



Province of the
EASTERN CAPE
DEPARTMENT OF HEALTH

**PROCUREMENT OF PROFESSIONAL MECHANICAL
ENGINEERING SERVICES FOR UPGRADES &
MAINTENANCE RELATED WORKS**
CLUSTER THREE – BUFFALO CITY METRO & AMATHOLE
DISTRICT

BID NO: SCMU3-21/22-0425-HO

PREPARED FOR:

Eastern Cape Department of Health
Dukumbana Building, Independence Avenue
P.O. Box X0038
BHISHO
6505

NAME OF COMPANY: _____

CSD NUMBER: _____

PROFESSIONAL REG NUMBER: _____

CLOSING DATE: 15 JULY 2022

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PART T1: TENDER PROCEDURES

T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department Health Invites Professional Service Providers for the PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS **CLUSTER THREE – BUFFALO CITY METRO AND AMATHOLE DISTRICT**

Eastern Cape Department of Health will enter into a contract with the successful tenderer.

The contract will be based on the CIDB Professional services contract (Third edition) 2009.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

Tender documents are downloadable free of charge from the Department of Health website from 24th June 2022. Due to COVID 19 documents will not be available at departmental offices.

B. BID EVALUATION:

This bid will be evaluated in three (3) phases as follows:

Phase ONE: Prequalification: Only EME or QSE Service providers are allowed to submit tender offer, for this bid. Tenderers that do not meet the pre-qualification criteria stipulated above will be disqualified from further evaluation.

Phase TWO: Compliance, responsiveness to the bid rules and conditions, thereafter (if applicable).

Phase THREE: Functionality Evaluation - Service Providers are to achieve a minimum of 60 points score to be considered for next stage of evaluation

Phase FOUR : Bidders passing all stages above will thereafter be evaluated on PPPFA.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	- 80 points
Maximum points for BBBEE	- 20 points
Maximum points	- 100 points

C. BID SPECIFICATION, CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under tender data. The department of Health SCM Policy applies. Tender validity period is 120 days.

At least one of the Company Directors/ Shareholder/ Trustee (as indicated on the Registration certificate/CSD) must be registered with Engineering Council of South Africa (ECSA) as Professional Engineer OR Professional Engineering Technologist (not candidate): Mechanical Engineering

D. TENDER SUBMISSION:

No briefing session will be held. Technical enquiries shall be directed only in writing to Supply Chain Management enquiries to Thabisa Notshe at scmdemand@echealth.gov.za within office hours.

The closing time for receipt of submissions by the ECDOH is 11:00am on 15th July 2022. Telegraphic, telephonic, telex, facsimile, e-mail and late submissions will not be accepted. BID submissions must be submitted in sealed envelopes clearly marked “**SCMU3-21/22-0425**

-HO” must be deposited in the bid box, **DEPARTMENT OF HEALTH, GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGINE GARAGES), BHISHO**

Tender Submissions will be opened immediately after the closing time for tenders at 11:00am hours. Due to Covid19 safety regulations, no prospective Service Providers will be allowed at the opening of the tender box; register will be published on the departmental website (www.echealth.gov.za/tenders).

All other prerequisites as detailed in the BID documents shall apply.

Issued by:

Supply Chain Management

Bhisho

T1.2 – TENDER DATA

The conditions of tender are the latest edition of SANS 10845-3, Standard conditions of tender. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender.

The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in Annexure C of Standard for Uniformity in Construction Procurement (Board Notice 423 Government Gazette No 42622 of August 2019).

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies

Clause Number	Submission Data
3.1	The employer is: The Eastern Cape Department of Health
3.2	<p>The tender documents issued by the employer comprise the following documents:</p> <p>THE TENDER</p> <p>Part T1: Tendering procedures</p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p>THE CONTRACT Part</p> <p>C1: Agreements and Contract data</p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data Part</p> <p>C2: Pricing data</p> <p>C2.1 - Pricing assumptions</p> <p>C2.2 - Pricing schedule</p> <p>Part C3: Scope of work</p> <p>C3 - Scope of work</p> <p>Part C4: Site information</p> <p>C4 - Site information</p>
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	<p>The employer's agent is:</p> <p>Name: Department of Health</p> <p>Dukumbana Building,</p> <p>Department of Health</p> <p>Independence Avenue, Bhisho</p> <p>Cell:</p> <p>E-mail:</p>
3.5	The language for communications is English

3.6	The competitive negotiation procedure shall be applied.
3.7	Method 3: Three stage procurement procedure shall be applied.
4	Tender's obligations
4.1	<p>Only those Tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <ul style="list-style-type: none"> • At least one of the Company Director/ Trustees or Shareholder(s) is registered with ECSA as Professional Engineer or Professional Engineering Technologist: Mechanical Engineering • Tax matters are in order • Directors or company is not in the Treasury's database of restricted suppliers • The Service Provider is registered on the National Treasury Central Supplier Data Base (https://secure.csd.gov.za). <p>Only those Service Providers who are registered in a relevant professional body. Candidate members will not be accepted. (proof of professional body registration to be attached)</p>
4.2	The Employer will not compensate the Tenderers for any costs incurred in the preparation and submission of a tender offer, including the cost of the tender being registered with ECSA.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission
4.4	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference
4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account
4.7	<p>Seek clarification</p> <p>Request clarification of the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data.</p>
4.8	Tenderers are required to indicate the rates and currencies in RSA Rand
4.8(a)	If after the commencement of the Contract, the cost or duration of the services is altered as a result of changes in, the amount of the main contractor or contract amount from which fee account/estimate were based, or amounts or additions to, any statute, regulation or by-laws, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within

	90 days of first having become aware of the change, the Service Provider furnished the Employer with detailed justification to the Price or Period of the Performance (or both).
4.9	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.10	Main tender offers are not required to be submitted together with alternative tenders.
4.11	No alternative tender offers will be considered
4.12.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) The parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.4, and b) The parts communicated electronically by the employer or its agents on paper format with the tender.
4.12.2	Sign the original and all copies of the tender offer where required in terms of the tender data. NOTE The employer holds all authorized signatories liable on behalf of the tenderer
4.12.5	<u>The tenderer is required to submit with his tender the following certificates:</u> 1) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. 2) Valid certified Professional Registration certificates of at least one company Director and professionals to be assigned on the project
4.12.6	A two-envelope procedure will not be required.
4.12.7	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
4.13	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
4.14.1	The tender offer validity period is 120 days . Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with

	or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer
4.14.2	<p><u>Placing of contractors under restrictions / withdrawal of tenders</u></p> <p>If any tenderer who has submitted a tender offer has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state.</p> <p>Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and on CIDB Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.</p>
4.15	The preferred tenderer will be required to submit an approved insurer undertaking to provide the Professional Indemnity Policy standard as per ECDOH policy
5	Employer's undertakings
5.1	<p>The Employer will respond to requests for clarification received up to FIVE (5) working days before the tender closing time.</p> <p>If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.</p>
5.2	The employer shall issue addenda until Five (5) working days before tender closing time.
5.3	Tenders will be opened immediately after the closing time for tenders at 11:00am hours.
5.4	Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect

	the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation																
5.6	Arithmetical errors, omission and discrepancies Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.																
5.7.1	<p>The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule.</p> <p>Table F1: Formula for calculating the value of A</p> <table><tr><th>Formula</th><th>Comparison aimed at achieving</th><th>Option 1^a</th><th>Option 2^a</th></tr><tr><td>1</td><td>Highest Price or Discount</td><td>$A = [1+ (P-P_m) / P_m]$</td><td>$A = P / P_m$</td></tr><tr><td>2</td><td>Lowest price or percentage commission / fee</td><td>$A = [1- (P-P_m) / P_m]$</td><td>$A= P_m/ P$</td></tr><tr><td>a</td><td colspan="3">P_m is the comparative of the most favourable comparative offer P is the comparative offer of the tender under consideration</td></tr></table>	Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a	1	Highest Price or Discount	$A = [1+ (P-P_m) / P_m]$	$A = P / P_m$	2	Lowest price or percentage commission / fee	$A = [1- (P-P_m) / P_m]$	$A= P_m/ P$	a	P_m is the comparative of the most favourable comparative offer P is the comparative offer of the tender under consideration		
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	<p>The procedure for the evaluation of responsive tenders is Method 3: Pre- qualification, Price and Preference. In the case of a price and preference:</p> <p><u>1. STAGE ONE: PRE- QUALIFICATION: ONLY EME or QSE SERVICE PROVIDERS ARE ALLOWED TO SUBMIT TENDER OFFERS</u></p> <p>1.1 Bidders' proposal must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration.</p> <p>1.2 A valid original or certified copy of BBBEE certificate from a verification agency accredited by SANAS and recognized as an accredited BBBEE verification agencies (see www.sanas.co.za/directory/bbee_default.php) if preference points are claimed in respect of Broad Based Black Economic Empowerment must be submitted with the bid OR A duly completed Sworn Affidavit in terms of the amended BBBEE Construction Sector Codes (CSC000) must be submitted in order to qualify for preference points for BBBEE.</p>																

STAGE TWO: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES

2.1 Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:

2.2 Bid Document (This Document must be submitted in its original format)

2.3 Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.

2.4 The tenderer must be registered with and also should be in good standing with Engineering Council of South Africa (ECSA) a professional regulatory council and should attached copies of valid Professional Registration certificates of a director(s) and key member/s who will be involved in the project. The verification of professional registration status will also be verified with the council online. At least one director/s, trustee or shareholder/s (as indicated on the Registration certificate/CSD) must be registered with ECSA as Professional Engineer or Professional Engineering Technologist: Mechanical Engineering

2.5 Bidders must be a legal entity or partnership or consortia.

2.6 Form of offer and Acceptance (fully completed and signed)

2.7 SBD 4- Declaration of Interest (fully completed and signed)- (In the event that prospective bidders are directors in other companies, they must ensure that they do proper declaration on SBD4 and furnish the necessary details).

2.8 Compulsory Enterprise Questionnaire (fully Completed and signed)

2.9 If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered.

2.10 Declaration: Validity of Information Provided (fully completed and signed)

2.11 Resolution of Signatory (must be completed or attached if applicable)

2.12 Declaration of Employees of the State or other State Institutions.

2.13 Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered.

2-B. Other Conditions of bid-Non Eliminating

2.14 The bidder must be registered on the Central Supplier Database (CSD) prior the award.

2.15 All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.

2.16 The Department will contract with the successful bidder by signing a formal contract.

2.17 This tender will be awarded as a whole. All items listed in the Pricing schedule must be priced for (except provisional sums and allowances which must also be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.

2.18 Returnable Schedule: SBD 1-Invitation to bid must be completed and signed

	<p>2.19 Returnable Documents: Company Details</p> <p>2.20 Returnable Documents: Company Composition</p> <p>2.21 The bidder must also list all projects where there are pending litigations or litigations have been concluded. The form for this is also attached after Annexure L.</p> <p>2.22 This tender will be awarded as a whole. Bidders must submit a minimum of three (3) written contactable references for where they were performing duties as a Professional Engineer: Electrical or similar nature successfully completed (clearly indicating client name, contract value, contract term, contact person, contact details). Refer to Annexure I and Annexure M.</p> <p>2.23 This document will be awarded as whole.</p> <p>STAGE THREE: FUNCTIONALITY EVALUATION</p> <p>Service Providers are to achieve a minimum of 60 points score to be considered for next stage of evaluation</p> <p>3. STAGE FOUR: EVALUATION POINTS ON PRICE AND B-BBEE REGULATIONS OF 2017</p> <p>The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and B-BBEE/ PPPFA Regulations of 2017</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>POINTS ON PRICE</td><td>80</td></tr> <tr> <td>B-BBEE</td><td>20</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> </tbody> </table> <p>The 80/20 preference point system for acquisition of services, works or goods below Rand value of less than R50 million: (a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and less Rand value of R 50 000 000 (all applicable taxes included):</p>	Criteria	Points	POINTS ON PRICE	80	B-BBEE	20	TOTAL	100
Criteria	Points								
POINTS ON PRICE	80								
B-BBEE	20								
TOTAL	100								
5.7.4	<p>The procedure for the evaluation of responsive tenders is Method 3: Pre- qualification, Price and Preference:</p> <p>Stage 1: qualification B-BBEE (EME or QSE SERVICE PROVIDERS ONLY)</p> <p>Stage 2: Administrative requirements and Mandatory requirements</p> <p>Stage 3: Functionality Evaluation</p> <p>Stage 4: Price and preference (80/20 system)</p>								

5.8	<p>Tender offers will only be accepted if: a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity</p> <p>b) the tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin.</p> <p>c) The tenderer is registered with and also is in good standing with Engineering Council of South Africa (ECSA) a professional regulatory and has attached valid Copy of Professional Registration certificate of a director(s) and key member/s who will be running the project to substantiate the registration status. The verification of professional registration status will also be verified with the council online. At least one director/s, trustee or shareholder/s (as indicated on the Registration certificate/CSD) must be registered with ECSA as Professional Engineer or Professional Engineering Technologist: Mechanical Engineering</p> <p>d) the preferred tenderer will be required to submit an approved insurer undertaking to provide the Professional Indemnity Insurance/ Security to the format and/or standard as per ECDOH policy</p> <p>e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</p> <p>f) the tenderer has not:</p> <p>i) abused the Employer's Supply Chain Management System; or</p> <p>ii) failed to perform on any previous contract and has been given a written notice to this effect;</p> <p>g) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;</p> <p>h) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</p> <p>i) the bidder has duly completed and signed the SBD 1, SBD 4,</p> <p>Incomplete or unsigned or poorly completed forms will lead to a bidder being declared nonresponsive. No second chance will be afforded to a bidder to come and complete or sign an information.</p> <p>j) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted.</p> <p>k) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;</p> <p>l) The tender has offered a market related offer. If the offer is believed not to be market related, the department through its Supply chain Management bid committees will attempt to negotiate the offer</p>
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	<p>with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process.</p> <p>m) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.</p> <p>n) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated.</p> <p>o) NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer.</p> <p>p) The department reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favourable firm is too high; the bidder has been awarded a considerable number of projects by the department; has performed unsatisfactorily in the past</p>
5.9	The number of paper copies of the signed contract to be provided by the employer is One (1).
T.2.1	A. List of returnable documents
1	<p>Documentation to demonstrate eligibility to have tenders evaluated I.e. List all documentation to demonstrate eligibility to have a submission evaluated.</p> <ul style="list-style-type: none"> • Appropriate Professional Registration category suitable for the works (as stated in 4.1).
2	<p><u>Returnable Schedules required for tender evaluation purposes</u></p> <p>The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant:</p> <ul style="list-style-type: none"> • Record of Addenda to Tender Documents (if applicable) • Compulsory Enterprise Questionnaire • SBD 1, SBD 4, • Form of Offer and Acceptance • Attach a list of past projects (stating the name, amount, client name, project manager, duration, completion date) – reachable references. • Completed Pricing Schedule
3	<p><u>Other documents required for tender evaluation purposes</u></p> <p>The tenderer must provide the following returnable documents:</p> <ul style="list-style-type: none"> • An original or certified copy of a valid B-BBEE Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (see www.sanas.co.za/directory/bbee_default.php) if preference points are claimed in respect of Broad-

	<p>Based Black Economic Empowerment. A tenderer which is a EME or QSE can submit a duly signed a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths.</p> <ul style="list-style-type: none"> • A CSD Report of a consultant with valid and correct information.
4	<p>Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract The tenderer must complete the following returnable documents: • A duly completed form of Offer and Acceptance (and any revision of prices if there are any).</p>
5	<p>Only authorized signatories may sign the original and all copies of the tender offer where required. In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated. In the case of a COMPANY submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a CLOSE CORPORATION submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.</p> <p>In the case of a PARTNERSHIP submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender. Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</p>
6	<p>Information and data to be completed in all respects Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as nonresponsive.</p>
7	<p>Canvassing and obtaining of additional information by tenderers The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</p>
8	<p>Prohibitions on awards to persons in service of the state</p> <p>The Employer is prohibited to award a tender to a person -</p> <ul style="list-style-type: none"> a) who is in the service of the state; or b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) a person who is an advisor or consultant contracted with the Department or municipal entity. <p>In the service of the state means to be -</p> <p>a member of: -</p> <ul style="list-style-type: none"> a) any municipal council; b) any provincial legislature; or

	<ul style="list-style-type: none"> c) the National Assembly or the National Council of Provinces; d) d) a member of the board of directors of any municipal entity; e) an official of any Department or municipal entity; f) an employee of any national or provincial department; g) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); h) a member of the accounting authority of any national or provincial public entity; or i) an employee of Parliament or a provincial legislature. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
9	<p><u>Awards to close family members of persons in the service of the state</u></p> <p>Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including -</p> <ul style="list-style-type: none"> a) the name of that person; b) the capacity in which that person is in the service of the state; and c) the amount of the award. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
10	<p><u>Respond to requests from the tenderer</u></p> <p>The employer will respond to requests for clarification up to Five (5) working days before the tender closing time.</p>
11	<p><u>Opening of tender submissions</u></p> <p>Tenders will be opened immediately after the closing time for tenders.</p>
12	Scoring quality / functionality N/A
13	<p><u>Cancellation and re-invitation of tenders</u></p> <p>An organ of state may, prior to the award of the tender, cancel the tender if-</p> <ul style="list-style-type: none"> (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or (c) no acceptable tenders are received. (d) Tender validity period has expired. (e) Gross irregularities in the tender processes or documents. (f) No market related offer received (after attempts of negotiation processes)

	Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.
14	Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the CIDB for investigation as a breach of the CIDB Code of Conduct in terms of the CIDB Regulations; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the CIDB Regulations and the Preferential Procurement Regulations may prohibit the consultant from doing business with the public sector for a period not exceeding 10 years.
15	<p>The tenderer must complete the following returnable documents:</p> <p><u>1 Returnable Schedules required for evaluation purposes</u></p> <ul style="list-style-type: none"> • Compulsory enterprise questionnaire • Record of addenda issued (Only if addenda is issued) <p><u>2 Other documents required for quotation evaluation purposes</u></p> <ul style="list-style-type: none"> • Form of Offer and Acceptance • Final Summary (Bills of Quantities/Pricing Schedule) <p><u>3 Returnable Schedules that will be incorporated into the contract</u></p> <ul style="list-style-type: none"> • Details of the Project Team and CV with Qualifications & Proof of Registration completed for each individual of the proposed team. Registration will be verified through ECSA • Record of projects: current, past and on tender. • Project References – 5 for Mechanical Engineering discipline • SBD 1, SBD 4 • Certified copy of B-BBEE Status Level Verification certificate OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths(Annexure B)

T1.3– STANDARD CONDITIONS of TENDER

1 General

1.1 Actions

1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in **clause 2** and **clause 3**, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices

1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate

Note: 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract

1.2 Tender documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

1.3 Interpretation

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.
 - ii) an individual or Service Provider is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.
 - iii) incompatibility or contradictory interests exist between an employee and the Service Provider which employs that employee.
- b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body
- f) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

1.5 The employer's right to accept or reject any tender offer

1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

1.6 Procurement procedures

1.6.1 General Unless otherwise stated in the tender data, a contract will, subject to **clause 3.13**, be concluded with the tenderer who in terms of **clause 3.11** is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

1.6.2 Competitive negotiation procedure

1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of **clause 3.4**, the employer shall announce only the names of the tenderers who make a submission. The requirements of **clause 3.8** relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of **clause 2.17**, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

1.6.2.4 The contract shall be awarded in accordance with the provisions of **clause 3.11** and **clause 3.13** after tenderers have been requested to submit their best and final offer.

2 TENDERER'S OBLIGATIONS

2.1 Eligibility

- Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.
- Submit a tender offer only if the tenderer satisfies that the minimum score for functionality criteria will be met.
- Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

2.2 Cost of tendering

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference

2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) may not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

2.10 Pricing the tender offer

2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.12 Alternative tender offers

2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

2.12.3 An alternative tender offer may only be considered in the event that the main tender offer is the winning tender.

2.13 Submitting a tender offer

2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

2.15 Closing time

2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

2.16 Tender offer validity

2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of 2.13 with the packages clearly marked as "SUBSTITUTE".

2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

2.18 Provide other material

2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data

2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

3 The employer's undertakings

3.1 Respond to requests from the tenderer

3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence: a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements; b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

3.2 Issue Addenda If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

3.4 Opening of tender submissions

3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

3.4.3 Make available the record outlined in 3.4.2 to all interested persons upon request.

3.5 Two-envelope system

3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

3.8 Test for responsiveness

3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.9 Arithmetical errors, omissions and discrepancies

3.9.1 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with 3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.

3.9.2 The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

3.11 Evaluation of tender offers

3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

3.11.2 Method 1: Price and Preference

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for BBBEE contribution
- 3) Add the points scored for price and BBBEE.

3.11.3 Method 2: Functionality, Price and Preference

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs below.
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.1

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20.. preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

- (a) Price; and

- (b) B-BBEE Status Level of Contributor.
1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

2. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 2.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6

7	2	4
8	1	2
Non-compliant contributor	0	0

3.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

3.11.9 Scoring functionality

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$NQ = W2 \times SO / MS$$

where: SO is the score for quality allocated to the submission under consideration;

MS is the maximum possible score for quality in respect of a submission; and

W2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

3.13 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the tenderer:

- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- has the legal capacity to enter into the contract,
- is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data, and
- is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

F.3.14 Prepare contract documents

3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- addenda issued during the tender period,
- inclusion of some of the returnable documents, and
- other revisions agreed between the employer and the successful tenderer.

3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

3.16 Notice to unsuccessful tenderers

3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

3.19 Transparency in the procurement process

F3.19.1 The cidb prescripts require that tenders must be advertised and be registered on the cidb i.Tender system.

3.19.2 The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

3.19.3 The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

3.19.4 The client must publish the information on a quarterly basis which contains the following information:

Procurement planning process

- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate
- Contract title
- Contract firm(s)
- Contract price
- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

3.19.5 The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

3.19.6 Consultative Forum must be an independent structure from the bid committees.

3.19.7 The information must be published on the employer's website.

3.19.8 Records of such disclosed information must be retained for audit purposes.

T2.2a: RESOLUTION FOR SIGNATORY

Project Name:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Bid Number:	SCMU3-21/22-0425-HO

MUST BE ON COMPANY LETTERHEAD

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form. This must be on a company letterhead.

An example is given below:

“By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the Service Provider for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____ DATE: _____ SIGNATURE: _____

WITNESSES:(if the company has more than one Director: these must be director's signatures)

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

T2.2b: RECORD OF ADDENDA TO SUPPLIER DOCUMENTS

Project Name:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT))
Bid Number:	SCMU3-21/22-0425-HO

I / We confirm that the following communications received from the Department of Health before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Service
Provider

PART C1 AGREEMENTS AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

C1.2 CONTRACT DATE FOR CIDB STANDARD PROFESSIONAL SERVICES CONTRACT

C1.3 CIDB ADJUDICATORS AGREEMENT

C1.1- Form of Offer and Acceptance

Annex C

(normative)

FORM OF OFFER AND ACCEPTANCE

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES + DISBURSEMENTS + INCLUSIVE OF VALUE ADDED TAX IS:

.....Rand (in words); R(in figures)

(or other suitable wording) This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) _____: Tender's Name: _____

Authorised Person: _____: Address of Tenderer _____

Witness (Signatures)

1. _____: Date: - _____

2. _____: Date: - _____

ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement. The terms of the contract, are contained in:

- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties. 1

Signature(s) _____: Tender's Name: _____

Capacity: _____: Address of Tenderer _____

Witness (Signatures)

1. _____: Date: - _____

Schedule of deviations

- 1) Subject.Details_____
- 2) Subject.Details_____
- 3) Subject.Details_____
- 4) Subject.Details_____

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

C1.2 Contract Data for CIDB Standard Professional Services Contract

The Standard Professional Services Contract (Third edition, September, 2009) published by the Construction Industry Development Board, are applicable to this contract.

Copies of these conditions of contract may be obtained from the Construction Industry Development Board's website www.cidb.org.za

Part 1: Contract Data completed by the Employer

Clause	
	The Employer is the Department of Health - Eastern Cape Province
	The Authorized and designated representative of the Employer is: Ms T. Notshe Email Address: scmdemand@ehealth.gov.za
1	The Project is the PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
2	The period of performance will be determined from the approved project scope and plans
3.1	The location of the performance of the contract is in 2 Districts namely: Buffalo City Metro and Amathole District, Eastern Cape.
3.2	The Service Provider may not release public or media statements or publish material related to the services or project under circumstances.
4	The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule
6	The Service Provider is to commence the performance of the Services within 5 Days of date that the Contract becomes effective
7	The period of suspension under clause 8.5 is not to exceed 3 months
8	Copyright of documents prepared for this project shall be vested with the Employer
9	The alternative dispute settlement will be by Adjudication
10	The Prospective bidder will be required to provide professional indemnity insurance within 21 days after receiving letter of appointment.
11	The provisions of 13.6 do not apply to the Contract
12	The interest will be prime interest rate of the Employer's bank at the time that the amount is due.
13	Contract duration : Five (5) years of Mechanical Engineering Consulting work .

Part 2: Contract Data provided by the Service Provider_____

1	<p>The Professional Service Provider is:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone:.....</p> <p>Facsimile:.....</p>
5.3	<p>The Authorised and designated representative of the Service Provider is:</p> <p>Name: :.....</p> <p>The Address for recipient of communication is:</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone:.....</p> <p>Facsimile:.....</p>

C1.3 CIDB Adjudicator's Agreement

This agreement is made on the day of between:
..... (name of company / organisation) of
.....
..... (address) and.
(name of company / organization) of
.....
.. (address) (the Parties) and. (name)
of
..... (address) (the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated
and known as.
and these disputes or differences shall be/have been* referred to adjudication in accordance with the
CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has
been requested to act.

* Delete as necessary

IT IS NOW AGREED as follows:

- The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

Signed by Name : _____ who warrants that he / she is duly authorised to sign for and on behalf of the first Party in the presence of	Signed by Name : _____ who warrants that he / she is duly authorised to sign for and behalf of the second Party in the presence of
Witness Name:	Witness Name:
Address:	Address:
Date:	Date:
Signed by Name : _____ the Adjudicator	
Witness Name:	
Address:	
Date:	

Contract Data

1	The Adjudicator shall be paid at the hourly rate of R. in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. (c) Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. (e) Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R This fee shall become payable in equal amounts by each Party within days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice
6	All payments, other than the appointment fee (item 3) shall become due 30 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

PART C2: PRICING DATA

C2.2 Pricing Schedule

BIDDERS TO NOT ALTER ANY FIGURES GIVEN IN THIS SCHEDULE.

Mechanical Engineering Services - SCMU3-21/22-0425-HO

Cost of Work : R 228 351 788.00

Calculated Fee: R _____

Discount Offered : _____ % R _____

Discounted Fee Amount : R _____

(Discounted Fee to be carried to Final Summary)

Service Category	% Fee	Amount (Calculated on Discounted Fee)
<u>Stage 1: Inception</u> Establish client's requirements and preferences, refine user needs and options, establish the project brief including project objectives, priorities, constraints, assumption aspirations and strategies.	5	
<u>Stage 2: Concept and Viability (also termed Preliminary design).</u> Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.	15	
<u>Stage 3: Design development (also termed Detail Design).</u> Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project.	20	
<u>Stage 4: Documentation and Procurement.</u> Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.	20	
<u>Stage 5: Contract Administration and Inspection</u> Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works	35	
<u>Stage 6: Close-Out</u> Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project.	5	
Total	100	

TABLE 2: TIME RELATED COSTS – CLUSTER 3 BCM & AMATHOLE

Name of Person	Task & Responsibility	Time	Rate	Amount

DISBURSEMENTS

NB: Disbursements in the form of printing and travelling costs shall be paid according to the latest disbursement rates as published on the National Department of Public Works/ Government Gazette

TABLE 3 - PRINTING, COPIES AND BINDING

	Pages	Rate	Amount
Typing & Printing	5 000		
Duplication	5 000		
A1 Drawing Copies	500		
A0 Drawing Copies	500		
Total			

Above is only an estimation

Schedule: Travelling & Subsistence Expenses

All Traveling Expenses are to be priced according to the latest Gazetted Government Tariffs. The Department will pay the tariffs as published by the Department of Transport without adding any surcharge to the published rates. The rates include fuel, maintenance, capital, insurance and depreciation.

TABLE 4 – TRAVELLING EXPENSES

*Distance to be calculated from Engineer's place of practice to all site around Buffalo city Metro & Amathole. The Company is expected to have a Central Office in each of these districts with a radius of 150km Max.

Purpose	Number of Meetings	Vehicle	Rate	Distance in km's	Amount
Design Meetings					
Site Handover Meeting					
Progress Meetings					
Inspections					
Technical Meetings					
Practical Completion					
Works completion					
Final completion					
Total					

TABLE 5: SUBSISTENCE & OTHER EXPENSES

Description and Individual responsible	Rate	No.	Total
Total			

TABLE 6: SUMMARY OF DISBURSEMENTS

PRINTING, COPIES AND BINDING (Table 3 total)	
TRAVELLING EXPENSES (Table 4 total)	
SUBSISTENCE & OTHER EXPENSES (Table 5 total)	
Total (To be carried to Final Summary)	

FINAL SUMMARY

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

SUMMARY OF SCHEDULE OF QUANTITIES

Mechanical Engineering Services

Section	Description	From Page	Amount
1	Fee Amount	40	
2	Time related costs (Total from Table 2)	41	
Sub Total 1			R
Disbursements (total from Table 6)			R
Sub Total 2			R
Add: Contingencies			R 450 000.00
Sub Total 3			R
Add: 15% Value Added Tax to Sub Total 3			R
TOTAL CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE			R
(This is fixed amount for the duration of the contract)			

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH

BID NUMBER:	SCMU3-21/22-0425-HO	CLOSING DATE: 15 July 2022		CLOSING TIME:	11h00am
DESCRIPTION	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF HEALTH, GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGINE GARAGES), BHISHO					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	THABISA NOTSHE		CONTACT PERSON	Thabisa Notshe	
TELEPHONE NUMBER	043 708 2633		TELEPHONE NUMBER	043 708 2633	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	scmdemand@ehealth.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE No					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE LEVEL AFFIDAVIT	STATUS SWORN	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
---	---	--	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BID DOCUMENT MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BID SUBMISSIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BID SUBMISSIONS 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 SUBMISSION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL SERVICE PROVIDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

(Proof of authority must be submitted e.g. company resolution)

DATE: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so

² 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.

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

T2.2h: COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number:

Section 3: Council Body Registration number, if any.

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Supplier Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other BID Submission entities submitting Supplier offers and have no other relationship with any of the Suppliers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____

Date

Name

Position

**T2.2i – PROOF OF REGISTRATION ON THE NATIONAL TREASURY
CENTRAL SUPPLIER DATABASE (CSD REPORT) (ATTACH HERE)**

**T2.2j - VALID ORIGINAL OR CERTIFIED COPY OF B-BBEE
CERTIFICATE** (Suppliers must attach BBEE Certificate or Sworn Affidavit)

SWORN AFFIDAVIT

(If Applicable, Choose The Correct Form and Complete)

NB: CHOOSE ONE i.e EME or QSE!!!!)

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME) – BEP (BUILT ENVIRONMENT PROFESSIONAL)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none">(a) Who are citizens of the Republic of South Africa by birth or descent; or(b) Who became citizens of the Republic of South Africa by naturalization<ul style="list-style-type: none">i. Before 27 April 1994; orii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that

- The Enterprise is _____% Black Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____% Black Woman Owned as per Amended Code Series CSC000 of the Revised

Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013

- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY) the annual Total Revenue was equal to/or less than R6, 000,000.00 (six Million Rands or less),

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned but less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR EMES (extract from Gazette No. 41287)

- 3.6.2.4.1 An Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million in the case of BEPs and less than R3 million in the case of Contractors are:

- o A) Not subject to the discounting principle and therefore do not have to comply with the QSE Skills Development element, and

- o B) Not required to have an authorised B-BBEE verification certificate, and may present an affidavit or a certificate issued by the Companies and Intellectual Property Commission (CIPC), in respect of their ownership and annual turnover.

- Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No.

NOTICE 931 OF 2017. Details are available on:

www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp

- An electronic copy can also be requested through ECDOH offices (Supply Chain Offices)

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____ Date: _____

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – BEP (BUILT ENVIRONMENT PROFESSIONAL)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none">(a) Who are citizens of the Republic of South Africa by birth or descent; or(b) Who became citizens of the Republic of South Africa by naturalization<ul style="list-style-type: none">i. Before 27 April 1994; orii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that

- The Enterprise is _____% Black Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____% Black Woman Owned as per Amended Code Series CSC000 of the Revised

Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013

- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY) the annual Total Revenue was between R6,000,000.00 (six Million Rands) and R25,000,000.00 (Twenty-Five Million Rands).

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	
100% Black owned or at Least 51% black owned	Level Three (Does not comply with paragraph 3.6.2.3, paragraph 1.1, 1.2 and 1.3 of CSC 603 and paragraph 5.3)	

NB: “3.6.2.3: A QSE, which qualifies for an automatic B-BBEE Status Level (one or two) as per paragraph 4, is required to comply with QSE skills development element as a compulsory priority element to avoid discounting.”

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____ Date: _____

Commissioner of Oaths: _____

Signature & Stamp :

T2.2k - CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures. We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf

Project Name:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER ONE (BUFFALO CITY METRO & AMATHOLE DISTRICT)	
Bid Number:		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner 		Signature: _____ Name: _____ Designation: _____
		Signature: _____ Name: _____ Designation: _____
		Signature: _____ Name: _____ Designation: _____

Project Name:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Bid Number:	SCMU3-21/22-0425-HO

We notify you that it is our intention to employ the following Sub-consultant for work in this contract. The Sub-consultants will all be registered with the Professional Engineering Body. This should also be declared on SBD 6.1 form.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Sub-consultants in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all Sub-consultants who are or to be contracted are registered on Central Supplier Database (CSD).

No	Name and address of proposed Sub-consultant	Nature and extent of work	Year completed	Value	Contact Details
1					
2					
3					
4					

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

Signed _____ Date _____

Name _____ Position _____

Service Provider _____

CAPACITY OF THE BIDDER

Project Name:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Bid Number:	SCMU3-21/22-0425-HO
<p>WORK CAPACITY: (The Bidder is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Bid being disregarded.)</p> <p>Employees: (Employees to be ,or are ,employed for this project)</p>	

Quantity / No. of Resources	Full name(s) and Surname (Credentials should be the same as the ones appearing in the registration document)	Professional Registration No.	Date of Employment

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

Signed:		Date:	
Name:		Position:	

Enterprise Name:

T2.2I - SCHEDULE OF TENDERER'S LITIGATION HISTORY

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

No	Name of client	Other litigating party	Brief Details of dispute	Project Value	Date Resolved or status of litigation
1					
2					
3					
4					

Attach a separate page to address this issue if there are more projects (the above table is just for reference purposes).

Signed

Date

Name

Position

Enterprise name

SUBMIT PROOF OF PROFESSIONAL INDEMNITY
+
DEPT. OF LABOUR LETTER OF GOOD STANDING
(TO BE ATTACHED HERE)

T2.2m – LOCATION OF A SERVICE PROVIDER

Distance from worksite

Provide physical address/address 1 and contact details of the Service Provider.

This must be the address on CSD / Municipal rate address / Signed lease agreement

The Department will verify the address if the submission is not satisfactory

NAME OF SERVICE PROVIDER

PHYSICAL ADDRESS / ADDRESS

TELEPHONE

CONTACT PERSON

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Service Provider are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed

Date

Name

Position

Enterprise name

E2.2n – SCHEDULE OF KEY PERSONNEL

The experience of the key persons who will be responsible on behalf of the Service Provider for the management of the project and the project team will be evaluated in relation to her/ his academic and **qualifications and experience**.

Please Note:

1. The Respondent must complete the CV template provided in this document for **each personnel** it **intends to claim capacity for and that meets the criteria**.
2. A **Certified copy** of the key personnel's **qualifications**.
3. Engineering Council of South Africa certificates – for all the personnel

MECHANICAL ENGINEERING	CATEGORIES OF REGISTRATION			
	Professional Engineer <i>(Write the name below)</i>	Professional Engineering Technologist <i>(Write the name below)</i>	Professional Engineering Technician	Works inspector N3 Mechanical Qualification
1				
2				
3				
4				
5				
Buffalo City Metro – East London – Bisho – King Williams Town – Mdantsane - Zwelitsha Amathole – Mbashe – Mquma – Great Kei – Amahlathi – Ngqushwa – Raymond Mhlaba				<i>Each to have a works inspector</i>

CURRICULUM VITAE AND CERTIFICATES OF QUALIFICATION OF KEY PERSONNEL
(COMPULSORY) – for each person

Name:	Date of Birth:
Profession:	Nationality:
Qualifications:	
Name of Employer (firm):	
Current position:	
Employment Record:	
Experience Record Pertinent to Required service:	

Attach a separate sheet which details all the above key information. None submission of this information will lead to a Service Provider losing points on Quality/ Functionality evaluation. Attach a CV to detail the above information

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Service Provider are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed

Date

Name

Position

Enterprise name

T2.2o – PROJECT REFERENCE FORMS 1- 5

Evaluation schedule 2: Relevant Project Experience

Service Providers must submit a max one-page description of at least Five projects per specialisation area which one or more team members have undertaken that best display the skills needed for the project:

The description of each project must include the following information:

1. Essential introductory information:

- 1.1. Name of project.
- 1.2. Name of client.
- 1.3. Contact details of client.
- 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
- 1.5. The period during which the project was performed, and also, if this is different, the period during which the Service Provider's team members were contracted.
- 3.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value design/ management, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO	NAME OF PROJECT	NAME OF CLIENT	CONTACT DETAILS OF CLIENT	PROJECT VALUE	DATE COMPLETED
1.					
2.					
3.					
4.					
5.					

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Service Provider are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed

Date

Name

Position

Enterprise name

Evaluation Schedule 3 – Project Reference Forms - 1

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the Service Provider.

I, _____ (name and surname) of
 _____ (company name) declare that I
 was the Project Manager on the following building construction project successfully executed by
 _____ (name of Service Provider):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of Service Providers / cash flow, etc						
Total						

B. Would you consider / recommend this Service Provider again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent



NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Service Provider to put referees who are reachable

Name of Service Provider

Signature of Service Provider

Date:

Evaluation Schedule 3 – Project Reference Forms - 2

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the Service Provider.

I, _____ (name and surname) of
 _____ (company name) declare that I
 was the Project Manager on the following building construction project successfully executed by
 _____ (name of Service Provider):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of Service Providers / cash flow, etc						
Total						

B. Would you consider / recommend this Service Provider again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Service Provider to put referees who are reachable

Name of Service Provider

Signature of Service Provider

Date:

Evaluation Schedule 3 – Project Reference Forms - 3

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the Service Provider.

I, _____ (name and surname) of
 _____ (company name) declare that I
 was the Project Manager on the following building construction project successfully executed by
 _____ (name of Service Provider):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of Service Providers / cash flow, etc						
Total						

B. Would you consider / recommend this Service Provider again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Service Provider to put referees who are reachable

Name of Service Provider

Signature of Service Provider

Date:

Evaluation Schedule 3 – Project Reference Forms - 4

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the Service Provider.

I, _____ (name and surname) of
 _____ (company name) declare that I
 was the Project Manager on the following building construction project successfully executed by
 _____ (name of Service Provider):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of Service Providers / cash flow, etc						
Total						

B. Would you consider / recommend this Service Provider again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Service Provider to put referees who are reachable

Name of Service Provider

Signature of Service Provider

Date:

Evaluation Schedule 3 – Project Reference Forms - 5

Project title:	PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)
Project Number:	SCMU3-21/22-0425-HO

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the Service Provider.

I, _____ (name and surname) of
 _____ (company name) declare that I
 was the Project Manager on the following building construction project successfully executed by
 _____ (name of Service Provider):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of Service Providers / cash flow, etc						
Total						

B. Would you consider / recommend this Service Provider again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Service Provider to put referees who are reachable

Name of Service Provider

Signature of Service Provider

Date:

FUNCTIONALITY EVALUATION

Clause Number	Submission Data	
	Table 1: MECHANICAL ENGINEERING CATEGORY	
	BID SUBMISSION EVALUATION CRITERIA	TOTAL (MAX) POINTS (C)
	1. EXPERTISE OF KEY PERSONNEL – 35 POINTS.	
	Breakdown of Points: <u>Note - Candidate certificate is not acceptable</u>	
	Attach a certified copy of Engineering Council of South Africa certificate (Professional Engineer) with a minimum of 10 + years' experience plus.	35
	Attach a certified copy of Engineering Council of South Africa certificate (Professional Engineer) with a minimum of 6 years' experience.	30
	Attach a certified copy of Engineering Council of South Africa certificate (Professional Engineering Technologist) with a minimum of 4 years' experience.	25
	Attach a certified copy of Engineering Council of South Africa certificate (Professional Engineering Technician) with a minimum of 1-3 years' experience	20
	None or partial submission of any above or incompatibility with the above categories.	0
	2. RELEVANT PROJECT EXPERIENCE.	
	PROOF OF PROJECTS/EXPERIENCE RELATED TO THE SCOPE OF WORK (TESTIMONIAL SIGNED AND STAMPED ON A CLIENT LETTERHEAD MUST BE ATTACHED): 32.5 POINTS IF YOU WERE A SUB CONSULTANT TO THE PROJECT, AND YOUR CLIENT IS ANOTHER CONSULTANT, THE PRINCIPAL CLIENT MUST PROVIDE A SUPPORTING LETTER.	
	Breakdown of Points:	
	Service Provider must have completed at least 5 projects of the similar scope applying for. For each, a written testimonial from client or employer with the bid	32.5
	Service Provider must have completed at least 4 projects of the similar scope applying for. For each, a written testimonial from client or employer with the bid	30
	Service Provider must have completed at least 3 projects of the similar scope applying for. For each, a written testimonial from client or employer with the bid	25
	Service Provider must have completed at least 2 projects of the similar scope applying for. For each, a written testimonial from client or employer with the bid	20
	Service Provider must have completed at least 1 projects of the similar scope applying for. For each, a written testimonial from client or employer with the bid	15

	3. PROJECT REFERENCE		
	PROOF OF PROJECTS REFERENCES SIGNED BY THE CLIENT MUST BE ATTACHED): 32.5 POINTS		
	✓ Service Provider with 5 references attached – with a stamp and signature of the client, contact details must be clear as this will be verified.		32.5
	✓ Service Provider with 4 references attached – with a stamp and signature of the client, contact details must be clear as this will be verified.		30
	✓ Service Provider with 3 references attached – with a stamp and signature of the client, contact details must be clear as this will be verified.		25
	✓ Service Provider with 2 references attached – with a stamp and signature of the client, contact details must be clear as this will be verified.		20
	✓ Service Provider with 1 references attached – with a stamp and signature of the client, contact details must be clear as this will be verified.		15
	Score (Points)	Prompt for judgement	
	0-29	Failed to address the questions / issues.	
	30-49	A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available.	
	50-59	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.	
	60-69	Minimum acceptable response – answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought are convincing.	
	70-79	Acceptable response – answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought are convincing.	
	80-89	Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.	
	90-100	Excellent – response / answer / solution gives real confidence that the Service Provider will add real value.	
	The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality.		
	The Evaluation Criteria will be done in two (2) phases as follows: Phase 1: Functionality: Service Providers are to achieve a minimum of 60 points score to be considered for phase 2 and such a total must be a collection of points under Key personnel + Project		

	<p>Experience and Project reference. Any Service Provider that has one of the mentioned category not submitted will not be considered for this Expression of Interest.</p> <p>Phase 2: Compliance to BID submission rules and conditions -</p>
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Service Providers are to take note of the following:

- ✓ Proposed resources/personnel must be employed by the Service Provider at the time of submission, and this assertion must coincide with the employees CV. All qualifications and certificates must be valid and certified.
- ✓ A prospective Service Provider is required to have an office (s) in the Eastern Cape.

PART C3: SCOPE OF WORK

CONTRACT NUMBER: SCMU3-21/22-0425-HO

Abbreviations

ECDOH: Eastern Cape Department of Health

QS: Quantity Surveyor

STR/CIVL: Structural and Civil

ELEC/MECH: Electrical and Mechanical

PROJECT TITLE AND DESCRIPTION OF WORK:

PROCUREMENT OF PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR UPGRADES AND MAINTENANCE RELATED WORKS - FOR A PERIOD OF FIVE (5) YEARS – CLUSTER THREE (BUFFALO CITY METRO & AMATHOLE DISTRICT)

The scope of work shall be based on the project requirements and the latest Engineering Council Board Notice 138 of 2015: Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) as published in Government Gazette No.39480 dated 4 December 2015. The following exceptions to the above shall apply:

- a) Planning, studies, investigations and assessments (paragraph 3.1) relating to Mechanical work shall form part of Normal Services and be included in stage 1 & 2.
- b) All financial Administration Services including giving assistance to the quantity surveyor shall form part of Normal Services
- c) This bid is for combined Professional Mechanical Engineering consultancy services
 - ❖ The following services in addition to Mechanical Engineering services will be outsourced:
 - Professional Construction Health and Safety Agent services (only for new works)

The appointed Mechanical Engineering consultant will be required to work with the above mentioned OHS professionals. The Tender documentation with bills of quantities for the contractor services will be done by the appointed Mechanical Engineering Company.

The appointed consultant will be required to provide the services of a professionally registered Mechanical Engineer for the duration of the contract Five (5) years.

General

The professional Service provider will execute the required services in a professional manner, complying with the appropriate designs and specifications. They will comply with all relevant legislation pertaining to the built environment in general.

Service	Scope of work
Mechanical Engineering Consulting Services	The Mechanical Engineering Consulting services shall satisfy the stated objectives of the Employer in relation to the construction works identified in the description of the services. The consultancy shall, as a minimum , in order to satisfy these objectives provide the standard services as set out in the Engineering Council Board Notice 138 of 2015: Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act (Act 46 of 2000) as published in Government Gazette 39480 dated 4 December 2015 including items shown in the schedule of prices

- Where partial services are required, replace “standard services” with partial services” and indicate the stages which are required in the description of the services

SCOPE OF PROFESSIONAL SERVICES REQUIRED

1. ENDORSEMENTS AND REGISTRATION

Consultants to be registered with the Engineering Council of South Africa

2. PROFESSIONAL FEES

Disbursements and time related fees to be settled as per periodic National DPW / Government Gazette “Reimbursable Rates” latest document

3. DUTIES

In addition to the duties as described in the latest Board Notice 138 of 2015 Engineering Council: Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (46 of 2000) as published in Government Gazette 39480 dated 4 December 2015 with applied exceptions, the consulting engineers shall also perform the following duties:

3.1 GENERAL

- a) Ensure all activities comply with all relevant government Acts and Norms
- b) Assist the sub-consultant in coordinating the design team and design management processes to an optimum
- c) Timeous and proper reporting via the ECDOH Project Manager

- d) Coordination with local authorities according to the relevant local by-laws throughout the entire project stages
- e) Ascertain full involvement of local stakeholders (communities, organisations, etc.) at all times as related to Mechanical Engineering matters
- f) Seek the necessary ratifications at all times from all stakeholders
- g) Ensure quality control of physical elements and intangible processes

Over and above these duties the Mechanical engineer (s) is to take cognizance of the skill shortage in the Department and province in the context of professional staff. In that light, the Professional Service Provider is obliged to play a role in contributing to skills development training during execution of his duties and the duration of the contract

SERVICES TO BE RENDERED

Mechanical (Upgrades)	Lift Replacement - Buffalo City Metro	Refurbishment, modifications and replacement of the Lifts
Mechanical (Upgrades)	Bhisho Hospital Theatre HVAC	Replacement of Theatre HVAC System
Plant , Equipment and machine Maintenance	Scheduled Maintenance to Boilers in Amathole and BCM	Scheduled Maintenance to Boilers in Amathole and BCM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Generators Amathole	Scheduled Maintenance to Generators Amathole
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Generators Buffalo City	Scheduled Maintenance to Generators Buffalo City
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Laundry Equipment Amathole	Scheduled Maintenance to Laundry Equipment Amathole
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Laundry Equipment Buffalo City	Scheduled Maintenance to Laundry Equipment Buffalo City
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Kitchen Equipment Amathole	Scheduled Maintenance to Kitchen Equipment Amathole
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Kitchen Equipment Buffalo City	Scheduled Maintenance to Kitchen Equipment Buffalo City
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Refrigeration, Mortuaries and Heat Pumps - Amathole DM	Scheduled Maintenance to Various Refrigeration, Mortuaries and Heat Pumps - Amathole DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Refrigeration, Mortuaries and Heat Pumps - Buffalo City DM	Scheduled Maintenance to Various Refrigeration, Mortuaries and Heat Pumps - Buffalo City DM

Plant , Equipment and Machinery Maintenance	Scheduled Maintenance to Various Autoclave, Sterilizer and Bed Pan Washer Equipment - Buffalo City DM	Scheduled Maintenance to Various Autoclave, Steriliser and Bed Pan Washer Equipment - Buffalo City DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Autoclave, Sterilizer and Bed Pan Washer Equipment - Amathole DM	Scheduled Maintenance to Various Autoclave, Steriliser and Bed Pan Washer Equipment - Amathole DM
Plant , Equipment and Machinery Maintenance	Scheduled Maintenance to Various Vacuum and Compressed Medical Gas Supply - Amathole DM	Scheduled Maintenance to Various Vacuum and Compressed Medical Gas Supply - Amathole DM
Plant , Equipment and Machinery Maintenance	Scheduled Maintenance to Various Vacuum and Compressed Medical Gas Supply - Buffalo City DM	Scheduled Maintenance to Various Vacuum and Compressed Medical Gas Supply - Buffalo City DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Fire Detection and Prevention - Amathole DM	Scheduled Maintenance to Various Fire Detection and Prevention - Amathole DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Fire Detection and Prevention - Buffalo City DM	Scheduled Maintenance to Various Fire Detection and Prevention - Buffalo City DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Theatre HVAC - Amathole DM	Scheduled Maintenance to Various Theatre HVAC - Amathole DM
Plant , Equipment and Machinery Maintenance	Scheduled Maintenance to Various Theatre HVAC - Buffalo City DM	Scheduled Maintenance to Various Theatre HVAC - Buffalo City DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Central HVAC Systems - Amathole DM	Scheduled Maintenance to Various Central HVAC Systems - Amathole DM
Plant , Equipment and Machinery Maintenance	Scheduled Maintenance to Various Central HVAC Systems - Buffalo City DM	Scheduled Maintenance to Various Central HVAC Systems - Buffalo City DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Wet Services, Plumbing and WWTS - Amathole DM	Scheduled Maintenance to Various Wet Services, Plumbing and WWTS - Amathole DM
Plant , Equipment and machinery Maintenance	Scheduled Maintenance to Various Wet Services, Plumbing and WWTS - Buffalo City DM	Scheduled Maintenance to Various Wet Services, Plumbing and WWTS - Buffalo City DM
Water Treatment & Sanitation	PVC Water tanks Buffalo City Metro	Supply and install water tanks in Buffalo City and Amathole

Mechanical (Upgrades)	Replacement of Machinery and Equipment (Generators, Laundry, Kitchen, etc) - Framework Contracts	Replacement of Machinery and Equipment (Generators, Laundry, Kitchen, etc)
Mechanical (Upgrades)	Replacement of 2 x HFO Fired Boilers at Frere Hospital	Replacement of 2 x HFO Fired Boilers at Frere Hospital