution to the development of SMME's during the duration of the project with 38% SME participation.	SP achieved the 35% SME participation requirements as defined in the contract documentation.	SP who does not meet initial SMME contribution requirements as set out in the contract documentation achieved 30% SME participation.	Achieved 25% SME participation.
(5) No of Jobs created	<u>TARGET</u>	<u>ACTUAL</u>		SP created more jobs than contracted by 15% or more	SP created more jobs than initially contracted by 10%.	SP created the number of jobs as defined in the contract document.	SP who does not meet the requirement for job in the contract, achieved 10% less.	Achieved 15% less.
(6) No of Interns	<u>TARGET</u> 5	<u>ACTUAL</u> 0		SP employed an increased number of interns above what was agreed initially by 15% or greater	SP employed an increased number of interns above what was agreed initially by 10%	SP employed the agreed number of interns.	Achieved 10% less.	Achieved 15% less.
(7) Safety, Health & Environmental Management				SP at all times during the project displayed a pro-active approach taking a leading role with regard to S.H.E requirements and maintains a one step ahead approach to ensure the project is managed in a manner that does not expose the project and client and cause delays.	SP not only met all the S.H.E requirements in the contract documents but ensured that any gaps encountered in S.H.E requirements were closed to reduce any negative exposure to the client.	SP was in full compliance with all the S.H.E requirements of the project.	SP sometimes complies with S.H.E requirements as defined in the contract documents and statutory and regulatory requirements. Exposing the project to undue risk and negatively affecting the project quality, cost and schedule.	SP scarcely achieve set S.H.E requirements.
FINAL SCORE**				SCORE > 35 EXCELLENT	SCORE > 28 VERY GOOD	SCORE > 20 GOOD	SCORE < 20 POOR	

****These areas could be weighted and a final score achieved based on CDC priorities**
SP that obtains a score of less than 18 is regarded as a poor performer therefore not recommended for further appointment.

Client Rep / Project Manager's Comments: (Rep / PM to define challenges experienced or positive comments)	
--	--

Client Representative / Project Manager: Name -

Signature: Date: Company Stamp