



Request for Proposal:

**PREFERRED SERVICE PROVIDERS FOR
VARIOUS MAINTENANCE SERVICES FOR
COEGA DEVELOPMENT CORPORATION PTY
LTD.**

Report N^o

COEGA-OPS-RFP-027-25

Contract No.

CDC/173/26 ET AL

Classification: Public

April 2026

Name of Bidder: _____

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 : Preferred Service Providers for Various Maintenance Services for Coega Development Corporation
DOCUMENT TITLE : Request for Proposal
DOCUMENT No. : CDC-OPS-RFP-027-25

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
Date: 16 March 2026	Name: Stewart Nicoll	Name: Anela Seyikwana	Name: Maria Van Zyl
	Signature:	Signature:	Signature:

Distribution:	Bid Specification Committee
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REVISION CHART

REVISION 1	Name: Stewart Nicoll	Name: Anela Seyikwana	Name: Maria Van Zyl
Date: 01 April 2026	Signature:	Signature:	Signature:
	Digitally Signed by: Stewart Nicoll Facilities Manager e1cc6b9536ad4643-a491-ebc12b4e1b5e IP Address: 10.0.99.35 Date: 2026/04/01 5:14:31 PM	Digitally Signed by: Anela-Alethea Seyikwana Programme Manager e8ee23fe-afde-465f-917a-e891af6105e6 IP Address: 10.0.99.131 Date: 2026/04/01 5:22:27 PM	Digitally Signed by: Maria van Zyl Senior Programme Manager f7a184c1-775b-4219-a581-492c3803ea0d IP Address: 10.0.71.65 Date: 2026/04/01 7:34:54 PM

REVISION 2	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

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REQUEST FOR PROPOSAL

CONTRACT NO CDC/173/26 ET AL

**PREFERRED SERVICE PROVIDERS FOR VARIOUS MAINTENANCE SERVICES FOR COEGA
DEVELOPMENT CORPORATION**

The Coega Development Corporation (CDC) is headquartered in Gqeberha, Nelson Mandela Bay Metropolitan Municipality, South Africa, with a strategic operational footprint in SA 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. It seeks to achieve this 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 SA 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 infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, 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.

INVITATION AND SCOPE OF WORK

The Coega Development Corporation (CDC) is inviting capable and competent Service Providers with proven experience and track-record where CDC is located in Gqeberha at the SEZ, Coega Village, Bluewater Bay Sunrise Hotel (BWB Sunrise Hotel) and Nelson Mandela Bay Logistics Park (NMBLP), Kariega for Planned, Reactive and Corrective Maintenance unto the Coega Development Corporation Pty Ltd managed and operated buildings as per the table below. The bidder should indicate as to the bid being submitted for the services required highlighted in the table 1 below.



Table 1					
SERVICE DISCIPLINE	CIDB GRADE REQUIRED	CONTRACT NUMBER	CONTRACT DESCRIPTION	SCOPE OF WORK	NUMBER OF SERVICES REQUIRED PER DISCIPLINE AT GQBERHA/ KARIEGA
HVAC & Refrigeration	4ME or higher	CDC/173/2 6	HVAC & Refrigeration Maintenance and New Installations	<p>Carry out Ad-hoc (reactive) and Corrective (preventative) planned maintenance service and new installations on HVAC installations.</p> <p>Ad-hoc Maintenance:</p> <ul style="list-style-type: none"> • Provision of the HVAC and Refrigeration services and maintenance as and when required. • 24-hour 365 days availability for emergency call outs. <p>Corrective Maintenance Service (Installations and Repair Work):</p> <ul style="list-style-type: none"> • Respond to call outs. <p>Investigate and provide remedial action on all work in respect of HVAC and refrigeration installations.</p>	3



<p>Emergency Power</p>	<p>4ME & 4EB or higher</p>	<p>CDC/174/26</p>	<p>Emergency Power Maintenance and new installations</p>	<p>Carry out Ad-hoc (reactive) and Corrective (preventative) planned maintenance service on Emergency power systems to ensure reliability and continuous operation.</p> <p>Ad-hoc Maintenance:</p> <ul style="list-style-type: none"> • Provision of the - Emergency power services and maintenance as and when required. • 24-hour 365 days availability for emergency call outs. <p>Corrective Maintenance Service (Installations and Repair Work):</p> <ul style="list-style-type: none"> • Respond to call outs. <p>Investigate and provide remedial action on all work in respect of Emergency Power.</p>	<p>2</p>
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<p>Fire Pump Houses</p>	<p>ASIB approved and registered installer 2SF or Higher</p>	<p>CDC/175/26</p>	<p>Fire Pump Houses Maintenance</p>	<p>Carry out Ad-hoc (reactive) and Corrective (preventative) planned maintenance service on Fire pump houses in line with ASIB requirements and compliance.</p> <p>Ad-hoc Maintenance:</p> <ul style="list-style-type: none"> • Provision of the -Fire pump house servicing and maintenance as and when required. • 24-hour 365 days availability for emergency. • Ensure compliance to ASIB compliance. <p>Corrective Maintenance:</p> <ul style="list-style-type: none"> • Respond to call outs. • Investigate and provide remedial action on all work in respect of fire pump houses. • Ensure compliance to ASIB compliance. 	<p>2</p>
<p>Fire Sprinkler Systems</p>	<p>ASIB approved and registered installer 2SF or Higher</p>	<p>CDC/176/26</p>	<p>Fire Automated Sprinkler Installations Maintenance</p>	<p>Carry out Ad-hoc (reactive) and Corrective (preventative) planned maintenance service on Fire Automated Sprinkler Installations in line with ASIB requirements and compliance.</p> <p>Ad-hoc Maintenance:</p> <ul style="list-style-type: none"> • Provision of the Fire Automated sprinklers servicing and maintenance as and when required. • 24-hour 365 days availability for emergency call outs. • Ensure compliance to ASIB compliance. <p>Corrective Maintenance Service (Installations and Repair Work):</p> <ul style="list-style-type: none"> • Respond to call outs. • Carrying out of repairs to various fire automated systems. 	<p>3</p>



				<ul style="list-style-type: none">• Investigate and provide remedial action on all work in respect of fire sprinkler systems.	
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<p>Fire Protection and Detection Systems</p>	<p>2SF or higher</p>	<p>CDC/177/26</p>	<p>Fire Extinguishing Equipment and Detection Systems Maintenance</p>	<p>Carry out Ad-hoc (reactive) and Corrective (preventative) planned maintenance service on Fire protection and detection equipment and systems.</p> <p>Ad-hoc Maintenance:</p> <ul style="list-style-type: none"> • Provision of the Fire extinguishing and detection servicing and maintenance as and when required. • 24-hour 365 days availability for emergency call outs. <p>Corrective Maintenance Service (Repair Work):</p> <ul style="list-style-type: none"> • Investigate and provide remedial action on all work in respect of fire extinguishing and detection equipment. • Respond to all as and when noted and identified fire extinguishing and detection related activities. <p>Maintenance and servicing of the following:</p> <ul style="list-style-type: none"> • Fire Hydrants (checking of valves and flow testing) • Fire Extinguishers • Fire Suppression System • CO2 gas fire extinguishing system • Fire alarms and detectors • Fire Panels and Associated Cabling 	<p>3</p>
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<p>Replacement, installation and maintenance of Aluminum Doors, Windows and facades</p>	<p>3SG or higher</p>	<p>CDC/178/26</p>	<p>Replacement, installation and maintenance of Aluminum Doors, Windows and facades</p>	<p>Carry out Ad-hoc (reactive) and Corrective (preventative) planned maintenance service including replacements of aluminum doors, windows and facades</p> <p>Ad-hoc Maintenance:</p> <ul style="list-style-type: none"> • Provision of the Aluminium doors and associated equipment servicing and maintenance as and when required. • 24-hour 365 days availability for emergency call outs. <p>Maintenance and servicing of the following:</p> <ul style="list-style-type: none"> • Repairs to all aluminium doors /windows and associated equipment • Repairs and Replacements Works Investigate and provide remedial action on all work • Investigate and provide remedial action on all work in respect of all aluminium doors, windows and façade related work. 	<p>2</p>
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INSTRUCTIONS TO BIDDERS RELATING TO TABLE 1

The bidders are to make use of **Annexure B** to select the area that they are bidding for and the service they are expressing interest for.

The CDC is intending to secure service from reputable service providers for the required maintenance levels and enter into a **60 Months service** level agreement contract. The CDC **Service Level Agreement** shall be utilised to manage and monitor all service rendition expectations with clear turnaround times and legal provisions.

CONDITIONS OF TENDER

- (a) Bidders must be registered with the Construction Industry Development Board (CIDB) and must have an active CIDB Contractor Grading designation as indicated on Table 1 above. Bidders that are submitting as JV's, should ensure that their CIDB combined grading does meet the minimum indicated CIDB grading levels in Table 1 above.
- (b) Contractors with a CIDB grading below the minimum required grading level are not eligible to bid.
- (c) Bidders carrying a CIDB grading higher than a 6 in the respective service classification are eligible to bid but will be recommended to comply with CDC SMME 35% Target on work apportioning should they be successful.
- (d) Bidders are required to have a valid and current CIDB registration on the date of closing and required to maintain this registration throughout the Tender Evaluation period. Failure to do so will invalidate the tender.
- (e) The CDC's Procurement Policy and Procedures shall apply.
- (f) The following legislation shall apply:
- (i) Public Finance Management Act (PFMA); Act No. 29 of 1999
 - (ii) Construction Industries Development Board Act, Act 38 of 2000
 - (iii) National Treasury Regulations;
 - (iv) Preferential Procurement Policy Framework Act (PPPFA), 2000;
 - (v) Preferential Procurement Regulations, 2022;
 - (vi) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (vii) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (viii) Disaster Management Act (57 of 2002)
 - (ix) BBBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
 - (x) National Archives of SA Act, (43 of 1996); and
 - (xi) Any other applicable legislation.
- (g) The total sums of tendered rates will be used for evaluation of bids purpose; however the appointment will be based on rates submitted. The 80/20 preference point system will be used where points allocation will be as follows:
- Price – 80.00
 - Specific goal – 20.00
- (h) 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 R 3 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.
- (i) EMEs with a turnover of less than R3 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.
- (j) A Sworn Affidavit Annexure H must be completed only if a bidder does not have a BBEE Accredited Certificate and is an SMME. If a bidder uses a generic Affidavit, a score of zero will be allocated under quantitative assessment. The Amended Construction codes affidavit MUST be the one completed to obtain points.
- (k) 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 Biz Portal.
- (l) All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must 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.
- (m) Bidders (all the members in the Tendering 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.
- (n) 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.
- (o) CDC will not award more than two active Projects to one Tenderer. Capacity assessments can be conducted to confirm the recommended Tenderer is capable of providing the required level of service during the contract tendered for.
- (p) 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 carried out by the CDC and Tenderers will be disqualified should they be found to be in contravention of this requirement.
- (q) The Bidders must nominate a person who will be their Overall Project Team Leader. The Overall Project Team Leader:
- Should have delegated authority to sign:
 - The Tender Submissions.
 - Any correspondence with the CDC during the Tendering process.
 - The Agreement to be entered into with the Successful Tenderer; and
 - Any correspondence during the Contract Execution Phase.
 - 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.

- Will be the sole point of contact between the CDC and the Tenderer during this Tendering process, and during contract execution (i.e. for the Successful Tenderer).
 - 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.
- (r) Entities are not permitted to be a member of more than one (1) JV/Consortium or Tendering Team.
- (s) Tenderers must complete and sign the POPI Act consent Form G. In the case of a Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed.
- (t) Any misrepresentation of information will lead to immediate disqualification of the Tenderer'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.
- (u) The successful Tenderer 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 Disaster Management Act, Act (57 of 2002), National Environmental Management Act, Act (107 of 1998), National Archives of SA Act.(43 of 1996); read with all relevant legislations throughout the duration of the contract. Upon appointment of the successful Tenderer, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.
- (v) Incomplete Tender document Submissions will be deemed to be non-responsive.
- (w) The tender validity period shall be twenty-four (24) weeks from the date of tender closing.
- (x) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the Request for Proposal (RFP) Document 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.
- (y) Tenders must only be submitted on the tender document that is applicable to Gqeberha and Kariega.

RFP documents will be available for downloading from the Coega Development Corporation website, www.coega.com and National Treasury e-Portal from **Friday, 10 April 2026 at 10h00 am**. Potential bidders will be required to provide their email addresses on the CDC website before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

Queries relating to this RFP document may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management e-mail tenderscdc17326@coega.co.za between the period of **10 April 2026 to 06 May 2026**. No new queries received after the **06 May 2026** will be entertained.

Mandatory briefing meeting will be held at the Mthawelanga Hall, Vulindlela Accommodation and Conference Centre, Addo Road, Gqeberha (Building opposite the Truck-In-Stop/Caltex Garage) on **the 23**

April 2026 @10H00. One bidder/ representative is not allowed to sign for more than one entity/company in the briefing meeting.

The closing dates and times for the delivery of completed bids are as per **Table 2** below.

One original completed bid document shall be placed in a sealed envelope clearly marked with the Contract Number and Contract Description bidding for: **E.G: “CDC/174/26 – PREFERRED SERVICE PROVIDER FOR EMERGENCY POWER MAINTENANCE”** are to be lodged and submitted at **Document Control office at the Reception, at the Coega Development Corporation Main Office, Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ** as highlighted in **Table 2** below. Bidders are to ensure that service, contract number and the discipline tendering for are written on the enveloped where the bid document is contained.



Table 2 DELIVERY OF COMPLETED BIDS DATES AND TIME

DISCIPLINE	CONTRACT NO.	CIDB GRADE	DESCRIPTION	CLOSING DATE
Mechanical	CDC/173/26	4ME or Higher	HVAC and Refrigeration Maintenance	Monday, 25 May 2026 at 12h00
Mechanical and Electrical	CDC/174/26	4ME & 4EB or higher	Emergency Power Maintenance	Monday, 25 May 2026 at 12h00
Mechanical	CDC/175/26	2SF or Higher & ASIB Registered	Fire Pump House Maintenance	Wednesday, 27 May 2026 at 12h00
Mechanical	CDC/176/26	2SF or Higher & ASIB Registered	Fire Automated Sprinkler	Wednesday, 27 May 2026 at 12h00
Mechanical	CDC/177/26	2SF or higher	Fire Extinguishing and Detection Maintenance Service	Wednesday, 27 May 2026 at 12h00
Aluminium Installations	CDC/178/26	3SG or Higher	Replacement, installation and maintenance of Aluminum Doors, Windows and facades	Friday, 29 May 2026 at 12h00

Bidders must ensure that all bid documents are submitted in a secure, sealed, tamper-proof envelope or container. The submission must be secure against any form of tampering, alteration, removal, or insertion of documents. Any bid submission received in packaging that appears to be torn, unsealed, loose papers or otherwise compromising the integrity of the contents may be deemed non-responsive and disqualified at the discretion of the CDC.

Incomplete RFP Document and 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.

Telegraphic, telexed, tippexed, facsimiled, emailed submissions will not be accepted

No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:

All enquiries regarding this bid must be in writing only, and must be directed to:

Zine Mtanda: Unit Head: Supply Chain Management e-mail: tenderscdc17326@coega.co.za

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/173/26 ET AL	CLOSING DATE:	25 May 2026 - 29 May 2026	CLOSING TIME:	12:00
DESCRIPTION	PREFERRED SERVICE PROVIDERS FOR VARIOUS MAINTENANCE SERVICES FOR COEGA DEVELOPMENT CORPORATION PTY LTD				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Document Control office at the Reception, Coega Business Centre, Cnr Alcyon & Zibuko Street, Zone 1, Coega IDZ, Port Elizabeth					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Unit Head: Zine Mtanda		CONTACT PERSON	N/A	
TELEPHONE NUMBER	Not allowed to phone		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tenderscdc17326@coega.co.za		E-MAIL ADDRESS	Tenderscdc17326@coega.co.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
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]		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

1. BID SUBMISSION:
<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>
2. TAX COMPLIANCE REQUIREMENTS
<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>

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:

1. BACKGROUND

The Property Development and Maintenance Section within Operations Business Unit is responsible for the implementation of all planned and reactive maintenance functions to CDC Assets in the SEZ, services the SEZ tenants, Vulindlela Village, Nelson Mandela Bay Logistics Park (NMBLP) tenants and other provinces where CDC has a footprint.

Within the Coega Development Corporation there are different business units that perform different roles and duties to ensure the successful management of the above assets. Property Development and Maintenance section which forms part of Operations Business Unit is responsible for the management of the following:-

- Property management
- Infrastructure maintenance
- Soft services management
- Technical Services and maintenance

The Property Development and Maintenance has deployed an outsource Asset Care and Facilities Management model to ensure that it responds to its mandate and as such would enter into Service Level Agreements with various technical and non-technical service provider from time to time for the maximum duration of three years.

2. SCOPE OF SERVICES

2.1. CDC/ 173/26- HVAC & Refrigeration

The Scope of Service under this request for proposal document is as follows:

- Respond to call outs in respect of repairs, remedial and or replacements
- Replacements and repairs on various low voltage reticulations, distribution boards and systems
- Investigate and provide remedial action on all work in respect of low voltage reticulations.
- Respond to all as and when noted defective low voltage installations and identified new installations work-related activities within the areas as depicted in Table 1 above.

REFRIGERATION

- Condenser coils to be cleaned;
- Switchboards and electrical panels to be cleaned, check and tighten terminals and replace indicating globes where applicable;
- Circuit breakers and fusers to be checked and investigate reasons for blown fuses.
Ensure that circuit breakers are adequately sized;
- Starters, contactors and relays to be checked to ensure moving bridges slide freely and contact points are clean. Investigate and rectify causes of burning contacts;
- Clean condensate drip pans;

- Check and calibrate control thermostat;
- Compressor oil level to be checked and filled up where necessary;
- Liquid driers and strainers to be cleaned and changed where necessary;
- Check all fans for noise and vibration;
- Clean fan blades for dirt accumulation; &
- Report on remedial work undertaken and any faults found and repairs required.
- Replace of redundant parts
- Compliance with manufactures specifications.

HVAC

The following work shall form part of the repair work to the heating, Ventilation and Air Conditioning Systems. This work shall be done in accordance with the relevant regulations, codes of practice, specifications and Technical Specification for Heating Ventilation and Air conditioning and Compliance with manufactures specifications.

a) HVAC Plant and associated equipment

- Carry out the actions together with the following:
- Clean air intake screens (fresh and return air)
- Replace filters
- De-rust, neutralize and touch up paintwork
- Replace canvas collars
- Clean housing, ensure all panels are properly secured and door panels close properly. Replace panel seals.
- Check setting and operation of all pressure switches, reset if required
- Check setting and operation of all safety switches, i.e. LP&HP switches, oil pressure switch

- Check setting and operation of thermostats
- Check timers and reset if required
- Check operation of seven-day timer (if fitted)
- Check running current of fans and compressor and settings and operation of overloads
- Check tightness of all electrical terminals
- Ensure operation of local and remote isolators
- Check condition of all cables and whether cables are neatly strapped and reposition and strap if required
- Ensure correct operation of emergency stop
- Carry out a leak test on all refrigeration piping and components inclusive of evaporator and condenser. All leaks shall be repaired. Should a leak on a component be of such a nature that it cannot be repaired, the component shall be replaced.
- The superheat setting of the thermostatic expansion valve shall be checked and adjusted if

required (setting approximately 8°C)

- The filter dryer shall be replaced
- Check compressor vibration mounts
- Test oil acidity
- Check refrigerant sight glass
- Check moisture indication being dry
- Clean condensate tray and test drainage operation
- Clean evaporator and condenser fan blades and check unbalance
- Replace suction line insulation
- Check all service valves for full operation, replace caps if missing

b) Ducting and diffusors and associated equipment

- Inspect and clean all ductwork
- De-rust, neutralize and touch up paint work of ductwork
- Check tightness of all securing bolts
- Check whether all duct supports are still in position and replace missing supports
- Check ductwork for leaks and repair defects
- Check duct insulation for defects and repair
- Check vapour barrier for defects and repair as required
- Replace all joint seal and gaskets with new
- Check for operation and reset all fire dampers
- Check and clean diffusers
- Provide air temperature at outlet during service
- Provide air flow at outlet during service

c) Split console & wall mounted units

- Clean air intake screens (fresh and return air)
- Replace filters
- De-rust, neutralize and touch up paintwork
- Clean housing, ensure all panels are properly secured. Replace panel seals.
- Check setting and operation of all pressure switches, reset if required
- Check setting and operation of all safety switches, i.e. LP&HP switches, oil pressure switch

- Check setting and operation of thermostats
- Check timers and reset if required
- Check running current of fans and compressor and settings and operation of overloads
- Check tightness of all electrical terminals
- Ensure operation of local and remote isolators
- Check condition of all cables and whether cables are neatly strapped and reposition and strap if required

- Ensure correct operation of emergency stop
- Carry out a leak test on all refrigeration piping and components inclusive of evaporator and condenser. All leaks shall be repaired. Should a leak on a component be of such a nature that it cannot be repaired, the component shall be replaced.
- The filter dryer shall be replaced.
- Check compressor vibration mounts
- Test oil acidity
- Check refrigerant sight glass
- Check moisture indication being dry
- Clean condensate tray and test drainage operation
- Clean evaporator and condenser fan blades and check unbalance
- Replace suction line insulation
- Check all service valves for full operation, replace caps if missing

d) Ventilation system

- Inspect and clean all ductwork, grilles and diffusers
- De-rust, neutralize and touch up paint work of ductwork, grilles and diffusers
- Check tightness of all securing bolts
- Replace all canvas collars with new
- Replace all filters
- Check bearings of fan motors and lubricate
- Check whether all duct supports are still in position and replace missing supports
- Check ductwork for leaks and repair defects
- Replace all joint seal and gaskets with new
- Check for operation and reset all fire dampers
- Clean fan-blades and check for unbalance
- Check fans, speed control and fan motor
- Check running amps of fan
- Reseal penetrations through roof

2.2. CDC/174/26 – EMERGENCY POWER

The Scope of Service under this request for proposal document is as follows:

- Respond to call outs in respect of repairs, remedial and or replacements
- Replacements and repairs on various medium voltage reticulations, control, distribution boards and systems
- Investigate and provide remedial action on all work in respect of medium voltage reticulations.
- Respond to all as and when noted defective medium voltage installations and identified new installations work-related activities within the areas as depicted in **Table 1** above.

a) Planned maintenance (bi- annual service and annual services)

- Check for active alarms
- Check for leaks (Diesel, Oil & water)
- Drain oil from engines (Annual Service)
- Remove all filters
- Replace filters with new (Oil, Fuel & Air filters)
- Refill oil
- Check radiator mounting rubbers.
- Drain water and apply ant-freezer
- Clean batteries by spraying with Techfall or similar product
- Check battery chargers and voltage
- Check drive-belt for cracks and damages
- Check fuel level. If below 50% refill
- Check manual & auto start if fully operational and engine frequency
- Clean genset Canopy
- Clean engine and remove all debris and dust
- Clean out Alternator termination point
- Check full operation of the controller
- Run the generator

Note: The Annual services require the changing of the oil and all filters. The 6 Monthly service is a check of full operation of the generators.

Remedial work will be addressed with approved quotes followed by works instructions.

b) UPS systems

- Check Batteries and record readings
- Check Cabinets for corrosion or damage
- Check UPS is fully operational
- Check all connections
- Note challenges and faults
- Investigate and provide remedial action on all work in respect of Fire Protection Equipment and Detection systems installations and identified new installations of work-related activities within the areas as depicted in **Table 1** above.

2.3. CDC/175/26 – FIRE PUMP HOUSE INSTALLATIONS

The Scope of Service under this request for proposal document is as follows:

- Corrective Maintenance Service (Repair Work)
 - Repairs and Replacements Works
 - Investigate and provide remedial action on all work
 - Respond to all as and when noted and identified related activities
- a) Preventative Planned Maintenance Service**
- Monthly Inspections and Reporting
 - Perform a main drain flow test
 - Verify that all valves are in the proper open or closed position
 - Verify that open valves are supervised for position with a tamper switch or locked
 - Check that all systems are in service
 - Examine the exterior condition of the sprinkler
- b) Quarterly Inspections and Reporting**
- Verify that the sprinkler system has not changed in any way
 - Verify that there have been no fires since the last inspection
 - Check for changes in occupancy and storage that would affect the sprinkler systems performance
 - Test sprinkler water flow alarms, trouble alarms, and supervisory alarms
 - Verify that control valves are in good condition, not leaking, and they are accessible
 - Verify that control valves are in their proper position (open / closed) and that it is locked or equipped with a tamper switch
 - Inspect the condition of gauges and verify full operation
 - Provide written inspection report records keeping and report any impairments or additional maintenance required
 - Back flow and forward flow test of back flow preventer and complete appropriate State reports
 - Check for freezing potential in areas served by wet systems
 - Test supervisory alarms
 - Test water flow alarm
 - Inspect pump house, heating, and ventilation louvers
 - Inspect fire pump system
 - Test pump operation at churn, rated, and 150% capacity flows
 - Check functionality of pumps on both auto and manual

- Check whether all guards are in position and all bolts
- Check floats for cleanliness and functionality
- Clean the Pump station inside and cut the grass outside and dispose of cuttings
- Check hour meters and record the readings
- Check functionality of engine where applicable
- Grease all nipples and lubricate where necessary
- Check sump conditioner and ventilation
- Check functionality of Actuator
- Check and test the sluice gates to be opening and closing

c) Corrective Maintenance Service (Repair Work)

- Respond to call outs in respect of repairs, remedial and or replacements
- Replacements and repairs on various low voltage reticulations, distribution boards and systems
- Investigate and provide remedial action on all work in respect of low voltage reticulations.
- Respond to all as and when noted defective low voltage installations and identified new installations work-related activities within the areas as depicted in table 1 above.

2.4. CDC/176/26 - FIRE AUTOMATED SPRINKLER INSTALLATIONS

The Scope of Service under this request for proposal document is as follows:

- Corrective Maintenance Service (Repair Work)
- Repairs and Replacements Works
- Investigate and provide remedial action on all work
- Respond to all as and when noted and identified related activities

Preventative Planned Maintenance Service

a) Monthly Inspections and Reporting

- Check main sprinkler system connection for visibility, accessibility, and the condition of caps and threads
- Perform a main drain flow test
- Verify that all valves are in the proper open or closed position
- Verify that open valves are supervised for position with a tamper switch or locked
- Check that all systems are in service
- Examine the exterior condition of the sprinkler

b) Quarterly Inspections and Reporting

- Verify that the sprinkler system has not changed in any way
- Verify that the building has not been remodeled since the last inspection

- Verify that there have been no fires since the last inspection
- Check for changes in occupancy and storage that would affect the sprinkler systems performance
- Test sprinkler water flow alarms, trouble alarms, and supervisory alarms
- Verify that hydraulic placards are in place
- Perform main drain flow test
- Verify that control valves are in good condition, not leaking, and they are accessible
- Verify that control valves are in their proper position (open / closed) and that it is locked or equipped with a tamper switch
- Inspect the condition of gauges and verify consistent static pressure
- A Month preceding ASIB Reassessments (Inspections and Reporting on compliance of the facility)
- Provide written inspection report records keeping and report any impairments or additional maintenance required
- Back flow and forward flow test of back flow preventer and complete appropriate State reports
- Check for freezing potential in areas served by wet systems
- Verify proper temperature ratings of sprinkler heads for their location
- Check stock of spare sprinklers
- Check condition of all visible sprinkler heads
- Check coverage and proper spacing on visible sprinkler heads
- Check that proper clearance is maintained between sprinkler head deflector and top of storage
- Test supervisory alarms
- Test water flow alarm
- Inspect pump house, heating, and ventilation louvers
- Inspect fire pump system
- Test pump operation at churn, rated, and 150% capacity flows
- Check functionality of pumps on both auto and manual
- Check whether all guards are in position and all bolts
- Check floats for cleanliness and functionality
- Clean the Pump station inside and cut the grass outside and dispose of cuttings
- Check hour meters and record the readings
- Check functionality of engine where applicable
- Grease all nipples and lubricate where necessary
- Check sump conditioner and ventilation
- Check functionality of Actuator
- Check and test the sluice gates to be opening and closing

c) Corrective Maintenance Service

- Respond to call outs in respect of repairs, remedial and or replacements
- Replacements and repairs on various low voltage reticulations, distribution boards and systems

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- Investigate and provide remedial action on all work in respect of low voltage reticulations.
 - Respond to all as and when noted defective low voltage installations and identified new installations work-related activities within the areas as depicted in table 1 above.

2.5. CDC/177/26 - FIRE EXTINGUISHING EQUIPMENT AND DETECTION SYSTEMS

The Scope of Service under this request for proposal document is as follows:

- Respond to call outs in respect of repairs, remedial and or replacements
- Supply, Deliver and Install of Fire Protection Equipment or Detection System as and when required
- Replacements of damaged, worn out or broken off Fire Protection Related equipment and systems
- Verify that the adequate protection and detection per site is in line with compliance regulations
- Verify that the building has not been remodeled since the last inspection
- Verify that there have been no fires since the last inspection
- Verify that all Fire extinguishers/hose reels, gas suppression systems, alarms, Fire panels, smoke detectors and all associated equipment are in good condition and equipment is accessible
- Inspect the condition of all gauges
- Investigate and provide remedial action on all work in respect of Fire extinguishers Equipment and Detection systems installations, and identify new installations work-related activities during the six monthly and annual Inspections Reporting

2.6. CDC/178/26 - ALUMINIUM DOORS AND WINDOWS

The Scope of Service under this request for proposal document is as follows:

a) Predictable Preventative Planned and Scheduled Maintenance Scope of Service

- Realignments of door hinges and frames
- Check condition of internal door mechanism and repair where possible
- Replace side and inter aligning rubber or fluffy lining
- Check and re-tighten all fasteners
- Check and re-tighten door arms mechanisms
- Check and replace worn-out captive bead gaskets
- Check and re-seal all leaking rubber gaskets
- Inspect and retrofit the glass panels and check for any misalignments
- Check operations and ensure functionality is tested
- Clean all grooves to ensure its free from any dust particles and unwanted debris
- Provide service report on each door serviced

b) Corrective Maintenance Service (Repair Work)

- Respond to call outs in respect of repairs, remedial and or replacements
- Replacements and repairs on various aluminium doors and windows installations
- Investigate and provide remedial action on all work in respect of aluminium doors and windows installations
- Respond to all as and when noted defects on aluminium doors and windows installations and identified new installations work-related activities within the areas as depicted in table 1 above.

3. CONDITIONS OF ENGAGEMENT

The conditions of engagement will be as set out in the Service Level Agreement.

3.1. SELECTION CRITERIA ON UTILIZING THE APPOINTED PREFERRED SERVICE PROVIDERS

- 3.1.1. The list of the appointed preferred service providers will be uploaded into the CDC Asset Care System which is the maintenance management system that CDC utilizes.
- 3.1.2. Available scope of work under this service discipline has priority levels from Priority 1 to 5 in the form of criticalness.
- 3.1.3. Work gets allocated on the rotational basis for Priority levels 1 to 2 and quotes are requested for all work from priority 3 to 5.
- 3.1.4. Works Instruction gets issued to these preferred service providers as and when service is required.
- 3.1.5. All appointed preferred service providers are ensured of equal allocation and split of work via the CDC Asset Care system and the unit call center. The maintenance of the various sites will be allocated to each bidder. Ad hoc referenced under scope of work will be based on quotations as per tendered rates.

4. BID EVALUATION CRITERIA ASSESSMENT

The assessment of the submissions from the bidders to this RFP will be carried out in four (4) stages as indicated in **Table 4** below.

Table 4: Stages and areas of Assessment of Bidders' Submissions to this RFP.

Stage Assessment	of	Area Assessment	of	Requirements
Stage 1		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.
Stage 2		Responsiveness Assessment		Submissions will be considered as being non-responsive if the required documentation/information has: <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 requirements of this RFP Document. Has not been signed by the duly authorised bidder's Representative. Refer to Section 4.2 and Table 5 below.
Stage 3		Quantitative Assessment		This is aimed at assessing if the bidders that have gone through the Responsiveness Assessment in Stage 2; and will be further evaluated on Price and specific goals. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000. Refer to the Quantitative Assessment in Section 4.3
Stage 4		Qualitative Assessment		This is aimed at assessing if the bidders that have gone through the Quantitative Assessment in Stage 4 pose any commercial risks. Refer to the Qualitative Assessment in Section 4.4

4.1 Stage 1 – Timeous Submissions

- (a) All the Proposals 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 bid document securely packed.
- (c) Late submission will not be accepted.

4.2 Stage 2 – Responsiveness Assessment

- (a) In order for the bidder to be considered as being responsive and eligible for the next stage of assessment, it has to 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 5** below.

- (b) If any of the items reflected in **Table 5** is 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 5: MANDATORY REQUIREMENTS

NO.	DESCRIPTION	YES	NO	
(1)	Completed and Signed SBD 1 FORM: Invitations to Bid. In case of a Joint Venture/Consortium the information of all the entities CSD registration numbers should be reflected on the SBD 1 Form.			
(2)	Completed and signed Bidder's disclosure form (SBD 4). In case of a Joint Venture/Consortium, a separate disclosure form in respect of each party to the JV must be completed and submitted			
(3)	Bidders shall be registered with the Construction Industry Development Board (CIDB) and provide proof of such registration and ensure its active maintenance throughout the bidding process. The CIDB Grading are as enlisted below: Note: Bidders for CDC/175/26 and CDC/176/26 are to be registered with ASIB as accredited Installers and Pump House services.			
	Contract Numbers	Contract Description	Required CIDB Grading	Mark with an X the service/s bidding for
	CDC/173/26	HVAC and Refrigeration Maintenance	4ME or higher	
	CDC/174/26	Emergency Power Maintenance	4ME & 4EB or higher	
	CDC/175/26	Fire Pump House	2SF or Higher & ASIB Registered	
CDC/176/26	Fire Automated Sprinkler	2SF or higher & ASIB Registered		

	CDC/177/26	Fire Extinguishing and Detection	2SF or Higher		
	CDC/178/26	Replacement, installation and maintenance of Aluminum Doors, Windows and facades	3SG or higher		
	Emerging contractors with a CIDB Contractor grading designation lower than the mentioned gradings are not eligible to make submissions and will not be considered.				
(4)	Signed Letter of Intent to enter Joint Venture / Consortium. To be signed by all parties in the JV (where applicable).				
(5)	Completed and Signed Certificate of Authority of Signatory to be signed by all bidders. In case of a Joint Venture/ Consortium, the Authority of Lead Partner to sign JV/Consortium documents must also be provided and signed by all parties in the JV. Proof of authority to sign may be submitted in a form of company resolution.				
(6)	An Original fully completed, priced schedule of rates filled in clearly legible with permanent ink.				
(7)	<p>Bidders should submit a Proof of office establishment within those cities and towns where CDC has a footprint as indicated in Table 1:</p> <p>(a) Signed lease agreement with a minimum of six months active or</p> <p>(b) Municipal billing clearance certificate in the name of the bidder or letter from the landlord with full address of the business premises operating within the region bidder is submission for</p> <p>(d) Municipal bill from home-based operations.</p> <p>(e) A letter from the ward council where the bidder's office are located.</p>				
(8)	<p>The bidders are to submit curriculum vitae (CV's) of their key personnel with the minimum of 5 years' experience that would provide information on</p> <p>a) qualifications -Trade certificate for relevant services, for Example;</p> <p>1) Fire Extinguishers an SAQCC qualification is required etc.</p> <p>2) Fire Pump House Maintenance requires ASIB certification as an installer etc.</p> <p>b) Experience for the service tendering for requiring a Min 5 years' experience in a similar maintenance role, for Example;</p>				

	<p>1) Fire Extinguishers requires experience in servicing fire extinguishers /hose reels/gas suppression systems etc.</p> <p>2) Fire Automated Sprinkler Installations Maintenance requirements are such that the competent installer be ASIB approved.</p> <p>c) competency demonstrated in experience on service tendering for.</p> <p>d) academic certificates, diplomas, additional training or degrees (where relevant) in support of the provided information.</p>		
(9)	<p>Bidders are to submit three (3) reference letters for previously completed projects of a similar nature for the service tendering for. Reference must be received from clients stating level of service provided by the service provider with contactable references from previous clients in the past 7 years.</p>		

Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered.

Table 7: ADDITIONAL INFORMATION

ITEM NO.	DESCRIPTION
(1)	<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) QSEs with at least 51% or 100% black shareholding and EMEs with an annual turnover of R3,0 million or more 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 R3,0 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. In case of a Joint Venture (JV) / Consortium, a consolidated B-BBEE certificate would be required, and it must be accompanied by individual B-BBEE Certificates/affidavits of their entities to confirm the type of enterprise.</p>
(2)	<p>Completed and signed SBD 6.1 preference points claim Form in terms of the Preferential Procurement Regulations 2022.</p>
(3)	<p>Demonstrate understanding in rendering technical maintenance service:</p> <ul style="list-style-type: none"> i. Company Structure or Organogram ii. Resource plan (e.g. Administrators, Tools of Trade besides artisans or technicians) iii. Response Times Plan



(4)	Bidders are required to complete form K, sign, and submit Protection of Personal Information Act (POPIA) consent form.
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4.3 Stage 3 – Quantitative Assessment

- (a) This is aimed at assessing if the bidders that have gone through the Responsiveness Assessment in Stage 2; and will be further evaluated on Price and specific goals. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000.
- (b) Bids that achieve the minimum technical requirement will be further evaluated on Price and Specific Goals. The 80:20 preference point system will be used for bids evaluation purposes only, where 80.00 points is for price and 20.00 points for Specific Goals as shown below:

Table 6: Preferential Scoring System

Allocation of Points	Maximum Points
Tendered Price (SP)	80.00
Specific Goals	20.00
Total Points (S)	100.00

The formula to be used is as follows:

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.

4.4 Stage 4 – Qualitative Assessment

- (a) This is aimed at assessing if the bidders that have gone through the Quantitative Assessment in Stage 3 pose any commercial risks.
- (b) Qualitative Assessment will be conducted on the three highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder’s capacity, past performance and other risks.

-
- (c) The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.
 - (d) Tender offers will be compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing.
 - (e) The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.
 - (f) The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.

5. FINAL OUTCOMES OF THE PROCUREMENT PROCESS

- (a) Once the bid evaluation is complete, a recommendation for award of the successful bidders will be made to the delegated bid adjudication committee for approval of award.
- (b) Unsuccessful bidders will be advised of the outcome of their bids in the procurement process.

6. DISQUALIFICATION

Bidders will be immediately disqualified if, during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded, they are found to have conducted or committed any of the following:

- a) The bidder has failed to meet the tender conditions and/or requirements and deemed non-responsive;
- b) There has been an effort by the bidder, representatives of the bidder or acquaintances of the bidder to influence the process of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- c) The bidder has communicated with other members of CDC Members or CDC Agent about the contract other than the specified person;
- d) The bidder has misrepresented the information submitted;
- e) There is evidence of fraud, fronting, etc.;
- f) The written bid document has been filled in pencil and/or have correcting fluid markings or not duly signed where changes are made;
- g) Alternative bid has been submitted without the original bid; or
- h) Bidder appears on the NT register of restricted suppliers or NT list of defaulters.

7. SELECTION CRITERIA ON UTILIZING THE APPOINTED PREFERRED SERVICE PROVIDERS

- (a) Refer to Section 3 Conditions of Engagement

8. FORMAT OF BID SUBMISSIONS

For ease of reference and uniformity of the submissions, the bidders are required to package their Bid Submissions to this RFP as follows:

- (a) Cover Page, reflecting the:
 - Title of the RFP;
 - Bid Number; and
 - Name of the Bidder.
- (b) SBD 1 Form – Invitation to Bid;
- (c) Table of Contents;
- (d) The Proposal; and

- (e) Annexures, i.e. the Returnable Documents as indicated in **Section 13** of this document and any other supporting documents.
- (f) Bidders were requested to submit a tightly or securely packed bid document to avoid loose papers, with index and dividers. Bidders may use binders / lever arch files and or heavy-duty staplers to secure their bid document. Submission with loose papers may be rejected.

9. COPYRIGHT

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

10. CONFIDENTIALITY AND MEDIA PROTOCOL

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of Respondents to the media.

In submitting a response, a Respondent agrees that it shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to the CDC.

11. OCCUPATIONAL HEALTH AND SAFETY

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) Disaster Management Act, Act (57 of 2002) all relevant legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.

12. CONCLUSION

The CDC reserves the right not to enter into any contract and no correspondence pertaining to submissions will be entered into. If the CDC does not accept any proposal, it will declare this proposal call process to be closed.

13. ANNEXURES

The bid document must be accompanied by the following annexures:

ANNEX A: SBD1 INVITATION TO BID

ANNEX B: SERVICE SELECTION

ANNEX C1 – C6: PRICING SCHEDULES

ANNEX D: SBD 4 BIDDER'S DISCLOSURE FORM

ANNEX E: SBD 6.1 PREFERENCE POINTS CLAIM FORM

ANNEX F: PROTECTION OF PERSONAL INFORMATION: CONSENT

ANNEX G: SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE FOR CONSTRUCTION

CODES



ANNEX H: HEALTH AND SAFETY SPECIFICATION
ANNEX I: CERTIFICATE OF AUTHORITY OF SIGNATORY
ANNEX J: FORM K
ANNEX K: PERFORMANCE REPORT



SERVICES SELECTION

Using the table and tick boxes provided above, the bidder is to select the service bidding for by ticking the respective box.

HVAC AND REFRIGERATION	Emergency Power	FIRE PUMP HOUSE	FIRE SPRINKLER SYSTEMS	FIRE EXTINGUISHERS AND DETECTION SYSTEMS	REPLACEMENT, INSTALLATION AND MAINTENANCE OF ALUMINUM DOORS, WINDOWS AND FACADES
CDC/173/26	CDC/174/26	CDC/175/26	CDC/176/26	CDC/177/26	CDC/178/26



ANNEXURE C1

PRICING SCHEDULE

PRICING SCHEDULE – CDC/173/26 – HVAC AND REFRIGERAION MAINTENANCE SERVICE

1. Reactive and Corrective Maintenance Service (Repair and or Replacement Work)

Section A: Labour Rates Per Hour (Skilled and Unskilled)

Resources Required	Working Hours	Quantity (Per Hour)	Rate Per Hour (Rands)
Skilled	Normal	1	
Semi-Skilled	Normal	1	
Unskilled	Normal	1	
Skilled	Overtime	1	
Semi-Skilled	Overtime	1	
Unskilled	Overtime	1	
Skilled	Sunday & Public Holiday	1	
Semi-Skilled	Sunday & Public Holiday	1	
Unskilled	Sunday & Public Holiday	1	
A		Sub Total (Excl. VAT)	



Section B: Percentage Mark-up For Materials

PERCENTAGE MARK UP TO BE CHARGED ON MATERIALS			
RANGE	PERCENTAGE	MAXIMUM AMOUNT (Benchmark amount of material to be purchased)	AMOUNT IN RAND VALUE
up to 10K		10 000	
up to 20k		20 000	
up to 50K		50 000	
up to 100K		100 000	
up to 500k		500 000	
B		Sub-Total (Excl. VAT)	

C1-PLANNED PREVENTATIVE MAINTENANCE - BPO

FACILITY	HVAC SYSTEM	QTY	FREQUENCY		RATE	AMOUNT
BPO	Air Handling Units	11	Bi-Annual	10		
	Diffusers	300	Bi-Annual	10		
	Wall mounted split unit	5	Bi-Annual	10		
	VRV	10	Bi-Annual	10		
	Ceiling Cassette	10	Bi-Annual	10		
C1					Sub Total (Excl. VAT)	



C2-PLANNED PREVENTATIVE MAINTENANCE - RIC

FACILITY	HVAC SYSTEM	QTY	FREQUENCY		RATE	AMOUNT
RIC	Wall mounted split unit	44	Bi-Annual	10		
	Ceiling cassette	32	Bi-Annual	10		
	VRV/ Outdoor unit	1	Bi-Annual	10		
C2					Sub Total (Excl. VAT)	

C3-PLANNED PREVENTATIVE MAINTENANCE – Nelson Mandela Bay Logistics Park

FACILITY	HVAC SYSTEM	QTY	FREQUENCY		RATE	AMOUNT
NMBLP	Air Handling Units	1	Bi- Annual	10		
	Diffusers	80	Bi- Annual	10		
	Split Units	6	Bi- Annual	10		
	Under ceiling units	4	Bi- Annual	10		
	VRV/ Outdoor unit	21	Bi- Annual	10		
	Heat Exchanger	2	Bi- Annual	10		
C3					Sub Total (Excl. VAT)	



C4-PLANNED PREVENTATIVE MAINTENANCE – HEAD OFFICE

FACILITY	HVAC SYSTEM	QTY	FREQUENCY		RATE	AMOUNT
HEAD OFFICE	Air Handling Units	16	Bi-Annual	10		
	Diffusers	280	Bi-Annual	10		
	Wall mounted split unit	4	Bi-Annual	10		
	Chillers	2	Bi-Annual	10		
	Cooling Towers	2	Bi-Annual	10		
C4					Sub Total (Excl. VAT)	

C5-PLANNED PREVENTATIVE MAINTENANCE – SUNRISE HOTEL

FACILITY	HVAC SYSTEM	QTY	FREQUENCY		RATE	AMOUNT
SUNRISE HOTEL	Air Handling Units	1	Bi-Annual	10		
	Diffusers	11	Bi-Annual	10		
	Wall mounted split unit	4	Bi-Annual	10		
	VRV	5	Bi-Annual	10		
	Ceiling Cassette	5	Bi-Annual	10		
C5					Sub Total (Excl. VAT)	

Section D: Compilation of Health & Safety (H&S) Provisions

Section	Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
D	1	H&S Provisions as per Annexure H requirements		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation.



Safety file to be negotiated with the appointed SP.

Summary of costs (A+B)

Section	Basic Specification	Total Cost
A	Labour Rates	
B	Percentage Mark-up on material	
C1	Service Costing BPO	
C2	Service Costing RIC	
C3	Service Costing NMBLP	
C4	Service Costing HEAD OFFICE	
C5	Service Costing SUNRISE HOTEL	
TOTALS		
VAT		
Total Cost (Incl VAT)		

NB: Bidder’s attention is drawn to the following;

- a) Quoted labor costs or rates are to be all inclusive (supervision, office overheads etc)
- b) All travel rates will be paid on proven costs at the maximum of DPW rates, with a maximum of 50km from sites, with a maximum vehicle capacity of 2L
- c) All rates will be reviewed on the CPI on annual basis.
- d) Material will be on proven cost and factor a mark-up as per section B
- e) Safety file quoted cost will be negotiated with the appointed SP

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Signature

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Date

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Position

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Name of Bidd

ANNEXURE C2

PRICING SCHEDULE

PRICING SCHEDULE – CDC/174/26 – EMERGENCY POWER MAINTENANCE SERVICE

2. Reactive and Corrective Maintenance Service (Repair and or Replacement Work)

Section A: Labour Rates Per Hour (Skilled and Unskilled)

Resources Required	Working Hours	Quantity (Per Hour)	Rate Per Hour (Rands)
Skilled	Normal	1	
Semi-Skilled	Normal	1	
Unskilled	Normal	1	
Skilled	Overtime	1	
Semi-Skilled	Overtime	1	
Unskilled	Overtime	1	
Skilled	Sunday & Public Holiday	1	
Semi-Skilled	Sunday & Public Holiday	1	
Unskilled	Sunday & Public Holiday	1	
A		Sub Total (Excl. VAT)	

Section B: Percentage Mark-up for Materials

PERCENTAGE MARK UP TO BE CHARGED ON MATERIALS			
RANGE	PERCENTAGE	MAXIMUM AMOUNT (Benchmark amount of material to be purchased)	AMOUNT IN RAND VALUE
up to 10K		10 000	
up to 20k		20 000	
up to 50K		50 000	
up to 100K		100 000	
up to 500k		500 000	
		Sub-Total (Excl. VAT)	

Section C: Service costs of Generators and UPS

NO	Resources Required	Equipment	Quantity	Rate	Total
1	Head office –Zone 1 6 Monthly Service	350KVA VOLVO PENTA	5		
		100KVA VOLVO PENTA	5		
		UPS 3 X 60KVA	5		
	Head office –Zone 1 Annual Service	350KVA VOLVO PENTA	5		
		100KVA VOLVO PENTA	5		
		UPS 3 X 60KVA	5		
2	Customs Control Area (CCA) - ZONE 1 6 Monthly	100 KVA PERKINS	5		
	Customs Control Area (CCA) - ZONE 1 Annual Service	100 KVA PERKINS	5		
3	Customs Control Area (CCA) - ZONE 2 6 Monthly Service	13KVA PERKINS	5		
	Customs Control Area (CCA) - ZONE 2 Annual Service	13KVA PERKINS	5		
4	BPO – ZONE 4 6 Monthly Service	1250 KVA – PERKINS	5		
		350 KVA PERKINS	5		
	BPO – ZONE 4 6 Monthly Service	UPS System POWER WISE 100KVA	5		
		1250 KVA – PERKINS	5		
	BPO – ZONE 4 Annual Service	350 KVA PERKINS	5		
		UPS System POWER WISE 100KVA	5		
5	RIC – ZONE 4 6 Monthly Service	UPS	5		
	RIC – ZONE 4 Annual Service	UPS	5		
6	NMBLP 6 Monthly Service	350 KVA VOLVO PENTA	5		
		70 KVA JOHN DEERE	5		
		UPS System Power Wise Modular System 40 KVA	5		
	NMBLP Annual Service	350 KVA VOLVO PENTA	5		
		70 KVA JOHN DEERE	5		
		UPS System Power Wise Modular System 40 KVA	5		
7	Sunrise Hotel 6 Monthly Service	400KVA FAWDE	5		
		UPS to be installed 30KVA	5		



	Sunrise Hotel Annual Service	400KVA FAWDE	5		
		UPS to be installed 30KVA	5		
8	Vulindela Village 6 Monthly Service	400 KVA Volvo Penta	5		
		200 KVA Volvo Penta	5		
		UPS System	5		
	Vulindela Village Annual Service	400 KVA Volvo Penta	5		
		200 KVA Volvo Penta	5		
		UPS System	5		
10	East London Office 6 Monthly Service	200KVA	5		
		UPS 20KVA PSS	5		
	East London Office Annual Service	200KVA	5		
		UPS 20KVA PSS	5		
C			Sub Total (Excl. VAT)		

Section D: Compilation of Health & Safety (H&S) Provisions

Section	Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
D	1	H&S Provisions as per Annexure H requirements		



**The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation.
 Safety file to be negotiated with the appointed SP.**

Summary of costs (A+B)

Section	Basic Specification	Total Cost
A	Labour Rates	
B	Percentage Mark-up on material	
C	Servicing Costs	
TOTALS		
VAT		
Total Cost (Incl VAT)		

NB: Bidder’s attention is drawn to the following;

- a) Quoted labor costs or rates are to be all inclusive (supervision, office overheads etc)
- b) All travel rates will be paid on proven costs at the maximum of DPW rates, with a maximum of 50km from sites, with a maximum vehicle capacity of 2L
- c) All rates will be reviewed on the CPI on annual basis.
- d) Material will be on proven cost and factor a mark-up as per section B
- e) Safety file quoted cost will be negotiated with the appointed SP

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Signature

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Date

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Position

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Name of Bidder

ANNEXURE C3

PRICING SCHEDULE

PRICING SCHEDULE – CDC/175/26 – FIRE PUMP HOUSE MAINTENANCE SERVICE

**2. Reactive and Corrective Maintenance Service (Repair and or Replacement Work)
 Section A: Labour Rates Per Hour (Skilled and Unskilled)**

Resources Required	Working Hours	Quantity (Per Hour)	Rate Per Hour (Rands)
Skilled	Normal	1	
Semi-Skilled	Normal	1	
Unskilled	Normal	1	
Skilled	Overtime	1	
Semi-Skilled	Overtime	1	
Unskilled	Overtime	1	
Skilled	Sunday & Public Holiday	1	
Semi-Skilled	Sunday & Public Holiday	1	
Unskilled	Sunday & Public Holiday	1	
A		Sub Total (Excl. VAT)	

Section B: Percentage Mark-up For Materials

PERCENTAGE MARK UP TO BE CHARGED ON MATERIALS			
RANGE	PERCENTAGE	MAXIMUM AMOUNT (Benchmark amount of material to be purchased)	AMOUNT IN RAND VALUE
up to 10K		10 000	
up to 20k		20 000	
up to 50K		50 000	
up to 100K		100 000	
up to 500k		500 000	
B		Sub-Total (Excl. VAT)	



Section C: Compilation of Health & Safety (H&S) Provisions

Section	Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
C	1	H&S Provisions as per Annexure H requirements		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. Safety file to be negotiated with the appointed SP.

Summary of costs (A+B)

Section	Basic Specification	Total Cost
A	Labour Rates	
B	Percentage Mark-up on material	
TOTALS		
VAT		
Total Cost (Incl VAT)		

NB: Bidder's attention is drawn to the following;

- a) Quoted labor costs or rates are to be all inclusive (supervision, office overheads etc)
- b) All travel rates will be paid on proven costs at the maximum DPW rates, with a maximum of 50km from sites, with a maximum vehicle capacity of 2L
- c) All rates will be reviewed on the CPI on annual basis.
- d) Material will be on proven cost and factor a mark-up as per section B
- e) Safety file quoted cost will be negotiated with the appointed SP.

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Signature

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Date

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Position

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Name of Bidder

ANNEXURE C4

PRICING SCHEDULE
PRICING SCHEDULE – CDC/176/26 – FIRE AUTOMATED SPRINKLER MAINTENANCE AND SERVICES

2. Reactive and Corrective Maintenance Service (Repair and or Replacement Work)
Section A: Labour Rates Per Hour (Skilled and Unskilled)

Resources Required	Working Hours	Quantity (Per Hour)	Rate Per Hour (Rands)
Skilled	Normal	1	
Semi-Skilled	Normal	1	
Unskilled	Normal	1	
Skilled	Overtime	1	
Semi-Skilled	Overtime	1	
Unskilled	Overtime	1	
Skilled	Sunday & Public Holiday	1	
Semi-Skilled	Sunday & Public Holiday	1	
Unskilled	Sunday & Public Holiday	1	
A		Sub Total (Excl. VAT)	

Section B: Percentage Mark-up For Materials

PERCENTAGE MARK UP TO BE CHARGED ON MATERIALS			
RANGE	PERCENTAGE	MAXIMUM AMOUNT (Benchmark amount of material to be purchased)	AMOUNT IN RAND VALUE
up to 10K		10 000	
up to 20k		20 000	
up to 50K		50 000	
up to 100K		100 000	
up to 500k		500 000	
		Sub-Total (Excl. VAT)	

Section C: Compilation of Health & Safety (H&S) Provisions



Section	Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
C	1	H&S Provisions as per Annexure H requirements		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. Safety file to be negotiated with the appointed SP.

Summary of costs (A+B)

Section	Basic Specification	Total Cost
A	Labour Rates	
B	Percentage Mark-up on material	
TOTALS		
VAT		
Total Cost (Incl VAT)		

NB: Bidder's attention is drawn to the following;

- a) Quoted labor costs or rates are to be all inclusive (supervision, office overheads etc)
- b) All travel rates will be paid on proven costs at the maximum DPW rates, with a maximum of 50km from sites, with a maximum vehicle capacity of 2L
- c) All rates will be reviewed on the CPI on annual basis.
- d) Material will be on proven cost and factor a mark-up as per section B
- e) Safety file quoted cost will be negotiated with the appointed SP.

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Signature

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Date

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Position

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Name of Bidder

ANNEXURE C5

PRICING SCHEDULE

PRICING SCHEDULE – CDC/177/26 - FIRE EXTINGUISHING EQUIPMENT AND DETECTION SYSTEM SERVICE

Section A: Labour Rates Per Hour (Skilled and Unskilled)

Resources Required	Working Hours	Quantity (Per Hour)	Rate Per Hour (Rands)
Skilled	Normal	1	
Semi-Skilled	Normal	1	
Unskilled	Normal	1	
Skilled	Overtime	1	
Semi-Skilled	Overtime	1	
Unskilled	Overtime	1	
Skilled	Sunday & Public Holiday	1	
Semi-Skilled	Sunday & Public Holiday	1	
Unskilled	Sunday & Public Holiday	1	
A		Sub Total (Excl. VAT)	

Section B: Percentage Mark-up for Materials

PERCENTAGE MARK UP TO BE CHARGED ON MATERIALS			
RANGE	PERCENTAGE	MAXIMUM AMOUNT (Benchmark amount of material to be purchased)	AMOUNT IN RAND VALUE
up to 10K		10 000	
up to 20k		20 000	
up to 50K		50 000	
up to 100K		100 000	
up to 500k		500 000	
		Sub-Total (Excl. VAT)	



Section C: . Replacement Parts

Item	Description	QTY	Rate per Unit (Repair or Replacement) A1	Rate per Unit (PPM Service) A2
FIRE PROTECTION EQUIPMENT UNITS 1				
1.1	4,5 Kg DCP	1		
1.2	9 Kg DCP	1		
1.3	5 Kg CO ₂	1		
1.4	Fire Hose Reels	1		
1.5	Fire Hydrants	1		
1.6	Fire Blankets	1		
1.7	4.5 Kg DCP refill	1		
1.8	9 Kg DCP refill	1		
FIRE DETECTION SYSTEMS UNITS 2				
2.1	Smoke Detectors	1		
2.2	Heat Detectors	1		
2.3	Manual Call Points	1		
2.4	Beam Detectors	1		
2.5	Sounders	1		
2.6	Fire Panels	1		
2.7	Communication Cables (1 = per meter)	1		



TOTALS		
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Section D: Compilation of Health & Safety (H&S) Provisions

Section	Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
D	1	H&S Provisions as per Annexure H requirements		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. Safety file to be negotiated with the appointed SP.

Summary of costs (A+B+C)

Section	Basic Specification	Total Cost
A	Labor rates per Hour	
B	Mark-up on material	
C	Repair and Replacements Rates	
TOTALS		
VAT		
Total Cost (Incl VAT)		

NB: Bidder's attention is drawn to the following;

- a) Quoted labor costs or rates are to be all inclusive (supervision, office overheads etc)
- b) All travel rates will be paid on proven costs at the maximum DPW rates, with a maximum of 50km from sites, with a maximum vehicle capacity of 2L
- c) All rates will be reviewed on the CPI on annual basis.
- d) Material will be on proven cost and factor a mark-up as per section B
- e) Safety file quoted cost will be negotiated with the appointed SP.

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Signature

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Date



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Position

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Name of Bidder

ANNEXURE C6

PRICING SCHEDULE

PRICING SCHEDULE – CDC/178/26 – REPLACEMENT, INSTALLATION AND MAINTENANCE OF ALUMINIUM DOORS, WINDOWS AND FACADES

**3. Reactive and Corrective Maintenance Service (Repair and or Replacement Work)
 Section A: Labour Rates Per Hour (Skilled and Unskilled)**

Resources Required	Working Hours	Quantity (Per Hour)	Rate Per Hour (Rands)
Skilled	Normal	1	
Semi-Skilled	Normal	1	
Unskilled	Normal	1	
Skilled	Overtime	1	
Semi-Skilled	Overtime	1	
Unskilled	Overtime	1	
Skilled	Sunday & Public Holiday	1	
Semi-Skilled	Sunday & Public Holiday	1	
Unskilled	Sunday & Public Holiday	1	
A		Sub Total (Excl. VAT)	

Section B: Percentage Mark-up For Materials

PERCENTAGE MARK UP TO BE CHARGED ON MATERIALS			
RANGE	PERCENTAGE	MAXIMUM AMOUNT (Benchmark amount of material to be purchased)	AMOUNT IN RAND VALUE
up to 10K		10 000	
up to 20k		20 000	
up to 50K		50 000	
up to 100K		100 000	
up to 500k		500 000	
		Sub-Total (Excl. VAT)	



Section C: Compilation of Health & Safety (H&S) Provisions

Section	Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
C	1	H&S Provisions as per Annexure H requirements		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. Safety file to be negotiated with the appointed SP.

Summary of costs (A+B)

Section	Basic Specification	Total Cost
A	Labour Rates	
B	Percentage Mark-up on material	
TOTALS		
VAT		
Total Cost (Incl VAT)		

NB: Bidder's attention is drawn to the following;

- a) Quoted labor costs or rates are to be all inclusive (supervision, office overheads etc)
- b) All travel rates will be paid on proven costs at the maximum of DPW rates, with a maximum of 50km from sites, with a maximum vehicle capacity of 2L
- c) All rates will be reviewed on the CPI on annual basis.
- d) Material will be on proven cost and factor a mark-up as per section B
- e) Safety file quoted cost will be negotiated with the appointed SP.

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Signature

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Date

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Position

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Name of Bidde



ANNEXURE D

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.

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

2.2

Do you, or any person connected with the bidder, have a

relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;



- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

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Date

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ANNEXURE E

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); and

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
SPECIFIC GOALS	20

Total points for Price and SPECIFIC GOALS	100
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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

- 4.5. 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

ANNEXURE F

PROTECTION OF PERSONAL INFORMATION: CONSENT

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 organization.
3. **Bidder's Obligations:**
- a) 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.
 - b) 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.
 - c) 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.
 - d) 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

ANNEXURE G

**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)
 - Black Youth % _____ %
 - Black Disabled % _____ %
 - Black Unemployed % _____ %
 - Black People living in Rural areas % _____ %
 - Black Military Veterans % _____ %

Construction Sector Affidavit



- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, 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

Construction Sector Affidavit

ANNEXURE H

HEALTH AND SAFETY SPECIFICATION ATTACHED



ANNEXURE I

PREFERRED SERVICE PROVIDERS FOR

.....
COEGA DEVELOPMENT CORPORATION

CONTRACT NUMBER:

T2.2.1 FORM A: 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

..... 20....., Mr/Ms

acting in the capacity of....., was authorised to sign all documents in connection with this tender for Contract No. CDC/OPS-RFP-027-25 and any contract resulting from it on behalf of the company.

As witnesses:

1.

Chairman:

2.

Date:



PREFERRED SERVICE PROVIDERS FOR

.....
COEGA DEVELOPMENT CORPORATION

CONTRACT NUMBER:

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-OPS-REP-027-25 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



ANNEXURE J

**CDC-FI-FOM-001-010: SUPPLIER PERFORMANCE EVALUATION
 FORM (TO BE USED FOR EVALUATION OF DELIVERABLES OF
 SERVICE PROVIDERS/CONTRACTORS)**

EVALUATORS/PROJECT MANAGERS NAME:		
SERVICE PROVIDER/CONTRACTOR BEING EVALUATED:		
CLIENT		
VALUE OF CONTRACT		
REVIEW PERIOD	FROM:	TO:
REVIEW DATE		

EVALUATION ITEM - GENERIC MEASURES	RATINGS 1-5 (SEE EXPLANATIONS BELOW) AND
Quality-Service /product deliverable: Demonstration to meeting and exceeding specifications/ deliverables by service provider/contractor	
Cost-: Ability to provide services and goods cost effectively in terms of value for money	
Time: Ability to deliver products/services within the specified time period (contract duration) or within the agreed turnaround periods.	
Communication: Timeous, effective and efficient exchange of information that is pertinent to the delivery of services/products	
Skills and Competency Availability: refers to the actual availability and competency of staff deployed to the service/project	
Management: Demonstration of sound and pro-active management practices that are geared towards the achievement of service/products required.	



EVALUATION ITEM – SPECIFIC MEASURES (CHOOSE AS APPROPRIATE)	RATINGS 1-5 (SEE EXPLANATIONS BELOW) AND COMMENTS IF ANY
<i>SHE Performance: Compliance with all relevant and necessary CDC SHE policies and guidelines</i>	
<i>SMME participation: Involvement of SMME during project/service delivery as per the contract</i>	
<i>Skills and Competency Development: The ability of the contractor/Service provider to develop their resources through training and development to the benefit of the CDC.</i>	
<i>Other (Proposal for additional measures).....</i>	
Overall Score (Average of all scores relevant)	
General comments:	

CDC RATING SCALE

RATING	EXPLANATION
5	Exceptional performance beyond all task/job requirements
4	Exceeds expectation of the task/job requirement
3	Consistently meets all task/job expectations and requirements
2	Falls below expected performance on some task/job requirements
1	Falls below expected performance overall

Evaluators name

and

designation:

Signature:

