



TENDER NO.: PMSUFS/16/22/DPW-ARCH

REQUEST FOR PROPOSALS FROM QUALIFYING AND EXPERIENCED ENTITIES FOR PROVISION OF PROFESSIONAL ARCHITECTURAL SERVICES AND PRINCIPAL AGENT IN THE CONSTRUCTION OF NEW KAGISANONG POLICE STATION IN BLOEMFONTEIN.

CLOSING DATE & TIME: 06 APRIL 2023, 11H00

Name of Tenderer:.....

ISSUED BY:

THE INDEPENDENT DEVELOPMENT TRUST

FREE STATE REGIONAL OFFICE
DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE REGIONAL OFFICE
18 PRESIDENT BRAND
BLOEMFONTEIN
9301

WEBSITE: WWW.IDT.ORG.ZA

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PART T1: TENDERING PROCEDURE



Independent Development Trust

FREE STATE REGIONAL OFFICE
DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE
18 PRESIDENT BRAND
BLOEMFONTEIN, 9301
Website: www.idt.org.za

T1.1 Tender Notice and Invitation to Tender

INDEPENDENT DEVELOPMENT TRUST (HEREINAFTER "IDT") INVITES PROPOSALS FROM QUALIFYING AND EXPERIENCED ENTITIES FOR PROVISION OF PROFESSIONAL ARCHITECTURAL SERVICES AND PRINCIPAL AGENT IN THE CONSTRUCTION OF NEW KAGISANONG POLICE STATION IN BLOEMFONTEIN.

Compulsory Briefing Session will be held **VIRTUALLY (Microsoft Teams)** on the **22 March 2023**. Log in details are as follows;

[Click here to join the meeting](#) (Right click, and select : open hyperlink)

Or use the following credentials

Meeting ID: 337 326 141 379

Password: 9F8ez9

The bid closes on **06 April 2023 at 11:00 AM**. Bids must be submitted and deposited in the Tender Box at the IDT Free State Regional Offices, Department of Public Works and Infrastructure, 18 President Brand, Bloemfontein, 9301. **Tender validity period is 90 days**. NB: Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

A three-stage process in evaluation of tender offers comprising of (a) Compliance with mandatory / gate keeper criteria, (b) Bids will be evaluated on Functionality, and entities must score a minimum of **70%** on functionality to qualify for further evaluation, (c) 80/20 Preference Point System in line with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), Regulations 2022 will be applicable.

Functionality Criteria

Criteria	Sub-categories		Possible Maximum Score
Qualification, Registration and Experience of key personnel	Qualifications	10	49
	Pr. Category	15	
	Experience	24	
Company's Experience in managing similar Major construction and or refurbishment of Buildings			39
Client References			12
TOTAL			100

Queries relating to the issue of these documents may be addressed to the IDT fsidtbid@idt.org.za

Independent Development Trust



FREE STATE REGIONAL OFFICE
DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE
18 PRESIDENT BRAND
BLOEMFONTEIN, 9301

Website: www.idt.org.za

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Construction Procurement as per Board Notice No. 136 of 2015 published in Government Gazette No. 38960 of 10 July 2015 and as amended from time to time. (See www.cidb.org.za).

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

Each item of data given below is cross-referenced to the clause marked "C" in the above-mentioned Standard Conditions of Tender.

Clause number	T1.2 Tender Data
C1.1	The <i>Employer</i> is Department of Public Works The employer <i>Representative</i> is: Name: Mr. B. Mokhothu DDG: Construction Project Management Department of Public Works Central Government Offices Cnr Madiba & Bosman Streets Pretoria

C1.4	The Employer's Agent is: Independent Development Trust The IDT <i>Representative</i> is: Name: T. Thulare FREE STATE REGIONAL OFFICE (DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Offices) 18 PRESIDENT BRAND BLOEMFONTEIN, 9301 e-mail: fsidtbid@idt.org.za Website: www.idt.org.za
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C2.1	1. COMPULSORY RETURNABLE DOCUMENTS / REQUIREMENTS ('GATE KEEPERS') NB: Eligibility: Failure by any Tenderer to submit and comply with any of the following documents / requirements will automatically result in outright disqualification. a. Fully completed and valid, duly signed form of offer. b. Attendance of compulsory virtual clarification / briefing meeting and virtual declaration attendance. c. Resolution by Legal Entity or Consortium / Joint-Venture authorizing nominated signatory¹ (if applicable) d. Valid letter of Good Standing (COIDA/FEM) in terms of Compensation for Occupational Injuries and Diseases Act of 1993. e. Proof of professional indemnity insurance of at least R 10 million. f. Fully completed and signed Standard Bidding Documents (SBD forms): i. SBD 1: Invitation to Bid. ii. SBD 4: Bidder's disclosure iii. SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations, 2022 g. The bidder/s who's listed on National Treasury list of restricted suppliers will be disqualified. h. If any of its directors are listed on the Register of Defaulters will be disqualified. NB: For unincorporated JV's / consortium: Compulsory / Gate keeping documents should be provided for each individual member of the JV or Consortium. Non-Mandatory Returnable Documents (for administrative purposes) 2. Valid Tax compliance letter with Unique Security Personal Identification Number (PIN) in terms of the Electronic Tax Compliance Status (TCS) System from SARS. 3. A detailed CIPC / Company Registration documents with ID copies of all directors. 4. Provide a Copy of Master Registration Number {Proof of registration on Central Supplier Database (CSD)} upon award the recommended bidder must be registered on CSD. NB: The IDT cannot enter a contract with a Service Provider whose tax status is non-compliant. Adjudication of tax compliance will be done in line with treasury instruction no.7 of 2017/2018 ¹ Only Entities with single Director / Member are exempted from this requirement (Resolution by Legal Entity or Consortium / Joint-Venture authorizing nominated signatory
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C2.7	Compulsory Briefing Session will be held Virtually (Microsoft Teams) on 22 March 2023 at 11H00. Log in details are as follows: Click here to join the meeting (Right click, and select : open hyperlink) Or use the following credentials Meeting ID: 337 326 141 379 Password: 9F8ez9
C2.8	Prospective bidders are encouraged to submit their requests for clarification before the date of the compulsory briefing session. However, the Employer shall respond to requests for clarification received up to 5 working days prior to tender closure. All request for clarification must be emailed to fsdtbid@idt.org.za
C2.12	No alternative tender offers will be considered.
C2.13.1	Submit one tender offer only, either as a single tendering entity or as a member of a Joint Venture to provide the whole works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
C2.13.2	The tender shall be submitted as an original copy, duly completed together with all returnable schedules, and signed accordingly. Returnable documents must be filed in a separate bundle and referenced accordingly with table of contents. (NB: returnable documents must not be stapled on the main tender document).
C2.13.5	Only one original set of the tender document must be submitted.
C2.13.6	Two-envelope system: NOT APPLICABLE
C2.15	The closing time for submission of the tender offers is as per Notice and Invitation to Tender T1.1.
C2.16	The tender offer validity period is as per Notice and Invitation to Tender T1.1.
C2.20	Bidders must submit with this bid a proof that the tendering entity has and maintains a professional indemnity insurance of at least R 10 million . (NB: adequacy or inadequacy of such an insurance will only be re-looked prior to appointment of a successful service provider and upon conclusion of specific risk assessment)
C3.4	Tenders shall not be opened in public after the closing time and offers will not be publicly announced.

C3.11 Evaluation of Tender Offers

A three-stage process in evaluation of tender offers comprising of (a) Compliance with mandatory / gate keeper criteria, (b) Bids will be evaluated on Functionality, and entities must score a minimum of **70%** on functionality to qualify for further evaluation, (c) 80/20 Preference Point System in line with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), Regulations 2022 will be applicable.

(a) Functionality Criteria

Criteria	Sub-categories		Possible Maximum Score
Qualification, Registration and Experience of key personnel	Qualifications	10	49
	Pr. Category	15	
	Experience	24	
Company's Experience in managing similar Major construction and or refurbishment of Buildings			39
Client References			12
TOTAL			100

B1.1 Qualification, Professional Registration Category and Experience of key personnel (49 points):

Points will be allocated for professional qualifications, professional registration category, and experience of key personnel to be deployed in this project, for the bid under consideration. For each key personnel allocated to the project, the bidder shall submit the following: Curriculum Vitae together with certified proof of qualifications and professional registration.

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

Qualifications of Proposed Resources

A1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)		
Name of Staff Member	Qualification (10 points)	
	Diploma (NQF 6)	Degree/Btech (NQF 7)
1. Accountable professional: Director	2.5	5
2. Responsible Professional: Project Leader	2.5	5
Subtotal number of points	5	10

Professional Registration of Proposed Resources

A2 - Evaluation sub-criteria: Professional Registration Category proposed resources (15 points)			
Name of Staff Member	Professional Registration		
	None	Pr. Technologist Arch	Pr. Arch
1. Accountable professional; Director	0	5	7.5
2. Responsible Professional; Project Leader	0	5	7.5
Subtotal number of points	0	10	15

Experience of Proposed Resources

A3 – Evaluation sub-criteria: Experience of proposed key personnel (24 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (15 points)		
	Less than 5 Years	5 - 8 Years	Over 8 Years
1. Accountable Professional; Director	0	5	12
2. Responsible Professional; Project Leader	0	5	12
Subtotal number of points	0	10	24

B1.2 Company's experience in managing similar type projects (39 points):

Points are allocated for the bidding entity's experience in managing similar² type projects **completed** (not currently running) in the past 15 years. The experience refers to similar projects managed by the entity on new works and or major refurbishment which have the complexity and value in accordance with the estimated construction cost of this project.

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

1. Letters of appointments for projects listed **only** under the "Project Experience" returnable schedule **AND**
2. Confirmation of project completion by the Client for projects listed under the "Project Experience" returnable schedule.

²The experience refers to **similar** projects managed by the entity on new works and or major refurbishment which have the complexity and value in accordance with the estimated construction cost of this project.

NB: Non-submission of any of the above-mentioned documents confirming bidder's experience will result in the bidder not scoring any point for such project/s.

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

Company experience in managing similar type projects (39 points)

Project	Projects between than R50 – R80 million	Projects greater R80 – R100 million	Projects greater R100– R150 million	Projects over R150 million
Project 1	5	7	9	13
Project 2	5	7	9	13
Project 3	5	7	9	13
Sub-total number of points	15	21	27	39

B1.3 Client References on company's experience in managing similar² type projects (12 points):

Points are allocated for performance of the bidders on previous projects completed (not currently running). Client Reference Scorecards shall be submitted for scoring (see returnable schedules) on the projects listed on the abovementioned "Relevant Project Experience"

Points will be awarded in terms of the following table:

Client's Reference on similar² Projects

B2 - Evaluation sub-criteria: Client's Reference (12 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	3	4
Project 2	0	1	3	4
Project 3	0	1	3	4
Total number of points	0	3	9	12

²The experience refers to **similar** projects managed by the entity or new works and or major refurbishment which have the complexity and value in accordance with the estimated construction cost of this project.

(b) Price/Financial (Max 80 points)**1. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES****3.1. POINTS AWARDED FOR PRICE****3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**a. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND
INCOME GENERATING PROCUREMENT**

3.1.1 POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)		Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership		6		
Youth 100% Ownership		6		
People with Disabilities 100% Ownership		4		
Black Male 100% Ownership		4		

Source Documents to be submitted with the Bid or RFQ:

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

C3.16.2 The outcome of the evaluation process and bid award will be published on National Treasury's e-tender in line with National Treasury's instruction no.1 of 2015/16

PART T2: RETURNABLE DOCUMENTS

T2.1 - List of Returnable Documents

Failure to submit any of the returnable documents required for evaluation, will result in zero points being awarded accordingly. Failure to submit any of the mandatory documents will result in outright disqualification.	
T2.1 List of Returnable Documents	
I.Proof of registration on Central Supplier Database (CSD); e.g., Master Registration Number	
II.Valid Tax Clearance Certificate; Or Tax compliance letter with Unique PIN in terms of TCS	
III.Fully completed bid document and valid, signed Form of Offer	Mandatory
IV.Company registration documents	
V.Attendance of compulsory Virtual clarification/ briefing meeting and virtual declaration attendance to be signed.	Mandatory
VI.Resolutions by Legal Entity or Consortium / Joint-Venture authorizing nominated signatory ²	Mandatory
VII.Letter of Good Standing (COIDA/FEM) in terms of Compensation for Occupational Injuries and Diseases Act of 1993 ¹	Mandatory
VIII.Originally certified copies of Identity Documents of Directors / Partners;	
IX.In case of a joint venture, a signed joint venture agreement must be included.	Mandatory (only in case of JVs)
X.Proof of professional indemnity insurance of at least R 10 million	Mandatory
XI.Specific Goals as per T1.1	Evaluation
T2.2 Returnable Schedules	
I. SBD 1: Invitation to Bid	Mandatory
II. SBD 4: Bidder's Disclosure	Mandatory
III. SBD 6.1: Preference points claim form in terms of PPPFA, Procurement Regulations 2022	Mandatory
IV. Record of addenda to tender documents	Mandatory
V. Qualifications, Professional Registration and Experience of key personnel: B1.1	Evaluation
VI. Company's Experience in managing major refurbishment of multiple building: B1.2	Evaluation
VII. Client References: B1.3	Evaluation

T2.2 Returnable Schedules

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	PMSUFS/16/22/DPW-ARCH	CLOSING DATE:	06 April 2023	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF PROFESSIONAL ARCHITECTURAL SERVICES IN THE CONSTRUCTION OF NEW KAGISANONG POLICE STATION IN ROCKLANDS, BLOEMFONTEIN				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE					
18 PRESIDENT BRAND STREET					
BLOEMFONTEIN					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Obakeng Marwane		CONTACT PERSON	Obakeng Marwane	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	fsidtbid@idt.org.za		E-MAIL ADDRESS	fsidtbid@idt.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

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.

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

³ 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.

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

2. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2 To be completed by the organ of state

(Delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 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.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 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.

- 2.6 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.

3. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.3. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

4.4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

4.4.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

- 5.1. 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:
- 5.2. 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—
- (c) 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
 - (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3. Name of company/firm.....

5.4. Company registration number:

5.5. 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]

5.6. 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:	
	
	
	

Record of Addenda to Tender to Tender Documents

We confirm that the following communications received from the *Employer* before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date Received	Title or Details
1.		
2.		
3.		
4.		

(Attach additional pages if more space is required)

Signed

Date

Name

Position

tenderer

B1.1 EVALUATION SCHEDULE: Qualifications, Professional Registration and Experience of key personnel

Points are allocated for professional qualifications, category of professional registration, and experience of allocated key personnel for the bid under consideration. For each key personnel allocated to the project, the bidder shall submit the following: Curriculum Vitae together with certified proof of qualifications and professional registration.

Item No.	Name of Accountable Professional: Director / Manager	Qualifications ³	Category of Professional Registration ⁴	Number years of experience post professional registration ⁵
1				
	Name of Responsible Professional: Project Leader	Qualifications ³	Category of Professional Registration ⁴	Number of years of experience post professional registration ⁵
2				

³Attach certified copies of qualifications with returnable documents

⁴Attach certified copies of professional Registration with returnable documents

⁵Attach Curriculum Vitae with returnable documents

B1.2 EVALUATION SCHEDULE: COMPANY EXPERIENCE

Points are allocated for the bidding entity's experience in managing similar² type projects in the past 15 years. Please list maximum of three (3) projects to score for evaluation purposes.

NB: *Only three projects listed below will be evaluated. Bidders must submit only three projects for this purpose. Bidders supplying more than the required number of projects, the evaluation will only deal with the first three project on the list. Only completed projects with either completion certificates and or Client confirmation of project completion will be considered. Currently running projects will not be considered.*

PROJECT NAME	BRIEF PROJECT DESCRIPTION	PROJECT VALUE (Incl. VAT)	CONTRACT PERIOD	START DATE	ACTUAL COMPLETION DATE
1.					
2.					
3.					

²The experience refers to **similar** projects managed by the entity or new works and or major refurbishment which have the complexity and value in accordance with the estimated construction cost of this project.

B1.3 EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Incomplete, unsigned and no stamped forms by the client will score zero points.

The following are to be completed by the Client (No other reference form will be accepted apart from this B1.3 submitted with this tender)

PROJECT 1:

Name of Firm/Bidder:

Client/Client Department:

Contract Amount:

Contract Duration:

Actual Contract Duration:

Description / Performance	Poor (0)	Fair (1)	Good (3)	Excellent (4)
Cost management				
Timeous compilation of final account/as built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Name of Client Representative:

Designation:

Telephone:

Client Signature: Date:

Stamp

B1.3 EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Incomplete, unsigned and no stamped forms by the client will score zero points.

The following are to be completed by the Client (No other reference form will be accepted apart from this B1.3 submitted with this tender)

PROJECT 2:

Name of Firm/Bidder:

Client/Client Department:

Contract Amount:

Contract Duration:

Actual Contract Duration:

Description / Performance	Poor (0)	Fair (1)	Good (3)	Excellent (4)
Cost management				
Timeous compilation of final account/as built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Name of Client Representative:

Designation:

Telephone:

Client Signature: **Date:**

Stamp

B1.3 EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Incomplete, unsigned and no stamped forms by the client will score zero points.

The following are to be completed by the Client (No other reference form will be accepted apart from this B1.3 submitted with this tender)

PROJECT 3:

Name of Firm/Bidder:

Client/Client Department:

Contract Amount:

Contract Duration:

Actual Contract Duration:

Description / Performance	Poor (0)	Fair (1)	Good (3)	Excellent (4)
Cost management				
Timeous compilation of final account/as built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Name of Client Representative:

Designation:

Telephone:

Client Signature: **Date:**

Stamp



CONTRACT

PART C1: AGREEMENT & CONTRACT DATA

C1.1 Agreement and Contract Data

Conditions of Contract are the CIDB Standard Professional Services Contract 3rd Edition of the CIDB Document 1015.

IDT Addendum to the CIDB Standard Professional Services Contract 3rd Edition of the CIDB Document 1015.

Bidders must submit with this bid a proof that the tendering entity has and maintains a professional indemnity insurance of at least Ten Million Rand (R 10 000 000.00) (NB: adequacy or inadequacy of such an insurance will only be re-looked prior to appointment of a successful service provider and upon conclusion of specific risk assessment)

C1.2 Form of Offer & Acceptance

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Professional Architectural service providers for the Construction of New Kagisanong Police Station in Bloemfontein.

The tenderer, identified in the Offer signature block, has

either	examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.
--------	---

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all the obligations and liabilities of the Consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

Total Overall Offer on standard tariff of fees	
Total Overall Offer in words	

NB: Tariff of professional fees in terms of the Standard Scope of Services for Architectural Profession as published in (Gazette No. 45554, Board Notice 172 of 2021)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Consultant in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the
tenderer:

Name &
signature of
witness

(Insert name and address of
organisation)

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Consultant the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part C2 Pricing Data

Part C3 Scope of Work: The Scope

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

for the
Employer

Independent Development Trust
Department of Public Works and Infrastructure,
18 President Brand,
Bloemfontein, 9301

Website: www.idt.org.za

(Insert name and address of
organisation)

Name &
signature of
witness

Date

Note: If a tenderer wishes to submit alternative tenders, use another copy of this Form of Offer and Acceptance.

Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here, and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification, or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the tenderer:

For the Employer:

.....

Signature

Name

Capacity

Independent Development Trust
Department of Public Works and
Infrastructure,
18 President Brand,
Bloemfontein, 9301

On behalf
of

(Insert name and address of
organisation)

Website: www.idt.org.za

(Insert name and address of
organisation)

Name &
signature
of
witness

Date

PART C 2: PRICING DATA

Professional Fee Offer

Provision of Professional Architectural Services and Principal Agent in the Construction of New Kagisanong Police Station, Rocklands in Bloemfontein.

NB: Expenses / disbursements as provided for in the contract are paid in addition to the total of the project cost-based tariff but in line with the latest Government rates as published by the Department of Public Works. Travelling disbursement claims will be limited to within the Free State Province. Reimbursement for travel expense and time, shall be for the distance travelled and time spent in travelling, minus 100km and 2 hours respectively per round trip.

Project Cost Estimate			Estimate
80/20 Preference Point System			Amount
Estimated cost of construction work			R 145 000 000
Tariff of professional fees in terms of the Standard Scope of Services for Architectural Profession as published in (Gazette No. 45554, Board Notice 172 of 2021)			
Standard services		Proportion of fee	
Stage 1	Inception	2%	319 230'86
Stage 2	Concept and Viability	15%	2 394 231'45
Stage 3	Design development	20%	3 192 308'60
Stage 4.1	Local authority submissions	10%	1 596 154'30
Stage 4.2	Construction documentation	20%	3 192 308'60
Stage 5	Construction	23% ⁶	3 671 154'89
Stage 6	Close out	10% ⁶	1 596 154'30
Fees (Sub-Total) on standard tariff of fees		100%	R 15 961 542'99
% Discount offered		_____ %	R (_____)
Sub Total			R _____
Add Estimate Disbursement			R 750,000.00
ADD: CIDB CONTRACT SKILLS DEVELOPMENT GOAL			R 437 302.71
Total			R _____
Add VAT @ 15%			R _____
Grand Total carried forward to form of offer			R _____

NB: This pricing schedule is required for purposes of budgetary consideration; Bid Price will be evaluated on Grand Total fee offer carried over to form of offer.

Signature(s)

Name(s)

Capacity

For the tenderer:

Name & signature of witness

(Insert name and address of organisation)

Date

⁶Amended in line with the IDT Addendum to the main contract to ensure full compliance with stage 6

PART C 3: SCOPE OF WORKS

Scope of services includes standard / normal services (Stages 1 – 6) as envisaged in the guideline scope of services and tariff of fees for Architectural profession. However, the bidders are encouraged to consider the work done by the previous Architect and make necessary allowance for review and or revision if necessary or required.

The works include the construction of new Kagisanong Police Station in Rocklands, Bloemfontein,

PART C 4: SITE INFORMATION

Kagisanong Police Station is situated in Rocklands, Cnr Moshoeshoe and Tsuene Streets, Bloemfontein, Free State.

.....End of Document.....