



## INDEPENDENT DEVELOPMENT TRUST

REF NO: IDTEC/82/CON-GB-PANEL/2024/25

**THE APPOINTMENT OF A PANEL FOR CIBD GRADE 4GB, 5GB, 6GB, 7GB, 8GB AND 9GB CONTRACTORS FOR THE CONSTRUCTION OF NEW FACILITIES, UPGRADE, MANTAINANCE AND THE REFURBISHMENT OF BUILDINGS AND FACILITIES ON AN AS AND WHEN REQUIRED BASIS FROM THE DATE OF AWARD FOR 36 MONTHS FOR THE EASTERN CAPE REGION.**

### **CLOSING DATE 24 MAY 2024 @12H00**

The completed Bid Document, sealed in an envelope and clearly endorsed.  
must be placed in the Tender Box situated at the entrance to the East London Office of  
the Independent Development Trust (IDT)

### **BIDDER'S INFORMATION** *(Must be completed by Bidder)*

BIDDER NAME	
CSD NO	
CIBD GRADING	
CRS NO	
EMAIL ADDRESS	

**Prepared by:**

The Independent Development (IDT)  
Palm Square Business Park  
Silverwood house  
Bonza Road  
Beacon Bay

**EXPRESSION VALUE RANGE (TABLE 8 OF THE CIDB REGULATIONS)**

A registered contractor’s grading designation (indicated in the first column, below), means that the contractor is considered capable of undertaking a contract in the range of expression values indicated below in the contractor’s registered class of construction works.

<b>CONTRACTOR GRADING DESIGNATION</b>	<b>RANGE OF EXPRESSION VALUES</b>		<b>INDICATE CIDB REGISTRATION NUMBER</b>
	<b>GREATER THAN</b>	<b>LESS THAN OR EQUAL TO</b>	
4GB	<b>R3 000 000</b>	<b>R6 000 000</b>	
5GB	<b>R6 000 000</b>	<b>R10 000 000</b>	
6GB	<b>R10 000 000</b>	<b>R20 000 000</b>	
7GB	<b>R20 000 000</b>	<b>R60 000 000</b>	
8GB	<b>R60 000 000</b>	<b>R200 000 000</b>	
9GB	<b>R200 000 000</b>	<b>No Limit</b>	

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## INDEX

### **PART T BID INFORMATION**

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#### **Part T1 Bidding procedures**

T1.1	Bid notice and invitation to Bid .....	3
T1.2	Bid data .....	4 - 19

#### **Part T2 Returnable documents**

T2.1	List of returnable documents.....	20 - 22
T2.2	Returnable documents/Schedules .....	29 - 58

### **PART C THE CONTRACT**

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#### **Part C1 Agreement and contract data**

C1.1	Form of offer and acceptance .....	55 - 58
C1.2	Contract data .....	60 - 60

#### **Part C3 Scope of works**

C3.1	Description of the works.....	62 - 64
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**PART T: THE BID**  
**Part T1: Bidding Procedures**

**T1.1 Bid Notice and Invitation to Bid**

THE INDEPENDENT DEVELOPMENT TRUST INVITES BIDDERS FOR THE PROVISION OF: **THE APPOINTMENT OF CIDB GRADE 4GB UP TO 9GB CONTRACTORS FOR THE CONSTRUCTION OF NEW FACILITIES, UPGRADE AND THE REFURBISHMENT OF BUILDINGS AND FACILITIES ON BEHALF OF THE IDT VARIOUS CLIENT DEPARTMENTS ON AN AS AND WHEN REQUIRED BASIS FROM THE DATE OF AWARD FOR 36 MONTHS FOR THE EASTERN CAPE REGION.**

<b>ADVERT DATE</b>	19 APRIL 2024
<b>TENDER BRIEFING AND TIME</b>	03 MAY 2024 @10H00  Address: Independent Development Trust Palm Square Business Park Silverwood House Bonza Road Beacon Bay
<b>CLOSING DATE AND TIME</b>	24 May 2024 @12H00
<b>VALIDITY PERIOD</b>	90 Days
<b>SUBMISSION BOX AT</b>	Address: Independent Development Trust Palm Square Business Park Silverwood House Bonza Road Beacon Bay

Any queries regarding the Bid document or any related matter prior to submission of Bids must be directed to:

<b>IDT Representative (Technical Queries Only)</b>	Hlumelo Ntabeni hlumelon@idt.org.za
<b>IDT Admin &amp; procurement Representative</b>	Yonela Bobani yonelab@idt.org.za

The closing time and date for the receipt of Bids is **24 MAY 2024 @ 12H00**

The Bids will **NOT** be opened to the public. Requirements for sealing, addressing, delivery, opening and assessment of Bids are stated in the Bid Data.

## Evaluation Criteria

### 1. Qualification

#### Mandatory Requirements/Documents:

- **CIDB Requirements: required grading Grade 3GB, 4GB, 5GB, 6GB, 7GB, 8GB and 9GB Higher**

Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with **Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations**, for a GB (General Building) class of construction work, are eligible to have their tenders evaluated.

#### Joint ventures are eligible to submit tenders provided that:

1. every member of the joint venture is registered with the CIDB.
2. the lead partner has a contractor grading designation in the **GB (General Building)** class of construction work; not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.
3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a GB class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.

#### IDT will verify whether the Bidders have an active and valid CIDB registration as required above.

- Bidder must be CSD registered, if **JV/Consortium** submit all JV members must be registered.
- Fully Completed and Signed Standard Bidding Documents (SBDs). All blank spaces must be completed. Bidders to indicate items that are not applicable. The following SBDs are to be fully completed:
  - Invitation to Bid (SBD 1)
  - Declaration of Interest (SBD 4)
  - Preference Points Claim Forms (SBD 6.1)
- Resolution for signatory.
- Signed joint venture/consortium agreement (if applicable).
- Fully completed and signed form of offer and acceptance.
- Completed BOQ (in black pen ink- In cases where only final amount is provided, it will be considered that the total amount is inclusive of all items on the BoQ and are inclusive of VAT). **No erasable inks allowed.**
- Acknowledgement of Record of Addenda to bid document.

- **If any of the Directors are in the employment of the state**, where a person within the Bidding Entity is an Employee of the State, Bidder should
  - a. submit a signed letter on a letter head from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- “The PFMA”)
  - b. submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee.

**If any of its Directors are listed on the register of defaulters, shall result in disqualification of the bid.**

**In case of a bidder, who during the last 10 years has been terminated on previous contracts with the IDT, shall result in disqualification of the bid.**

**NB: Failure to comply with any of the above-mentioned requirements will result in automatic disqualification of the bid response.**

## PART T: THE BID

### Part T1: Bidding Procedures

#### T1.2 Bid Data

The conditions of Bid are the Standard Conditions of Bid as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts – August 2019. (See [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. 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
C.1.1.1	<p>The Employer is:            The Independent Development Trust (IDT)- Eastern Cape            Palm Square Business Park            Silverwood House            Bonza Road            Beacon Bay</p>
C.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p><b>PART T: THE BID</b>  <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 documents/schedules</p> <p><b>PART C: THE CONTRACT</b>  <b>1: Agreements and Contract data</b> C1.1 - Form of offer and acceptance C1.2 - Contract data  <b>C1.3</b> CIDB build program.</p> <p><b>Part C3: Scope of Works</b>            C3.1 - Description of the works</p>

Clause number	Bid Data
C.1.4	Employers Project Managers Hlumelo Ntabeni <a href="mailto:hlumelon@idt.org.za">hlumelon@idt.org.za</a>
C.2.1	Only those Bidders who satisfy the following eligibility criteria are eligible to submit Bids. Only those Bidders who score the minimum score in respect of the quality criteria stated in C.3.11. of this Bid Data shall be considered responsive and have their Bids evaluated further.
C.2.6	Failure to apply instructions contained in addenda may render a Bidder's offer non-responsive in terms of clause C.3.8.
C.2.7	There will be a compulsory briefing session <b>03 May 2024 @10H00</b>  <b>Address:</b> Independent Development Trust (IDT) Palm Square Business Park Silverwood house Bonza Road Beacon Bay
C.2.8	Request clarifications at least 7 working days before the closing time.
C.2.13.6	A single-envelope procedure will be followed as described in clause C.2.13.7.
C.2.13.7	Bidders shall note the specific requirements for packaging of their Bid documents and include only the following: This is a single envelope Bid process. Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" in an envelope, and an electronic copy (USB).
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.



Clause number	Bid Data
C.2.15.1	<p>The Employer's address for delivery of Bid offers and identification details to be shown on each Bid offer package are:</p> <p><b>Location of Bid box:</b> IDT Reception</p> <p>The Independent Development Trust (IDT)  Palm Square Business Park  Silverwood House  Bonza Road  Beacon Bay</p> <p><b>Identification details: IDTEC/82/CON-GB-PANEL/2024/25</b></p> <p><b>Title of bid: THE APPOINTMENT OF CIBD GRADE 4GB, 5GB, 6GB, 7GB, 8GB AND 9GB CONTRACTORS FOR THE CONSTRUCTION OF NEW FACILITIES, UPGRADE, MANTAINANCE AND THE REFURBISHMENT OF BUILDINGS AND FACILITIES ON BEHALF OF THE IDT VARIOUS CLIENT DEPARTMENTS ON AN AS AND WHEN REQUIRED BASIS FROM THE DATE OF AWARD FOR 36 MONTHS FOR EASTERN CAPE REGION.</b></p>
C.2.15.2	The closing time for submission of Bid is as stated in the Bid Notice and Invitation to Bid.
C.2.18	The Bidder shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labor-Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.22	Bid Documents will <b>not be returned</b> to bidders
C.2.29	<p>The Bidder is required to submit with his Bid the following (<b>failure to provide below documentation will result in the Bid being rejected</b>):</p> <ol style="list-style-type: none"> <li>1) Authority to Sign this Bid for companies that has more than one director</li> <li>2) Fully completed and signed</li> <li>3) SBD1: Invitation to bid.</li> <li>4) SBD4: Bidder's disclosure</li> <li>5) Confirmation of addendum (if applicable)</li> <li>6) Bidders must be registered on central supplier database (MMMA number to be used to verify registration).</li> <li>7) JV/Consortium - If Applicable <ul style="list-style-type: none"> <li>• JV Agreement must be signed by all parties.</li> <li>• Consolidated CIBD Grading</li> <li>• COIDA/FEM/RMA for all parties</li> <li>• CSD registration for all parties</li> </ul> </li> <li>8) Valid CIBD proof of registration certificate for GRADE 4GB TO 9GB</li> </ol>
C.3.1.1	The Employer shall respond to clarifications received up to 7 working days before the Bid closing time.
C.3.2	The Employer shall issue addenda until 10 working days before the Bid closing time.
C.3.4.1	The Bids will not be opened in public.
C.3.5.1	The single-envelope system will be followed for this Bid. (Bid Document and USB- includes submission copy)
C.3.7	In the event of disqualification, the Employer may, at his sole discretion, impose a specified period during which Bid offers will not be accepted from the offending Bidder and report same to the CIBD and National Treasury.
C.3.11.1	The procedure for the evaluation of responsive Bids is stated in <b>Annexure A</b> .

Clause number	Bid Data
C.3.13	<p>In addition to the requirements of the Condition of Bid, offers will only be accepted if:</p> <ul style="list-style-type: none"> <li>a) The Bidder submits <b>a copy of the CSD or registration number.</b></li> <li>b) The Bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation.</li> <li>c) the Bidder has not: <ul style="list-style-type: none"> <li>abused the Employer's Supply Chain Management System; or</li> <li>Failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> </li> <li>d) The Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Bidder's ability to perform the contract in the best interests of the employer or potentially compromise the Bid process and persons in the employ of the state are permitted to submit Bids or participate in the contract.</li> <li>e) the Bidder is registered and in good standing with the compensation fund (COIDA/FEM/RMA)</li> <li>f) the employer is reasonably satisfied that the Bidder has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</li> </ul>

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### **C3.6.1 REQUEST FOR QUOTATION**

- (a). Request for quotation will be issued on an as-and-when required basis.
- (b) Request for quotation will follow through the two-stage evaluation approach which is the administrative compliance including financial and specific goals.
- (c) If the nature of the works are classified as complex or specialist the IDT reserves the right to add technical evaluation criteria on the request for quotation.
- (d) The RFQs will be issued per individual project or work package (program).
- (e) The Conditions of Contract and Contract Data for the specific project shall be included in the RFQs.
- (f) The IDT will perform a risk assessment per project to determine that bidders are not being overloaded.
- (g) IDT also reserves the right to go to the open market should there not be sufficient service providers in a certain CIDB grading category.

**IDT will assess the number of IDT contracts awarded to a service provider on the IDT panel of contractors before inviting the service provider to submit a bid.**

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## Annexure A

This annexure contains all the criteria that the Employer shall use to evaluate Bids. In accordance with clause C.3.11 of the Standard conditions of Bid. No other factors, methods or criteria shall be used. The Bidder shall provide all the information requested in the forms included in Part T2.2 – Returnable schedules.

Bids shall be evaluated in two stages as follows.

- Phase 1 – Evaluation Administrative compliance
- Phase 2 – Evaluation of Functionality

### 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 1: PHASE 1- MANDATORY REQUIREMENTS**

NO	DESCRIPTION
1	Authority to Sign this Bid for companies that has more than one director
2	Fully completed and signed <ul style="list-style-type: none"><li>○ SBD1: Invitation to bid.</li><li>○ SBD4: Bidder's disclosure</li></ul>
3	Confirmation of addendum (if applicable)
4.	Bidders must be registered on central supplier database (MAAA number to be used to verify registration).
5.	<b>JV/Consortium - If Applicable</b> <ul style="list-style-type: none"><li>○ JV Agreement must be signed by all parties.</li><li>○ Consolidated CIDB Grading</li><li>○ COIDA/FEM/RMA for all parties</li><li>○ CSD registration for all parties</li></ul>
6.	Valid CIDB proof of registration certificate for GRADE 4GB TO 9GB

The Bidders who complied with the eligibility and administrative criteria in stage 1 are considered for further evaluation on their capability to execute the project.

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

<b>Description of Non- Mandatory Returnable Document</b>	<b>Submitted/ Not Submitted</b>
1. Certified ID copies of the Company Directors (Not older than 6 Months from the tender closing date).	
2. Proof of CIPC document	
3. Valid COIDA/FEM/RMA certificate.	
4. Confirmation of addenda to bid document (if applicable)	
5. Valid CIBD proof of registration certificate for GRADE 4GB TO 9GB	
6. Authority to sign this Bid for companies that has more one director	
7. Valid Tax Compliance Letter with a unique pin	
<b>8. For JV/Consortium</b> <ul style="list-style-type: none"> <li>○ JV Agreement must be signed by all parties.</li> <li>○ Consolidated CIDB Grading</li> <li>○ COIDA/FEM/RMA for all parties</li> <li>○ CSD Registration for all parties</li> </ul>	

## Phase 2: Evaluation on Functionality/Technical Requirement

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In this stage Bids will be evaluated on functionality according to the criteria listed below. Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible to be registered on the panel.

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

### Functionality Criteria

Functionality Criteria		Points Allocation
A1	Proof of experience in General Building projects not older than 10 years	30
A2	Client References	20
B1	Qualifications, Skills, and Experience of the key assigned personnel in Built Environment	20
B2	Resources Plan	10
B3	Financial Capability	10
C1	Company Location	10
<b>TOTAL POINTS</b>		<b>100</b>

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**STAGE ONE FUNCTIONALITY CRITERIA FOR GENERAL BUILDING SERVICE**

00 1	DESCRIPTION	Total Points allocated	Points	Points Claimed
	<b>PROOF OF EXPERIENCE IN GENERAL BUILDING</b>	<b>MAX POINTS 30</b>		
	Five similar projects		30	
	Four similar projects	30	25	
	Three similar projects		20	
	Two similar projects		15	
	One similar project		10	
	Non-submission, irrelevant evidence and incomplete evidence			00
	<ul style="list-style-type: none"> <li>• <i>The bidder must submit appointment letter(s) with the project value, Completion Certificate(s) of each project(s) completed and reference letter(s). The letter(s) and certificate(s) must be signed, dated and stamped by the client in order to be considered.</i></li> <li>• <i>Bidder must submit appointment letter, completion certificate and reference letter of the same completed project in order to be allocated points, failure to submit either of the documents, no points will be allocated to the bidder on that particular completed project.</i></li> <li>• <b>Appointment letter (Company Experience) older than 10 years will not be considered as it will be deemed unreliable</b></li> <li>• <i>Only relevant appointment letters of similar project nature will be considered.</i></li> <li>• <b>NOTE: Failure to submit any of the above requirements will results in no points being awarded to the bidder.</b></li> </ul>			
<b>2</b>	<b>CLIENT REFERENCE</b>	<b>MAX POINTS 20</b>		
	Excellent	20	20	
	Good		12	
	Satisfactory		08	
	Poor		04	
	Non-Submission			00
	<p>Points allocated for proven track record based on previous completed similar projects executed by tenderer in consideration:</p> <p>Points will be allocated based on (i) Signed and Stamped Reference (in the form issued to the tenderer) by a client representative and responsible Principal Agent; all (i.e. item (i) for the Project in consideration. The Tenderers' performance on the projects MUST be rated by the Client Representative on a scale of 5 -1 (04=Excellent,03=Good,02=Satisfactory ,01=Poor,0= Non- submission)</p> <p>Points allocated for client reference based on previous completed projects executed by the bidder in consideration:</p> <p>Points will be allocated based on;</p> <p>(i) Receipt of signed and/or stamped client references in the forms supplied in this document</p> <p>(ii) Completion of Client references forms which are contained in this document.</p> <p><b>NOTE: Failure to submit any of the above requirements will results in no points being awarded to the bidder.</b></p>			
<b>3</b>	<b>QUALIFIED PROFESSIONAL STAFF IN THE GENERAL BUILDING</b>	<b>MAX POINTS 20</b>		

Points allocated for required (i) Competencies, (ii) Qualifications (i.e. Degree / Diploma) (iii) Submission of CVs (iv) Submission of relevant certified (not older than 3 months) evidence of qualifications and certifications of allocated personnel (Required Key Project Resources).

**3.1 Contracts Manager**

(i) 15 years or more experience on projects in relevant category (12)
(ii) 10-15 years' experience on projects in relevant category (8)
(iii) Less than 10 years' experience on projects in relevant category (0)

**Max  
12 Points**

<b>12</b>
<b>8</b>
<b>0</b>

**3.2 Occupational Health and Safety (Relevant Qualification (Minimum National Diploma / in the build environment professional)**

- (i) 10 years or more experience on projects in relevant category (5)
- (ii) 5-10 years' experience on projects in relevant category (3)

**Max  
5 Points**

<b>05</b>
<b>03</b>

i) Less than 5 years' experience on projects in relevant category (0)  
**3.3 Site Agent-Relevant Qualification**

(i) 10 years or more experience on projects in relevant category (3)
(ii) 5 -10 years' experience on projects in relevant category (1)
(iii) Less than 5 years' experience on projects in relevant category (0)

**Max  
3 points**

<b>03</b>
<b>01</b>

**Bidders must submit CV(s) and original certified copies with dates of the qualification not older than three months in order to be allocated points in this criteria, failure to submit either of the document will results in no points being awarded to the bidder.**



4	<b>RESOURCE PLAN (PLAN AND HIRE)</b> Resource Plan must be available throughout the duration of the project. Evidence that will be used is the proof of ownership or a letter confirming an agreement to lease or hire plant.	10	MAX POINTS 10		
	Two or more Resources Submitted by Company		10		
	Submitted <i>one</i> proof of resources		05		
	Non-submission or No Proof of resources availability submitted		00		
5	<b>FINANCIAL VIABILITY</b> The Bidder is required to submit Financial Statements which are not older than 10 years.	MAX POINTS 10			
	1.Signed Financial Statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant indicating annual turnover of R2 000 000 or more as per CIDB requirements in respect of the contractor grading. <ul style="list-style-type: none"> <li>4GB=10 points</li> <li>No financial statement attached = 0 points</li> <li>Unsigned Financial Statements not prepared by qualified Accredited Account = 0 points</li> </ul>	10	10		
	2.Signed Financial Statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant indicating annual turnover of R3 250 000 or more as per CIDB requirements in respect of the contractor grading. <ul style="list-style-type: none"> <li>5GB=10 points</li> <li>No financial statement attached = 0 points</li> <li>Unsigned Financial Statements not prepared by qualified Accredited Account = 0 points</li> </ul>		5		
	3. Signed Financial Statements prepared by Qualified and Accredited Accountant or a registered chartered accountant indicating annual turnover of R6 500 000 as per CIDB requirements in respect of the contractor grading. <ul style="list-style-type: none"> <li>6GB= 10 points</li> <li>No financial statements attached = 0 points</li> <li>Unsigned Financial Statements not prepared by qualified Accredited Account = 0 points</li> </ul>				
	4. Signed Financial Statements prepared by Qualified and Accredited Accountant or a registered chartered accountant indicating annual turnover of R20 000 000 as per CIDB requirements in respect of the contractor grading. <ul style="list-style-type: none"> <li>7GB= 10 points</li> <li>No financial statements attached = 0 points</li> <li>Unsigned Financial Statements not prepared by qualified Accredited Account = 0 points</li> </ul>				
	5. Signed Financial Statements prepared by Qualified and Accredited Accountant or a registered chartered accountant indicating annual turnover of R65 000 000 as per CIDB requirements in respect of the contractor grading. <ul style="list-style-type: none"> <li>8GB= 10 points</li> <li>No financial statements attached = 0 points</li> <li>Unsigned Financial Statements not prepared by qualified Accredited Account = 0 points</li> </ul>				
6. Signed Financial Statements prepared by Qualified and Accredited Accountant or a registered chartered accountant indicating annual turnover of R200 000 000 as per CIDB requirements in respect of the contractor grading. <ul style="list-style-type: none"> <li>9GB= 10 points</li> <li>No financial statements attached = 0 points</li> <li>Unsigned Financial Statements not prepared by qualified Accredited Account = 0 points</li> </ul>					
6	<b>Company Location -This information will be verified from the FICA documents (Physical Address, Utility Bill, Telephone, Tax Clearance, lease agreement submitted by the bidder. Failure to submit the required documents will result in no points allocation.</b>	10			
<ul style="list-style-type: none"> <li>Eastern Cape Based</li> </ul>	10				
<ul style="list-style-type: none"> <li>Outside Eastern Cape</li> </ul>	05				
<b>TOTAL POINTS CLAIMED</b>		<b>100</b>			

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

**Other required documents**

Important note to Bidder: The relevant supporting documents should be inserted as per listed in Part A2.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).

**List of other Non-Mandatory Returnable Documents Including Technical Returnable "Compulsory Documents Checklist**

A2.B1. Experience of company on similar projects not older than 10 years

A2.B2. Original Certified Copies of Directors ID's and CIPC Documents (Not Older than 6 Months from the tender closing date)

A2.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)

A2. B4. TAX COMPLIANCE LETTER

A.2 B4. KEY PERSONNEL TO BE ASSIGNED TO THE PROJECTS

A.2.B5. Key personnel to be assigned to the project: Qualification, Experience, Professional registration)

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## **REQUIRED RETURNABLE QUALITY FUNCTIONALITY AND EVALUATION DOCUMENTS**

### **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

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**A. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

**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 A:

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	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client/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 I PA Signature•\_\_\_\_\_ Date:.....

STAMP

**B. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

**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: .....

Tender Amount'.....

Name of Project and description: .....

Contract Duration .....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client/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 I PA Signature• \_\_\_\_\_ Date: .....

STAMP

## C EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

### 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: .....

Tender Amount'.....

Name of Project and description: .....

Contract Duration .....

### RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client/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 I PA Signature• \_\_\_\_\_ Date: .....

STAMP

**D. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

**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 D: \_\_\_\_\_

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	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client/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 I PA Signature• \_\_\_\_\_ Date:.. .....

STAMP

**E. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

**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: .....

Tender Amount'.....

Name of Project and description: .....

Contract Duration .....

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client/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 I PA Signature• \_\_\_\_\_ Date:.. .....

STAMP



## KEY PERSONNEL SCHEDULE

### 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

No.	Key Person Name	Category of key personnel	Qualifications	Professional Registration	Years of Experience
1.		Contracts Manager			
2.		Site Agent			
3.		OHS Officer			

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

\_\_\_\_\_  
INCUMBENT'S IDENTITY NUMBER

---

**KEY PERSONNEL 1: CURRICULUM VITAE: CONTRACT MANAGER**

(Detailed CV'S, originally certified copies (not older than 6 months) of qualifications and registrations  
 Certificates for key personnel are required and must be attached in support of this form)

Name:		Date of birth:	
Profession:		Nationality:	
Qualifications:			
Professional Body:	Category of Registration:	Registration Number:	
Professional Body:	Category of Registration:	Registration Number:	
Professional Body:	Category of Registration:	Registration Number:	
Name of Employer:			
Current position:		Years of Experience:	
<u>Employment Record:</u>			
<u>Relevant Experience Required:</u>			

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

\_\_\_\_\_  
 INCUMBENT'S IDENTITY NUMBER

\_\_\_\_\_

**KEY PERSONNEL 2: CURRICULUM VITAE: SITE AGENT**

(Detailed CV'S, originally certified copies (not older than 6 months) of qualifications and registrations, certificates for key personnel are required and must be attached in support of this form

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Name of Employer :		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience Required:</u>		

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

\_\_\_\_\_  
INCUMBENT'S IDENTITY NUMBER

\_\_\_\_\_

**KEY PERSONNEL 3: CURRICULUM VITAE: OHS OFFICER**

(Detailed CV'S, originally certified copies (not older than 6 months) of qualifications and registrations, certificates for key personnel are required and must be attached in support of this form)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Name of Employer :		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience Required:</u>		

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

\_\_\_\_\_  
 INCUMBENT'S IDENTITY

\_\_\_\_\_

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))</b>					
BID NUMBER:	IDTEC/82/CON-GB-PANEL/2024/25	CLOSING DATE:	24 MAY 2024	CLOSING TIME:	12:00
DESCRIPTION	THE APPOINTMENT OF CIDB GRADE 4GB, 5GB, 6GB, 7GB, 8GB AND 9GB CONTRACTORS FOR THE CONSTRUCTION OF NEW FACILITIES, UPGRADE, MANTAINANCE AND THE REFURBISHMENT OF BUILDINGS AND FACILITIES ONBEHALF OF THE IDT VARIOUS CLIENT DEPARTMENTS ON AN AS AND WHEN REQUIRED BASIS FROM THE DATE OF AWARD FOR 36 MONTHS FOR EASTERN CAPE REGION.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
THE INDEPENDENT DEVELOPMENT TRUST (IDT)					
Palm Square Business Park					
Silverwood House					
Bonza Road, Beacon Bay					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Yonela Bobani		CONTACT PERSON	Hlumelo Ntabeni	
TELEPHONE NUMBER	043 711 6000		TELEPHONE NUMBER	043 711 6000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:yonelab@idt.org.za">yonelab@idt.org.za</a>		E-MAIL ADDRESS	<a href="mailto:hlumeloIn@idt.org.za">hlumeloIn@idt.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/>	<input type="checkbox"/>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes	No
	Yes	No		[IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
	[IF YES ENCLOSE PROOF]			<input type="checkbox"/>	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					YES

NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES

NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES

NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## **PART B TERMS AND CONDITIONS FOR BIDDING**

### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### **2. TAX COMPLIANCE REQUIREMENTS**

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

**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**

**2.2** 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

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<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.

**2.3 ... Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**2.4 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.
- 3.5** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.

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<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.



**3.7** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

**AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20 ..... ,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of :

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

.....

(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1.....

2.....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned.....hereby confirm that I am the sole owner of the business trading as.....

.....

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every Partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as ..... hereby authorise..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>
..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>
.....	.....	.....

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20 ..... at

..... Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation) .....  
.....

**SIGNED ON BEHALF OF CLOSE CORPORATION :** .....

.....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1.....

2.....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at.....

Mr/Mrs/Ms. .... , whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

**IN HIS/HER CAPACITY AS:** .....

