

# INDEPENDENT DEVELOPMENT TRUST



## INVITATION OF BUILT ENVIRONMENT CONTRACTORS TO ESTABLISH A PANEL FOR GENERAL BUILDING WORKS (Minimum 3GB) FOR THE INDEPENDENT DEVELOPMENT TRUST MPUMALANGA OFFICE

### REQUEST FOR PROPOSALS

REF NO.: IDT/MP/CON-PANEL 2022-2025

**PREPARED BY:**

Independent Development Trust – MPUMALANGA  
30 Brown Street  
9<sup>th</sup> Floor Nedbank Building  
Nelspruit  
1200

**Bid Administration Enquiries**

E-mail: [suprisem@idt.org.za](mailto:suprisem@idt.org.za)

**Technical Enquiries**

E-mail: [sabelom@idt.org.za](mailto:sabelom@idt.org.za)

**BIDDER:** .....

**CIDB GRADING:** .....

**CRS NUMBER:** .....

**CSD NO:** .....

**TEL:** .....

**EMAIL ADDRESS:** .....

Bid Document to Procure Professional Services. This document contains the Term of Reference, the Bid Data, the Returnable Documents and Special Condition of Bid

## Contents

<b>PART T1: BIDDING PROCEDURES .....</b>	<b>2</b>
T1.1 TENDER NOTICE AND INVITATION TO SUBMIT PROPOSALS .....	2
T1.2 BID DATA .....	4
<i>T1.2.1 Background .....</i>	<i>4</i>
<i>T1.2.2 Bid Details .....</i>	<i>5</i>
<i>Bid Data (including special conditions of Bid).....</i>	<i>6</i>
<i>T1.2.3 Evaluation Procedure .....</i>	<i>9</i>
<b>PART T2: RETURNABLE DOCUMENTS CHECKLIST.....</b>	<b>12</b>
PART T2.A RETURNABLE SCHEDULE .....	13
T2.A5 _ SBD 1: Invitation To Bid.....	14
T2.A6 Declaration Of Interest (SBD 4).....	<a href="#">16</a>
T2.A10 Confirmation Of Receipt Of Addenda To Bid Documents .....	19
PART T2.B OTHER REQUIRED DOCUMENTS .....	20
T2.B6: Firm's Experience On Execution Of Projects .....	22
T2.B7 Evaluation Schedule: Key Personnel Assigned To The Work.....	29
<b>PART C1: CONTRACT .....</b>	<b>34</b>
C1.1 BID CONTRACT DATA.....	34
<b>PART C2: SCOPE OF SERVICES .....</b>	<b>34</b>
C2.1 contractors OBJECTIVES.....	34
C2.2 GENERAL REQUIREMENTS.....	36
C2.2.1 Services .....	36
C2.2.2 Location .....	36
C2.2.3 Project Programme .....	36
C2.2.4 Reporting Requirements and Approval Procedure.....	36
C2.2.5 Safety.....	36
C2.3 SOFTWARE APPLICATION FOR PROGRAMMING .....	36
C2.4 USE OF REASONABLE SKILL AND CARE .....	36
C2.5 COMPLIANCES WITH STANDARDS AND REGULATIONS .....	37
<b>PART C4: NOTES TO BIDDERS.....</b>	<b>38</b>

## Part T1: BIDDING PROCEDURES



Independent Development Trust

### REF NO.: IDT/MP/CON-PANEL 36 MONTHS

#### T1.1 Tender Notice and Invitation to Submit Proposals

##### **A CALL FOR CONTRACTORS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF CONTRACTORS IN THE MPUMALANGA REGION AT THE IDT FOR A PERIOD OF 36 MONTHS**

The Independent Development Trust (IDT) in the Mpumalanga Province hereby calls for Expression of Interest from suitably qualified contractors from the built environment to establish pre-approved panels of Contractors for infrastructure projects in Mpumalanga to be utilised for a period of 36 months. The following categories of contractors are invited:

##### **3GB to 7GB**

Proposals will be evaluated in terms of the Mandatory Requirements and Generic Functionality Criteria as follows:

##### **PHASE ONE - MANDATORY REQUIREMENTS/ DOCUMENTATION MANDATORY RETURNABLE DOCUMENTS**

1. Authority to Sign this Bid (for companies that has more than one director)
2. Bidders must be registered on Central Supplier Database (MAAA Number to be used to verify registration)
3. Valid CIDB proof of registration certificate for **Grade 3GB to 7GB (No PE's will be considered)**
4. Valid COIDA or FEM certificates
5. Fully completed and signed
  - SBD1: Invitation to bid
  - SBD4: Bidder's disclosure
6. Confirmation of addendum (if applicable)
7. JV Agreement - If Applicable, JV Agreement must be signed by all parties

**Failure to comply with the above requirement will result in automatic disqualification.**

**DOCUMENTS TO BE VERIFIED AT BID AWARD**

The following returnable documents shall be verified at award, the compliant of this documentation will be verified at the time of award.

- Compliant Proof of Central Supplier Database (CSD) registration report
- Tax Compliance Letter with a unique pin

**PHASE TWO – FUNCTIONALITY CRITERIA**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATION</b>
<b>A</b> Previous Experience (Project Experience of firm for the past 10 years)	25 Points
<b>B</b> Capability (Qualifications, Skills and Experience of Key Projects Resources)	30 Points
<b>C</b> Client References	25 Points
<b>D</b> Plant and Resources	20 Points
<b>TOTAL</b>	<b>100 Points</b>

**Only bidders that score 70 points as minimum functionality threshold will qualify to be in the panel of Contractor for a period of 36 months.**

Tender documents must be downloaded from IDT website and National Treasury e-tender on the following link: [http://www.idt.org.za/business\\_opportunities/current-tenders](http://www.idt.org.za/business_opportunities/current-tenders) ,and [www.treasury.gov.za](http://www.treasury.gov.za)

**All Enquiries** may be addressed in writing to [suprisem@idt.org.za](mailto:suprisem@idt.org.za) and/or [sabelom@idt.org.za](mailto:sabelom@idt.org.za);

by no later than **15 June 2022 at 17H00**

**SUBMISSION OF BIDS**

Bids **must** be submitted on the original documentation that is issued by IDT and delivered at the following address:

**Independent Development Trust**  
**30 Brown Street**  
**9<sup>th</sup> Floor Nedbank Building**  
**Nelspruit**  
**1200**

**Closing Date and Time:** The time to receipt the Bids is **Monday, 22 June 2022 at 11:00.**

**Important Note:**

Bids that are submitted in other IDT Regions or at the National Office **WILL NOT** be accepted. Telegraphic, telephonic, telex, facsimile, e-mail and late Bids **WILL NOT** be accepted.

## T1.2 BID DATA

### T1.2.1 Background

IDT is a Schedule 2 Public Entity governed by the PFMA and other applicable legislative frameworks as well as its Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; ("The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life"). In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programmes.

The IDT has representation in all provinces and is organized on the basis of regional offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids.

Copy of IDT's last Annual Report is available on request. Additional information with regards to the structure and functional activities of IDT can be obtained from IDT website ([www.idt.org.za](http://www.idt.org.za)).

The Independent Development Trust (IDT) has been appointed as the Implementing Agent by various National and Provincial Department Clients to implement Social Infrastructure Service Delivery Programs, these includes but not limited to School Building Programme, Water and Sanitation, Fencing Programme, Special Schools Programme and Alternative Construction Methodology Programmes utilising conventional methods, however Alternative Building Technologies (ABTs) could be considered on client request or sites with no access to deliver the materials.

The IDT invites suitable qualified contractors, wishing to be on IDT database for undertaking of infrastructure related works in the Mpumalanga Region, located in Nelspruit, to submit proposals for expression of interest. The request for quotation will be issued to service providers on this panel as and when projects are allocated to the IDT.

**The Database/panel will be valid for 36 months and will be subject to budget and project availability.**

## T1.2.2 Bid Details

### Bid Data (including special conditions of Bid)

The conditions of bid are the Standard Conditions of Bid as contained in the CIDB Standard for Uniformity in Construction Procurement (August 2019). This standard is issued in terms of sections 4(f), 5(3)(c) and 5(4)(b) of the Construction Industry Development Board Act 38 of 2000 read with Regulation 24 of the Construction Industry Development Regulations, (as amended) issued in terms of section 33 refer to [www.cidb.org.za](http://www.cidb.org.za).

The Standard Conditions of Bid make several references to the Bid Data for details that apply Specifically to this bid. The Bid Data shall have precedence in the interpretation of any ambiguity or Inconsistency between it and the Standard Conditions of Bid. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
F.1.1	The employer is <b>Independent Development Trust</b>
F.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p><b>Volume 1 - THE BID</b></p> <p><b>Part T1: Bidding procedures</b>  T1.1 - Bid notice and invitation to bid  T1.2 - Bid data</p> <p><b>Part T2: Returnable documents</b>  T2.1 - List of returnable documents  T2.2 - Returnable schedules</p> <p><b>Volume 2 - THE CONTRACT</b></p> <p><b>Part C1: Contracts and Contract data</b>  C1.1 - Form of offer and acceptance  C1.2 - Contract data  C1.3 - Performance Bond</p> <p><b>Part C2: Pricing data</b>  C2.1 - Pricing instructions</p> <p><b>Part C3: Scope of work</b>  C3 - Scope of work</p> <p><b>Part C4: Site information</b>  C4 - Site information</p>

F.1.4	The employer's agent will be confirmed if your company is appointed for projects.
F.2.1	Bid offers will only be accepted if the bidder has:  <b>As stated on Table 1: List of Returnable Compulsory Documents</b>
F.2.3	Alternative offers are not applicable.
F.2.4	Parts of each bid offer communicated on paper shall be submitted as an original.
F.2.5	The employer's details and address for delivery of bid offers and identification details that are to be shown on each bid offer package are:  <b>Location of bid box:</b> Reception: Independent Development Trust Mpumalanga Office  <b>Physical address:</b> 30 Brown Street 9 <sup>th</sup> Floor Nedbank Building Nelspruit 1200
F.2.5.1	<b>Identification details:</b>  Bid reference number: <b>BID No. IDT/MP/CON-PANEL 2022-2025</b> Title of Bid: <b>CONTRACTORS TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF CONTRACTOR IN THE MPUMALANGA REGION AT THE IDT FOR A PERIOD OF 36 MONTHS</b>  Closing date: <b>22 June 2022</b> Closing time of the bid: <b>11:00 AM.</b>
F.2.6	A two-envelope procedure is not required.
F.2.7	Telephonic, telegraphic, telex, facsimile, e-mailed and late bid offers <b>WILL NOT</b> be accepted.
F.2.8	The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid.
F.2.9	The bid offer validity period is <b>120 days</b> from the closing date
F.3.1	Bids will not be opened in public
F.3.2.	<b>Quality / functionality / technical evaluation will be applicable please refer to T1.2.3 for details.</b>
F.3.3	The number of document of the signed contract to be provided by the employer is one.

F.4	<p><b>NOTES</b></p> <p><b>Appointments for projects will be as and when required and will be dependent on project and budget availability.</b> Contractors who qualify to be in the panel can be invited to respond to projects specific bidding for price in line with project scope, complexity and value in accordance with the IDT SCM Policy. A second appointment letter will be provided for actual allocation of works.</p> <p>The full bid document must be filled in ink.</p> <p>Upon allocation of works applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.</p> <p>Upon allocation of works the IDT reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the IDT requirements.</p>
-----	---

### T1.2.3 Evaluation Procedure

Bid evaluation will be conducted as per the stages below:

#### Phase 1: Eligibility of Bidders.

Phase one (1) entails the process of ensuring compliance of the bidders. Bidders shall submit all mandatory returnable documents to qualify for stage two (2) of the evaluation processes. Failure to submit any of the compulsory returnable documents will lead to disqualification.

**Table one (1)** lists the compulsory returnable documents that shall be submitted by all bidders to be considered eligible for this bid.

**Table 2: List of Returnable Documents**

Description of Compulsory Returnable Document
1. Authority to Sign this Bid – (for companies Company has more than one (1) Director-)
2. Bidders must be registered on Central Supplier Database ( <i>MAAA Number to be used to verify registration</i> )
3. Valid CIDB proof of registration certificate for Grade 3GB to 7GB (No PE's will be considered)
4. Valid COIDA or FEM certificates
5. Fully completed and signed SBD Forms:
<ul style="list-style-type: none"> <li>• SBD1: Invitation to bid –</li> <li>• SBD4: Declaration of interest – (Bidders Disclosure)</li> </ul>
6. Confirmation of Addenda to Bid Documents (If any). –
7. JV Agreement - <b>If Applicable</b> , JV Agreement must be signed by all parties of the JV

**Table 2: List of Non-Mandatory Returnable Documents**

Description of Non- Mandatory Returnable Document
1. Original certified copies of their IDs and CIPS document (Not older than 6 Months from the tender closing date)
2. Subcontracting plan and methodology (this is to establish if the bidder has a plan on how to deal with community business dynamics and unrest to ensure that the project is not delayed unnecessarily)

#### Stage 2: Evaluation on Functionality/Technical Requirements

Stage two (2) entails the process of evaluation of functionality/technical requirements. Only bidders who meet the threshold of 70% and above of the total functionality/quality points will be eligible to be on the panel.

**Table two (2)** below, specifies in detail the functionality/technical criteria to be considered under the evaluation.

**Table 3: Summary of Functionality / Quality Criteria**

Functionality Criteria		Points Allocation
A1	Experience the company on projects not older than 10 years	25
A2	Qualifications, Skills and Experience of the key assigned personnel in Built Environment	30
B1	Client References	25
B2	Plant and Resources	20
<b>TOTAL POINTS</b>		<b>100</b>

**A. EVALUATION SCHEDULE: COMPANIES'S EXPERIENCE (25 points)****A.1 Relevant Experience on Construction Projects:**

A schedule of **completed** contracts of diverse nature in relation to building construction works. The following details **must** be included in the schedule and to score points we need Appointment letters; site handover certificates and practical completion certificates, Final completion certificate: -

**NB: Should the bidder not submit any of the required documents on a specific project, that specific project will not be considered**

- Full description of the project
- Name of Employer / client and their representative contact details
- Cost of the works
- Date of practical completion
- Duration of the project and start date
- Only general building projects that will be considered.

<b>A1 - Evaluation sub-criteria: Firm's Experience on Similar Projects (25 points)</b>		
<b>Sub Criteria</b>	<b>Category</b>	<b>Points Awarded</b>
Bidder has executed and completed <b>5</b> projects or more in the past 10 years and supported by contactable references	<b>Very Good</b>	<b>25</b>
Bidder has executed and completed at least <b>4</b> projects in the past 10 years and supported by contactable references	<b>Good</b>	<b>20</b>
Bidder has executed and completed at least <b>3</b> projects in the past 10 years and supported by contactable references	<b>Satisfactory</b>	<b>15</b>
Bidder has executed and completed at least <b>2</b> projects in the past 10 years and supported by contactable references	<b>Fair</b>	<b>10</b>
Bidder has executed and completed <b>1</b> project in the past 10 years and supported by contactable references	<b>Poor</b>	<b>5</b>
Not submission	<b>Not submitted</b>	<b>0</b>

**A.2 Qualifications, Skills and Experience of the key assigned personnel = (30 points)**

**Please Note: For Grade 7GB: Contracts Manager/Site Agent must be professionally registered with the SACPCMP as Project Manager. (No points will be allocated to the 7GB if the requirement is not met on the qualification and experience)**

Provide information on the individuals with qualifications, skills and experience of key resources:

- Relevant Qualifications (bidders are to include copies of the relevant qualifications of key individuals)
- Number of years of relevant experience in the industry **and** in the proposed role
- Detailed CV's for each member of the team noting their specific relevant project experience, **project description, role and responsibility and project value.**

**Table 1 Qualifications of proposed key personnel (15 points)**

Name of Proposed Key Personnel	Qualification within the Built construction environment profession (15 points)				
	Not submitted	Certificate	National Diploma (NQF L-6)	Bachelor of Degree (NQF L-7)	Professional registered
1. Contracts Manager/Site Agent (No points will be allocated to the 7GB if the requirement on item A2 (Professional Registration) is not met on the qualification and experience )	0	2	3	4	5
2. Foreman	0	2	3	4	5
3. OHS officer	0	2	3	4	5
<b>Subtotal points</b>	<b>0</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>

**Table 2 Evaluation sub-criteria: Experience of proposed key personnel (15 points)**

Name of Proposed Key Personnel	Experience of proposed key personnel (15 points)		
	Between 1 - 4 Years	Between 5 - 6 Years	7 years and above
1. Contracts Manager/ Site Agent (No points will be allocated to the 7GB if the requirement on item A2 (Professional Registration) is not met on the qualification and experience)	2	3	5
2. Foreman	2	3	5
3. OHS Officer	2	3	5
<b>Subtotal points</b>	<b>6</b>	<b>9</b>	<b>15</b>

**B1. Client References (25 points)**

Complete IDT Reference form for projects submitted as complete under firm's experience. The following details must be in the reference form: -

- Only fully signed and completed forms by the client will be accepted
- Clear client contact details

Evaluation sub-criteria: Reference Form (25 points)		
Sub Criteria	Category	Points
Project A	Very Good (5), Good (4), Fair (3), Poor (1)	5
Project B	Very Good (5), Good (4), Fair (3), Poor (1)	5
Project C	Very Good (5), Good (4), Fair (3), Poor (1)	5
Project D	Very Good (5), Good (4), Fair (3), Poor (1)	5
Project E	Very Good (5), Good (4), Fair (3), Poor (1)	5
Not submission		0

**B2. Plant and Resources (20 points)**

<b>Criteria</b>	<b>Points</b>
Excavator / TLB/ Front Loader	<b>4</b>
Tipper truck	<b>4</b>
Bakkie	<b>3</b>
Water Tanker	<b>3</b>
Generator	<b>3</b>
Concrete Mixer / Scaffolding	<b>3</b>

**Evidence that will be used is the proof of ownership or a letter confirming an agreement to lease or hire plant.**

**Only bidders who will obtain a 70% minimum functionality threshold will qualify to be in the panel for a period of 36 months.**

## Part T2: RETURNABLE DOCUMENTS CHECKLIST

### T2.A “Compulsory Documents Checklist”

Compulsory Documents shall be submitted by the bidders. If any of the below documentation is not supplied will lead to the immediate disqualification of the bidder..

Item	Description of Compulsory Returnable Document	Yes /No
T2.A1	Authority to Sign this Bid (For companies that has more than one Director)	
T2.A2	Valid CIDB proof of registration certificate for Grade 3GB to 7GB (No PE’s will be considered)	
T2.A3	Fully completed and signed SBD1: Invitation to bid	
T2.A4	Fully completed and signed SBD4: Bidders disclosure	
T2.A5	Confirmation of Receipt of Addenda to Bid Documents (if applicable)	
T2.A6	Bidders must be registered on Central Supplier Database (MAAA Number to be used to verify registration)	
T2.A7	Valid COIDA or FEM certificate	

### T2.B List of other Non-Mandatory Returnable Documents including Technical Returnable Documents

The table below lists other documents required including those required for technical returnable documents that should be submitted by the bidders.

Non-Mandatory Returnable Documents		Yes /No
T2.B1	Experience of company on similar projects not older than 10 years	
T2.B2	Original certified copies of their IDs and CIPS document (Not older than 6 Months from the tender closing date)	
T2.B3	Subcontracting plan and methodology ( this is to establish if the bidder has a plan on how to deal with community business dynamics and unrest to ensure that the project is not delayed unnecessarily	
T2.B4	Tax Compliance Letter	
T2.B5	Key personnel to be assigned to the projects	

## Part T2. Returnable Schedule

### Part T2.A "Compulsory Documents Checklist"

*Important note to Bidder: The relevant supporting documents to the enterprise bidding as referred to in the foregoing forms listed in Part T2.A, must be attached*

**T2.A1 AUTHORITY TO SIGN THIS BID (FOR COMPANIES THAT HAS MORE THAN ONE DIRECTOR)**

**T2.A2 Valid CIDB proof of registration certificate for Grade 3GB to 7GB (No PE's will be considered)**

**T2.A3 Fully Completed and signed SBD 1: Invitation to Bid**

**T2.A4 Fully Completed and signed SBD 4: Bidders Disclosure**

**VALID CIDB REGISTRATION CERTIFICATE**  
*[Valid CIDB Registration Certificate to be attached here]*

**T2.A5 Confirmation of Receipt of Addenda to bid Documents (If Applicable)**

**T2.A6 Bidders must be registered on Central Supplier Database (MAAA Number to be used to verify registration)**

**T2.A7 Valid COIDA or FEM Certificate Valid Copy of A Letter of Good standing With Compensation For Occupational And Injuries Disease Act (COIDA) Registration Certificate**

**NB: THE ABOVE DOCUMENTS MUST HAVE SEPARATE ATTACHMENT AND LABELLED CORRECTLY**

T2.A3

SBD 1

## INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST									
BID NUMBER:	IDT/MP/CON-PANEL 2022-2025	CLOSING DATE:	22 JUNE 2022	CLOSING TIME:	11h00				
DESCRIPTION	A CALL FOR PROFESSIONAL SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF CONTRACTORS IN THE MPUMALANGA REGION AT THE IDT FOR A PERIOD OF 36 MONTHS								
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>									
IDT Mpumalanga Regional Office: 30 Brown Street 9 <sup>th</sup> Floor Nedbank Building Nelspruit 1200									
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>						
CONTACT PERSON	Surprise Mthombeni		CONTACT PERSON	Sabelo Matu					
TELEPHONE NUMBER			TELEPHONE NUMBER						
FACSIMILE NUMBER			FACSIMILE NUMBER						
E-MAIL ADDRESS	surprisem@idt.org.za		E-MAIL ADDRESS	sabelom@idt.org.za					
<b>SUPPLIER INFORMATION</b>									
NAME OF BIDDER									
POSTAL ADDRESS									
STREET ADDRESS									
TELEPHONE NUMBER	CODE		NUMBER						
CELMPHONE NUMBER									
FACSIMILE NUMBER	CODE		NUMBER						
E-MAIL ADDRESS									
VAT REGISTRATION NUMBER									
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA				
<table border="0"> <tr> <td>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</td> <td> <input type="checkbox"/>Yes      <input type="checkbox"/>No            [IF YES ENCLOSE PROOF]         </td> <td>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</td> <td> <input type="checkbox"/>Yes      <input type="checkbox"/>No            [IF YES, ANSWER THE QUESTIONNAIRE BELOW]         </td> </tr> </table>						ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]						
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>									
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					
<b>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.</b>									

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. <b>. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</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: .....

T2.A4

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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

--	--	--

2.2 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 consortium<sup>2</sup> 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.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



## Part T2.B Other required documents

*Important note to Bidder: The relevant supporting documents should be inserted as per listed in Part T2.B. part of the listed documents are required for allocation of points for functionality evaluation purposes (Note: If any of the documents to support functionality are not supplied, it will result in the deduction of bid evaluation points).*

### T2.B List of other Non-Mandatory returnable Documents Including Technical Returnable “Compulsory Documents Checklist

- T2.B1** Experience of company on similar projects not older than 10 years
- T2.B2** Original Certified Copies of Their ID And CIPS Documents (Not Older than 6 Months from the tender closing date)  
*[Original certified copy of shareholders /director’s ID not older than 6 months to be attached here)*
- T2.B3** Subcontracting plan and methodology (this is to establish if the bidder has a plan on how to deal with community business dynamics and unrest to ensure that the project is not delayed unnecessarily)
- T2.B4** TAX COMPLIANCE LETTER  
*Tax Clearance Certificate or Unique Pin obtained from SARS to be inserted here]*
- T2.B5** KEY PERSONNEL TO BE ASSIGNED TO THE PROJECTS  
*(Key personnel to be assigned to the project: Qualification, Experience, Professional registration)*

**NB: THE ABOVE DOCUMENTS MUST HAVE SEPARATE ATTACHMENT AND LABELLED CORRECTLY**

**REQUIRED RETURNABLE QUALITY /FUNCTIONALITY  
EVALUATION DOCUMENTS**

**T2.B6: FIRM'S EXPERIENCE ON EXECUTION OF PROJECTS AND CLIENT REFERENCES LETTERS****T2.B16.1: Firm's Experience on execution of projects**

The Bidder shall provide details of his relevant experience on similar scale projects above implemented in the past 10 years. In support tenderers are to complete the "Project Experience" schedule below and attach thereto copies of (a) Letters of Appointment, and (b) all the relevant Completion Certificates  
**Only projects listed on the table below will only be considered for evaluation**

PROJECT DESCRIPTION	CLIENT DETAILS			PROJECT VALUE (Including VAT)	START DATE	COMPLETION DATE
	Name	Telephone	Email			
<b>A</b>						
<b>B</b>						
<b>C</b>						
<b>D</b>						
<b>E</b>						

**T2.B6.2: Client reference letters**

Complete the IDT Reference forms for at least 5 projects submitted as per table **T2.B16.1** as completed. Only full signed and stamped forms by the client will be accepted.

**T2.B6.2.A EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

**REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES**

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

<b>PROJECT NAME A:</b>
------------------------

Type of Project, e.g.:

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

Client: .....

Tender Amount: .....

Name of Project and description: .....

Contract Duration: .....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

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

Client’s/Principal Agent contact person: .....

Telephone: .....

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

Client / Principal Agent Signature: ..... Date:.....

**STAMP**

**T2.B6.2.B EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

**REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES**

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

**PROJECT NAME B:**

Type of Project, e.g.:

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

Client: .....

Project Amount: .....

Name of project and description: .....

Contract Duration: .....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

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

Client’s/Principal Agent contact person: .....

Telephone: .....

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

Client / Principal Agent Signature: ..... Date: .....

**STAMP**

**T2.B6.2.C EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

**REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES**

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

**PROJECT NAME C:**

Type of Project, e.g.:

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

Client: .....

Project Amount: .....

Name of project and description: .....

Contract Duration: .....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

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

Client’s contact person: .....

Telephone: .....

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

Client Signature: .....

Date: .....

**STAMP**

**T2.B6.2.D EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

**REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES**

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

<b>PROJECT NAME D:</b>
------------------------

**Type of Project, e.g.:**

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

**Client:** .....

**Project Amount:** .....

**Name of project and description:** .....

**Contract Duration:** .....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

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

**Client’s contact person:** .....

**Telephone:** .....

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

**Client Signature:** ..... **Date:** .....

**STAMP**

**T2.B6.2.E EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

**REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES**

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

**PROJECT NAME E:**

**Type of Project, e.g.:**

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

**Client:** .....

**Project Amount:** .....

**Name of project and description:**.....

**Contract Duration:**.....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

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

**Client’s contact person:**.....

**Telephone:**.....

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

**Client Signature:** .....

**Date:**.....

**STAMP**

**T2.B7 EVALUATION SCHEDULE: KEY PERSONNEL ASSIGNED TO THE WORK**

The Bidder shall insert in the spaces provided on the following pages details of the key personnel required to be in the employment of the bidder or other organization, in order for the bidder to be eligible to submit a bid for this project. Certified proof of qualifications and professional registration (not older than six months) must be appended to these schedules, together with the Curriculum Vitae of each individual. Failure to attach them will result in a zero score.

The Bidder shall list below the personnel that he intends to utilize on the Works, including key personnel that may have to be brought in from outside if not available locally. **The proposed personnel cannot be replaced without an approval of the employer.**

Insert in the table below the key personnel and their proposed function

**Only key personnel listed on the table below will only be considered for evaluation**

**KEY PERSONNEL SCHEDULE**

No.	Key Person Name	Category of key personnel	Qualifications	Professional Registration	Years of Experience
1.		Contracts Manager/ Site Agent (No points will be allocated to the 7GB if the requirement <b>on item A2</b> (Professional Registration) is not met on the qualification and experience)			
2.		Foreman			
3.		OHS Officer			

**T2.B7.1 Key Personnel 1: CURRICULUM VITAE OF KEY PERSONNEL – CONTRACT/ SITE MANAGER**

*(Detailed CVs, Original certified copies (not older than 6 months) of qualifications and registration certificates for key personnel are required and must be attached in support of this form)*

<b>Name:</b>		<b>Date of birth:</b>
<b>Profession:</b>		<b>Nationality:</b>
<b>Qualifications:</b>		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
<b>Name of Employer (firm):</b>		
<b>Current position:</b>		<b>Years with firm:</b>
<b><u>Employment Record:</u></b>		
<b><u>Experience Record Pertinent to Required Service:</u></b>		

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
SIGNATURE OF THE INCUMBENT IN THE SCHEDULE

.....  
DATE

.....  
INCUMBENT'S IDENTITY NUMBER

**T2.B7.2 Key Personnel 2: CURRICULUM VITAE OF KEY PERSONNEL – OHS OFFICER**

*(Detailed CVs, Original certified copies (not older than 6 months) of qualifications and registration certificates for key personnel are required and must be attached in support of this form)*

<b>Name:</b>		<b>Date of birth:</b>
<b>Profession:</b>		<b>Nationality:</b>
<b>Qualifications:</b>		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
<b>Name of Employer (firm):</b>		
<b>Current position:</b>		<b>Years with firm:</b>
<b><u>Employment Record:</u></b>		
<b><u>Experience Record Pertinent to Required Service:</u></b>		

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
SIGNATURE OF THE INCUMBENT IN THE SCHEDULE

.....  
DATE

.....  
INCUMBENT'S IDENTITY NUMBER

**T2.B7.2 Key Personnel 2: CURRICULUM VITAE OF KEY PERSONNEL – FOREMAN**

*(Detailed CVs, Original certified copies (not older than 6 months) of qualifications and registration certificates for key personnel are required and must be attached in support of this form)*

<b>Name:</b>		<b>Date of birth:</b>
<b>Profession:</b>		<b>Nationality:</b>
<b>Qualifications:</b>		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
<b>Name of Employer (firm):</b>		
<b>Current position:</b>		<b>Years with firm:</b>
<b><u>Employment Record:</u></b>		
<b><u>Experience Record Pertinent to Required Service:</u></b>		

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
SIGNATURE OF THE INCUMBENT IN THE SCHEDULE

.....  
DATE

.....  
INCUMBENT'S IDENTITY NUMBER

## T2.B7: EVALUATION SCHEDULE: KEY PERSONNEL ASSIGNED TO THE WORK

### PROJECT TEAM CVS

The experience of each key person, relevant to the scope of work, will be evaluated from two different points of view:

- 1) General experience (total duration of professional activity), in the specific sector, field, subject, etc. which is directly linked to the scope of work;
- 2) Qualifications in the relevant field or sector

A CV of each key person should be attached to this schedule.

Each CV should be structured under the following headings:

- 1 Personal particulars
  - name
  - date and place of birth
  - place (s) of tertiary education and dates associated therewith
  - professional awards
- 2 Qualifications (degrees, diplomas, certificates, grades of membership of professional societies)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate / diploma experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows as detailed in Table 1 to 2 above.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

.....

\_\_\_\_\_

Name

Position

*Bidder*

.....

\_\_\_\_\_

**(CVs, certified copies, not older than 6 months, of qualifications and professional registration of the above personnel to be attached here).**

## **Part C1: CONTRACT**

C1.1 Contract data

### **C1.1 Bid Contract Data**

**Contractors should familiarize themselves with the JBCC series 200 Edition 4.1 of March 2005.**

Contractual obligations will be confirmed in the Request for Quotation as and when it is required.

#### **NOTE:**

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when it is required.

The IDT will invite the services providers qualified for this panel to compete for allocated projects to IDT by our client departments during this 36 months' period. Appointments for projects will be as and when required and will be dependent on project and budget availability.

A Contractor who qualifies to be in the panel will be invited on a fair rotational manner to respond to projects specific bidding for price in line with project scope, complexity, letter of intent for the performance guarantees, CIDB grading and value in accordance with the IDT SCM Policy, National Treasury regulations and or PFMA regulations. A second appointment letter will be provided for actual allocation of works.

Upon allocation of works you will be required to enter into a contract together with the IDT addendums and any other special conditions of the contract.

Upon allocation of works applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

Upon allocation of works the IDT reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the IDT requirements.

## **Part C2: SCOPE OF SERVICES**

### **C3.1 Contractor's objectives**

- 3.1.1 The objective of this bid is to invite and appoint suitable Contractors that can provide and maintain a construction services to the Independent Development Trust (IDT), Mpumalanga Regional Office in order to successfully implement the construction administration and closeout of various projects, i.e., construction and completing the project/s.

- 3.1.2 The contractor shall provide suitably qualified, experienced personnel to undertake assignments relating to the delivery of the project/s as set out below as and when required during the Period of Performance.
- 3.1.3 The contractor will be appointed for the duration of the project, which incorporates any necessary project related extensions. Contractors are to note that once appointed, in some instances they might be expected to commence the work at possibly very short notices.

## **C3.2 General Requirements**

### **C3.2.1 Services**

The contractor shall be instructed by the Employer in writing to undertake specific assignments as additional services in terms of the contract as and when required during the contract period.

### **C3.2.2 Location**

Location of the project will be confirmed on actual allocation of project/s.

### **C3.2.3 Project Programme**

The contractor shall prepare a detailed programme for the performance of the Service which shall be accepted by the Employer. The programme shall be in sufficient detail to monitor the Service Providers performance at the time of allocation of project/s.

No agreed milestones may be extended beyond the timeframes outlined in the programme without acceptable motivation and approval by the Employer.

### **C3.2.4 Reporting Requirements and Approval Procedure**

The contractor shall submit monthly (Aligned with prescribed Phase deliverables and fixed time deliverables and dates) progress reports, cost reports, cash flows and labour reports on the agreed date over and above site relevant contract on the time that the project is allocated.

Notwithstanding any other requirements, the contractor shall submit a monthly report covering progress (programme, delays, scope change, critical path, etc.), costs (expenditure, cash flow, variation orders, etc.), milestones, socio economic achievements (number of jobs created, use of SMMEs, interns, etc.), challenges and achievements.

### **C3.2.5 Safety**

The contractor shall provide all safety equipment as required for his/her staff and shall undertake all duties in conformance with the relevant OHS legislation.

## **C3.3 Software application for programming**

The contractor must avail himself of software to be used for compatibility with the Employers software before undertaking the work utilising the software. The contractor shall at its costs convert data files to a format compatible with the Employers software if it chooses to utilise software different from that used by the Employer. No additional compensation will be considered for this activity.

## **C3.4 Use of reasonable skill and care**

It will be expected of the contractor to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the contractor's documents and recommendations may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties.

During assessment of any existing facilities, which may have a direct bearing on the assignment, the contractor shall determine deficiencies in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify them.

### **C3.5 Compliances with standards and regulations**

The implementation of works should be executed in compliance with:

- National Building Regulations and Building Standard Act
- Relevant SANS Standards
- PW 371-B Construction Works: Specifications (Edition 2.2 December 2015) from DPWI
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020 from Department of Labour (DoL)

## Part C4: NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to comply with these requirements or part thereof will result in your proposal being excluded from the evaluation process.

- a) This Expression of Interest does not constitute an offer or recommendation to enter into such transaction
- b) The IDT reserves the right to amend, modify or withdraw this Expression of Interest if deemed necessary.
- c) Neither the IDT nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid in response to the expression of interest.
- d) No entity may be involved, whether directly or indirectly, in more than one bid in response to this Expression of Interest. A failure to comply with this requirement will result in disqualification of the relevant entity
- e) The IDT and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.  
All Bids submitted to the IDT will become the property of the IDT and will as such are not returned to the Bidder unless if received after the closing date and time. The IDT will make all reasonable efforts to maintain bids in confidence. Proprietary information should be identified as such in each bid
- f) Evaluation of bids will be carried out by a Bid Evaluation Committee (BEC). The Evaluator(s) will, if necessary, contact Bidders to seek clarification of any aspect of the bid.
- g) The validity period of this bid is one hundred and twenty (120) days from the closing date.
- h) The period of the panel of contractors is thirty-six (36) months from date of the appointment.
- i) This document is confidential and should not be distributed to any non-bidding party without the proper authorization of the IDT.
- j) This document is released for the sole purpose of responding to this Expression of Interest and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this Expression of Interest is strictly prohibited.
- k) All bids must be formulated and submitted in accordance with the requirements of this Expression of Interest.
- l) The contractor will be required to sign confidentiality contracts with the IDT.
- m) Please note that Bid Offer is synonymous to Expression of Interest in this document
- n) Contractors who are blacklisted by any statutory body will, under no circumstances, not be considered

### DISCLAIMER

**The IDT reserves the right not to appoint a contractor and is also not obliged to provide reasons for the rejection of any proposal.**