

ANNEXURE A: BID STRUCTURE INFOGRAPHIC

TENDER DESCRIPTION:

APPOINTMENT OF A CONTRACTOR TO INSTALL A NEW BOUNDARY FENCE AROUND THE PERIMETER OF THE MEERKAT NATIONAL PARK, NORTHERN CAPE, SOUTH AFRICA

Bids must be in searchable PDF format, and must be submitted electronically. Bid files, regardless of the file transfer application used (Google Drive, WeTransfer, et cetera), must be structured in the format illustrated below –

1. Primary Folders for Compliance & Functionality Returnables

... > Tenders > Meerkat National Park F... ▾

| Name ↑ | Owner | Last modified ▾ | File size |
|--|-------|-----------------|-----------|
| T2.2 - Returnable Documents (Compliance) - Schedules B1-B5 | me | 2:57 PM | – |
| T2.2 - Returnable Documents (Functionality) - Schedules B7-B17 | me | 2:56 PM | – |

Create two separate schedules for compliance returnables and functionality returnables

2. Subfolders for Compliance Returnables - Schedules B1-B5

... > Meerkat National Park ... > T2.2 - Returnable Docu... > 🗑️

| Type | People | Modified | | |
|------|--|----------|---------------|-----------|
| Name | ↑ | Owner | Last modified | File size |
| 📁 | B1 - Certificate of CIDB Registration of Bidder | me | 11:04 AM me | — |
| 📁 | B2 - Tax Clearance, COID and UIF Certificates | me | 11:05 AM me | — |
| 📁 | B3 - Proof of Registration on National Treasury Central Supplier Database | me | 11:06 AM me | — |
| 📁 | B4 - BBBEE Certificate or Sworn Affidavit | me | 11:06 AM me | — |
| 📁 | B5 - Schedule of Proposed Work Packages to be undertaken by Subcontractors | me | 11:07 AM me | — |

Create individual folders for each compliance schedule, and upload the required document into each folder

3. Sub-folders for Functionality Returnables – Schedules B7-B17

... > Meerkat National Park ... > T2.2 - Returnable Docu... > 🗑️

| Type | People | Modified | | |
|------|---|----------|---------------|-----------|
| Name | ↑ | Owner | Last modified | File size |
| 📁 | B7-B9 - Professional Qualifications, Registration & CVs of Key Construction Personnel | me | 11:29 AM me | — |
| 📁 | B10 - Project Organisational Chart for Key Construction Personnel | me | 11:11 AM me | — |
| 📁 | B11 - Bidding Entity Past Experience | me | 11:12 AM me | — |
| 📁 | B12 - Method Statement | me | 11:12 AM me | — |
| 📁 | B13 - Project Management Plan | me | 11:13 AM me | — |
| 📁 | B14 - Project Plan (Programme) in Primavera P6 or Microsoft Project (MSP) | me | 11:13 AM me | — |
| 📁 | B15 - Health, Safety, Environmental and Quality (SHEQ) Management Plans | me | 11:14 AM me | — |
| 📁 | B16 - Evidence of the Bidder's Existing Socio-Economic Development Activities | me | 11:15 AM me | — |
| 📁 | B17 - Procurement of Subcontractors Plan | me | 11:16 AM me | — |

Group Schedules B7-B9 in one folder, and create individual folders for the remaining functionality schedules, as shown above

4. Project Team – Schedules B7-B9

... > T2.2 - Returnable Docu... > B7-B9 - Professional Qu... ▾ 🗑️

Type ▾ People ▾ Modified ▾

| Name ↑ | Owner | Last modified ▾ | File size |
|--|--|-----------------|-----------|
|  1. Project Manager |  me | 11:31 AM me | — |
|  2. Health and Safety Agent |  me | 11:31 AM me | — |
|  3. Health and Safety Officer |  me | 11:31 AM me | — |
|  4. Environmental Officer |  me | 11:31 AM me | — |
|  5. Site Foreman |  me | 11:32 AM me | — |
|  6. Project Organisational Chart for Key Construction Personnel |  me | 11:32 AM me | — |

Upload to this folder, the Project Manager's professional qualifications, registration with professional bodies, and CV (and other evidence of experience relevant to the project)

Repeat the same for the remaining team members in this Schedule, and attach Bidder's Project Team Organogram