



## **INDEPENDENT DEVELOPMENT TRUST**

### **EASTERN CAPE PROVINCE FRAMEWORK CONTRACT**

**FRAMEWORK OF CONTRACTORS FOR SUPPLYING, DELIVERY AND  
INSTALLATION OF PREFABRICATED STRUCTURES  
UNITS TO VARIOUS SCHOOLS IN EASTERN CAPE PROVINCE FOR A PERIOD  
OF 36 MONTHS**

**TENDER NO: IDTECRFQ/60/FRAME-CONTR/2024/25**

**CLOSING DATE: 03 MAY 2024**

**PREPARED BY:**

**INDEPENDENT DEVELOPMENT TRUST (IDT)**

IDT East London Office  
Palm Square Business Park  
Silverwood House  
Bonza Bay Road  
Beacon Bay  
EAST LONDON  
5241

<b>BIDDER'S DETAILS</b>	<b>INFORMATION</b>
<b>Company Name</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>CSD number</b>	
<b>Company Physical address</b>	

<b>1.1 Bid Issue Date</b>	Friday, 12 April 2024
<b>1.1.1 Compulsory Briefing</b>	Monday, 22 April 2024 @ 11h00 <b>Address:</b> IDT East London Office Palm Square Business Park Silverwood House Bonza Bay Road Beacon Bay East London
<b>1.2 Bid Closing Date</b>	Friday, 03 May 2024, 12H00 – No late submissions will be received and/or considered.
<b>1.3 Quote Reference No.</b>	<b>IDTECRFQ/60/FRAME-CONTR/2024/25</b>
<b>1.4 Enquiries</b>	Any queries shall be directed in writing to the IDT and shall be addressed to the contact person/s in the addresses indicated below; <b><u>SCM enquiries</u></b> <b>Name:</b> Yonela Bobani <b>Email:</b> <a href="mailto:yonelab@idt.org.za">yonelab@idt.org.za</a> <b>Tel:</b> (043) 711 6000 (08h30 – 17h00 weekdays only)  <b><u>Technical enquiries</u></b> <b>Name:</b> Hlumelo Ntabeni <b>Email:</b> <a href="mailto:hlumelon@idt.org.za">hlumelon@idt.org.za</a> <b>Tel:</b> (043) 711 6000 (08h30 – 17h00 weekdays only)

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

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

CONTRACTOR GRADING DESIGNATION	RANGE OF EXPRESSION VALUES		INDICATE CIDB REGISTRATION NUMBER
	GREATER THAN	LESS THAN OR EQUAL TO	
3GB	R1 000 001	R 3 000 000	
4GB	R3 000 001	R6 000 000	
5GB	R6 000 001	R10 000 000	
6GB	R10 000 001	R20 000 000	
7GB	R20 000 01	R60 000 000	
8GB	R60 000 001	R200 000 000	
9GB	R200 000 001	No Limit	

## 1. BACKGROUND

### 1.1 IDT AS AN ENTITY

The Independent Development Trust (*hereinafter referred to as IDT*) is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the developmental agenda of government as indicated in the mission statement; “The IDT manages and delivers Integrated Social Infrastructure Programs on behalf of Government”.

In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programs.

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

## 2. PURPOSE OF THIS FRAMEWORK CONTRACT

The IDT as a government implementing agent is required on as and when required basis to provide temporary infrastructure intervention programs in cases of emergency which includes supply of prefabricated structure units in schools.

These request mostly, they come on urgent basis making it impossible for the Supply Chain Management to allow the SCM process to take place due to the limited time available. The IDT through this process will appoint qualified and experienced supplier's/ service providers for a period of 36 months. All qualified service providers/ suppliers will be approved on this framework contract based on successful mandatory evaluation, functionality evaluation and price & preferential goals points. The IDT will evaluate bidders using mandatory, functionality method in order to ensure that only qualified and experienced service providers are approved in order to be able to deliver on time while providing quality work at a reasonable market related amount.

The appointed service provider/suppliers will be required to carry out work on behalf of IDT on the following categories:

#### **Category 1:**

- Classrooms
- Admin blocks
- Office space
- Toilets and ablution facilities
- Soup kitchens
- Nutrition centers or Food Preparation Areas
- Health facilities

- Temporary accommodation
- Mobile facilities

Appointed service providers are also responsible for making conditional assessments when they are appointed to carry out the supplying of prefabricated structure units and advise IDT if additional work will be needed over than above the issued purchase order.

The IDT will appoint service providers based on offered price per unit and may at any point in time set fixed rates for supplying prefabricated structure units in order to ensure fair and reasonable amount is paid in exchange of the work done or delivered. Service providers will be compelled to apply those rates in order to continue to do business with the IDT.

IDT will enter in to price negotiations with bidders who obtained minimum qualifying functionality criteria but who are above market related price per unit as determined by IDT market analysis outcome. Bidders who will not able to accept negotiated rates by the IDT will not be appointed to the framework contract.

### **3. SCOPE OVERVIEW**

**3.1** This document calls experienced and qualified bidders to submit their bid proposals for supply of new prefabricated structure units for the period of three (3) years based on pre-approved rates:

#### **3.1.1 Category 1:**

- Classrooms
- Admin blocks
- Office space
- Toilets and ablution facilities
- Soup kitchens
- Nutrition centers or Food Preparation Areas
- Health facilities
- Temporary accommodation
- Mobile facilities

## **4. SCOPE DESCRIPTION**

### **4.1 SCOPE FOR SUPPLY OF NEW PREFABRICATED STRUCTURES**

The appointed service providers will be responsible for the supply, delivery and installation of the following prefabricated structures:

- Classrooms
- Admin blocks
- Office space
- Toilets and ablution facilities
- Soup kitchens
- Nutrition centers or Food Preparation Areas
- Health facilities
- Temporary accommodation
- Mobile facilities

The scope of work and specifications will be outlined for each project under a specific request for quotation. This may include associated building and civil works, equipping and provision for services such as water, electricity and plumbing installation.

## 5. STAGE 1: ELIGIBLE MANDATORY REQUIREMENTS

### F.3.11 Bid offers will only be accepted if the following are submitted

No	Gate Keeper (Compulsory) Criteria	Gate Keeper Criteria Description
1	Proof of authority to sign the document must be submitted e.g. company resolution (if there is more than one director)	Proof of authority to sign the document must be submitted on Company Letterhead e.g. company resolution.
2	Letter of good standing/Copy of registration (COIDA/FEM/RMA) from the Department of Labour	Valid Letter of Good Standing (Workman's Compensation, COIDA) or FEM/RMA Letter of Good Standing. If JV all partners must submit
3	Bidders must be registered on Construction Industry Development Board (CIDB) in the General Building (GB).	The bidder must have a valid and active CIDB contractor grading in the range of <b>3GB or higher</b> . <b>JV's</b> to submit consolidated CIDB Grading.
5	Consortium / Joint Venture Agreement	<b>If Applicable</b> , JV Agreement signed by all parties of the JV.
7	Duly completed and signed Invitation to BID, Part A and B (SBD 1)	Fully & Duly Completed and signed Invitation to BID, Part A and B (SBD 1). All blank spaces must be completed. Bidders to indicate items that are not applicable.
8	Bidders Disclosure ( <b>SBD 4</b> )	Fully & Duly Completed and Signed Declaration of Interest Form (SBD 4). All blank spaces must be completed. Bidders to indicate items that are not applicable.
9	No Copies, no correctional fluids, erasable pen or a lead pencil will be used on any of the submitted forms. Only black ink must be used to complete documents. Any mistakes must be neatly crossed out and countersigned by all relevant parties.	No Copies, no correctional fluids, erasable pen or a lead pencil will be used on any of the submitted forms. Only black ink must be used to complete documents. Any mistakes must be neatly crossed out and countersigned by all relevant parties.
10	Acknowledgement of Addenda to the Bid document	To be completed and signed
11	CIPC Full Documentation	Proof of Company registration with the Companies Intellectual Property Commission (CIPC).
12	Director/s originally certified ID Document/s	Originally certified copies of identity documents for company's director(s). Copies should be certified within 3 months prior the closing date of this bid.
13	Key Personnel- Contracts Director/Manager	Bidder to provide certified proof of professional registration for the lead Project Manager. Built Environment registration certification and letter of Good Standing .
14	Compulsory Site briefing	Bidders are required to attend the site briefing.
15	CSD Registration	The bidder must be registered on CSD

#### Instruction notes:

- All blanks spaces must be completed on all the SBD forms.

- Bidders to indicate items that are not applicable to them on all the forms.
- Bidders are advised to fill in the correct information on all the SBD forms.
- Bidders are encouraged to familiarize themselves with the project site in order to assist them in planning, pricing and executing the project.
- All Bidders are required to be registered on CSD (Central Supplier Database) with National Treasury.
- Please Provide CSD Registration report with supplier number with your Bid.

#### 4.3.3 Functionality Criteria

Variables	Total Points	Criteria	Description Of Criteria	Points
<u>Functionality Points</u>	100			
Experience on similar scale projects	40	Excellent	Points allocated for proven records of accomplishment based on the similar scale of previous projects executed by Bidder.	40
		Very good		32
		Good		24
		Satisfactory		16
		Poor		8
		Not acceptable		0
Qualifications & key personnel	35	Very Good	Points allocated for required competencies and qualifications of allocated personnel for the projects in consideration	35
		Good		25
		Satisfactory		15
		Poor		10
		Very poor		5
		Not submitted		0
Client References	25	Excellent	Points allocated for previous client references and submission in relation to nature of work in Relevant Experience (Returnable schedule) of the Bid Document.	25
		Good		20
		Fair		15
		Poor		10
		Very poor		5

#### Notes:

1. Bidders are required to score minimum points of 70 (70%) for Functionality stated in Bid data.
2. Bidders who fail to meet the required minimum number of points for functionality stated in the Bid data will not be evaluated further.
3. Bidders who fail to submit information as per the returnable schedules will not be allocated points.

**The functionality will be scored using the following values:**

A maximum equal to 100 Bid evaluation points will be awarded for quality, sub-divided according to the following:

Functionality area	Points
Previous Experience	40
Client Reference	25
Qualification and Competency	35
Total	100 points

**Experience on similar scale projects:**

The quality criteria and maximum score in respect of each of the criteria are as follows:

**Scoring Quality (Functionality)**

A maximum equal to **100 Bid evaluation points** will be awarded for Functionality. Only bidders who score 70% and above (i.e. 70 points and above out of a total of 100 points) will be further evaluated in terms of the **90/10 & 80/20** price/preference points system.

The functionality will be scored using the following values:

**Relevant Experience on Similar Construction Projects (40 points):**

Points are allocated for relevant experience on similar construction projects completed in the past 10 years. The similarity refers to projects of similar kind, complexity and value in terms of the CIDB categorization. In support bidders are to complete the "Similar Project Experience" returnable schedule.

Evaluation points will be awarded in terms of the following table:

Number of Similar Construction Projects completed in the last 10 years	Number of points
5	40
4	32
3	24
2	16
1	8
0	0

**Value of work** evaluation (No points will be allocated for value of works for Civil Engineering Projects, Water, Transport, Traffic Engineering and all Electrical & Mechanical Projects)

Value of work (3GB)	Rating
2.1m and above	Very Good
1.1m – 2m	Good
0.51m – 1m	Satisfactory

0.3m – 5m	Poor
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<b>Value of work (4GB)</b>	<b>Rating</b>
3.1m and above	Very Good
2.1m – 3m	Good
1.1.m – 2m	Satisfactory
0.51m – 1m	Poor
0m – 0.5m	Not Submitted

<b>Value of work (5GB)</b>	<b>Rating</b>
10.1m and above	Very Good
5.1m – 10m	Good
3.1m – 5m	Satisfactory
1.1m – 3m	Poor
0m – 1m	Not Submitted

<b>Value of work (7GB)</b>	<b>Rating</b>
20.1m and above	Very Good
10.1m – 20m	Good
5.1m – 10m	Satisfactory
2.1m – 5m	Poor
0m – 2m	Not Submitted

<b>Value of work (8GB)</b>	<b>Rating</b>
60.1m and above	Very Good
40.1m – 60m	Good
20.1m – 40m	Satisfactory
10.1m – 20m	Poor
0m – 2m	Not Submitted

<b>Value of work (9GB)</b>	<b>Rating</b>
200.1m and above	Very Good
150.1m – 200m	Good
100.1m – 150m	Satisfactory
50.1m – 100m	Poor
0m – 2m	Not Submitted

## **Contracting Document**

JBCC Series 2000 PBA March 2005, Edition 4.1

**Qualifications and Key Personnel (25 points):**

Points are allocated for educational qualifications and professional registration of allocated key personnel for the project under consideration. For each key personnel allocated to the project, the bidders shall submit for following: Curriculum Vitae together with ***certified proof of qualifications and professional registration.***

Evaluation points will be awarded in terms of the following tables:

**Highest qualifications and Professional Registration (23 points)**

Category	Qualification		Professional Registration		Total Points
	Degree/BTech	Diploma	Yes	No	
Contract Director/Manager (Built Environment)	10	5	2	0	
Site Agent/Manager	10	5	1	0	
<b>Subtotal number of points</b>	<b>20</b>	<b>10</b>	<b>3</b>	<b>0</b>	

**Competence of Key Personnel (Subtotal 12 Points)**

Category	Experience			
	Between 1- 4 years	Between 4- 8years	Between 8- 12 years	Over 12 years
Contract Director/Manager	2	4	5	6
Site Agent/Manager	2	4	5	6
<b>Subtotal number of points</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>12</b>

**CLIENT REFERENCES**

The Bidder shall provide details of his performance on each of the previous projects listed in the “Similar Relevant Experience” returnable schedule. Client References” scorecards will be completed by each of the respective Clients or Client Representative for the projects listed in the “Similar Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of office administration					
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Quality of materials					
Program management					
Rectification of condemned work					
Tidiness of site					
Adequacy of equipment					
Adequacy of labour force					
Procurement of materials					
Labour relations					

**9. WORK ALLOCATION AND AWARDED CRITERIA**

- 9.1. All successful Service providers/ Suppliers will be allocated work based on pre-approved rates as and when work become available.
- 9.2. Suppliers will be allocated work on rotational basis and based on stock availability.
- 9.3. Approved suppliers will be ranked based on total points scored under price and preferential goal evaluation and preference or work allocation will be based on sequential ranking of bidders in the framework contract.
- 9.4. If the selected supplier in non-responsive within 24 hours to conduct specific assignment, the IDT SCM official will proceed to the next available supplier as be framework contract supplier ranking.
- 9.5. When work become available, IDT will first send an email or make a phone call to the supplier(s) who is next for allocation to check stock availability based on set timelines.
- 9.6. Service provider will submit price written quotation based on pre-approved rate for that specific assignment
- 9.7. Most of the times, suppliers will be allocated work based on their capacity and ability to respond to emergency situation.

## **10. GENERAL CONDITION**

- 10.1. The tender shall be valid for 90 days from bid closing date.
- 10.2. No late, bids, copies, e-mailed or faxed documents will be considered.
- 10.3. Bids must be submitted by no later than 12H00 on 03 May 2024 at Palm Square Business Park, Silverwood House, Bonza Bay Road, Beacon Bay IDT. Any bid documents received after closing date and time will not be considered.
- 10.4. All Bid must be hand delivered on the above given address.

## **11. DISCLAIMER**

- 11.1. IDT reserves the right to cancel or withdraw this expression of interest without prior notice and without furnishing any reasons whatsoever.
- 11.2. Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to bid.

**12. DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE (To be completed by bidder)**

**THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)**

.....

**WHO REPRESENTS (state name of bidder)**

.....

**I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.**

**AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.**

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE: .....**

### **13. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE EASTERN CAPE SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted.  
Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

14. CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Eastern Cape Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Bidding Documents, the Eastern Cape Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the Eastern Cape Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
.....  
.....
  
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
  
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
  
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**15. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- 15.1. The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- 15.2. If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
  - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....**

.....  
**SIGNATURE OF BIDDER OR DULY ..... NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE**

**ON BEHALF OF (BIDDER'S NAME) .....**

**CAPACITY OF SIGNATORY .....**

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE) .....**

.....  
**POSTAL ADDRESS .....**

.....

**TELEPHONE NUMBER: .....**

**FAX NUMBER: .....**

**CELLULAR PHONE NUMBER: .....**

**E-MAIL ADDRESS: .....**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))</b>					
BID NUMBER:	IDTECRFQ/60/FRAME-PANEL/2024/26	CLOSING DATE:	03 May2024	CLOSING TIME:	12:00
DESCRIPTION	FRAMEWORK OF CONTRACTORS FOR SUPPLYING, DELIVERY AND INSTALLATION OF PREFABRICATED STRUCTURES UNITS TO VARIOUS SCHOOLS IN EASTERN CAPE PROVINCE FOR A PERIOD OF 36 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>INDEPENDENT DEVELOPMENT TRUST</b>					
<b>PALM SQUARE BUSINESS PARK</b>					
<b>SILVERWOOD HOUSE</b>					
<b>BONZA BAY ROAD, BEACON BAY, EAST LONDON 5241</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Hlumelo Ntabeni	CONTACT PERSON	Yonela Bobani		
TELEPHONE NUMBER	043 711 6000	TELEPHONE NUMBER	043 711 6000		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	hlumelon@idt.org.za	E-MAIL ADDRESS	yonelab@idt.org.za		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS</b>					



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

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

**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: .....



**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bid der

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

**SECTION M**

**AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

<b>(I)</b>	<b>(II)</b>	<b>(III)</b>	<b>(IV)</b>	<b>(V)</b>	<b>(VI)</b>
<b>CLOSE CORPORATION</b>	<b>COMPANIES</b>	<b>SOLE PROPRIETOR</b>	<b>PARTNERSHIP</b>	<b>COOPERATIVE</b>	<b>JOINT VENTURE / CONSORTIUM</b>
					Incorporated
					Unincorporated

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....  
 ..... hereby authorize  
 Mr/Mrs/Ms.....  
 ..... acting in the capacity of  
 .....  
 whose signature is .....to sign all documents in  
 connection with this bid and any contract resulting therefrom on behalf of the  
 enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(if the space provided is not enough please list all the director in the resolution letter)* **Note:**

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

Co-operative: Resolution letter from the directors Close  
Corporation: Resolution letter from the directors  
Company: Resolution letter from the director/s  
Sole Proprietor: Resolution letter from the director  
Partnership: Resolution letter from the director  
Joint Venture / Consortium: Resolution/agreement passed/reached' signed by the authorised representatives of the enterprise

**Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**

**Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**

The quality criteria and maximum score in respect of each of the criteria are as follows:

### **Scoring Quality (Functionality)**

All bidders who passed mandatory evaluation process will be evaluated on functionality. bidders must score a minimum of 70% on functionality to qualify for further evaluation. 80/20 or 90/10 Preference Point System in line with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), Regulations of 2022 will be applicable.

***Only bidders who obtained minimum of 70% under functionality evaluation will be considered for price and preferential points evaluation.***

### **Relevant Experience on Similar Construction Projects (40 points):**

Points are allocated for relevant experience on similar construction projects completed in the past 10 years. The similarity referee's to project of similar kind, complexity and value in terms of the CIDB categorization. In support tenderers are to complete the "Similar Project Experience" returnable schedule.

Evaluation points will be awarded in terms of the following table:

<b>Number of Similar Construction Projects completed in <b>the last 10</b> years</b>	<b>Number of points</b>
5	40
4	32
3	24
2	16
1	8
0	0

**EVALUATION SCHEDULE: SIMILAR PROJECT EXPERIENCE**

The Tenderer shall provide details of his performance on each of the previous relevant projects. Bidders must provide/attach appointment letter and Completion certification in a form of Practical or Final completion certificate or Client referral letter listed under the “**Similar Project Experience**” returnable schedule below.

Failure to complete the table below will result in no points allocated. **No “see attached” will be accepted**

<b>LIST THE <u>FIVE</u> SIMILAR PROJECTS EXPERIENCE COMPLETED BY YOUR FIRM IN THE LAST TEN (10) YEARS</b>			
<b>Name of Project Completed and Scope of work</b>	<b>Name of Project Manager &amp; Telephone no.</b>	<b>Name of Client &amp; Telephone no.</b>	<b>Value of Project</b>
<b>Project 1:</b>			
<b>Project 2:</b>			
<b>Project 3:</b>			
<b>Project 4:</b>			
<b>Project 5:</b>			

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Similar Relevant Experience” returnable schedule. Client References” scorecards will be completed by each of the respective Clients for the projects listed in the “Similar Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client:

**PROJECT 1: Name & Scope –**

**Client Department:** .....

**Contract Amount:** .....

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

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

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of office administration					
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Quality of materials					
Program management					
Rectification of condemned work					
Tidiness of site					
Adequacy of equipment					
Adequacy of labour force					
Procurement of materials					
Labour relations					

Any other remarks to be considered necessary to assist in evaluation of the contractor?

.....

.....

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

Stamp
-------

**Client Signature:**

**Date:** .....

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Similar Relevant Experience” returnable schedule. Client References” scorecards will be completed by each of the respective Clients for the projects listed in the “Similar Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client:

**PROJECT 2: Name & Scope –**

**Client Department:** .....

**Contract Amount:**.....

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

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

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of office administration					
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Quality of materials					
Program management					
Rectification of condemned work					
Tidiness of site					
Adequacy of equipment					
Adequacy of labour force					
Procurement of materials					
Labour relations					

Any other remarks to be considered necessary to assist in evaluation of the contractor?

.....  
 .....

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

Stamp
-------

**Client Signature:**

**Date:** .....

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Similar Relevant Experience” returnable schedule. Client References” scorecards will be completed by each of the respective Clients for the projects listed in the “Similar Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client:

**PROJECT 3: Name & Scope –**

**Client Department:** .....

**Contract Amount:** .....

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

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

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of office administration					
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Quality of materials					
Program management					
Rectification of condemned work					
Tidiness of site					
Adequacy of equipment					
Adequacy of labour force					
Procurement of materials					
Labour relations					

Any other remarks to be considered necessary to assist in evaluation of the contractor?

.....  
 .....

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

Stamp
-------

**Client Signature:**

**Date:** .....

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Similar Relevant Experience” returnable schedule. Client References” scorecards will be completed by each of the respective Clients for the projects listed in the “Similar Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client:

**PROJECT 4: Name & Scope –**

**Client Department:** .....

**Contract Amount:**.....

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

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

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of office administration					
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Quality of materials					
Program management					
Rectification of condemned work					
Tidiness of site					
Adequacy of equipment					
Adequacy of labour force					
Procurement of materials					
Labour relations					

Any other remarks to be considered necessary to assist in evaluation of the contractor?

.....

.....

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

Stamp

**Client Signature:**

**Date:** .....

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Similar Relevant Experience” returnable schedule. Client References” scorecards will be completed by each of the respective Clients for the projects listed in the “Similar Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 5: Name & Scope –**

**Client Department:** .....

**Contract Amount:**.....

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

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

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of office administration					
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Quality of materials					
Program management					
Rectification of condemned work					
Tidiness of site					
Adequacy of equipment					
Adequacy of labour force					
Procurement of materials					
Labour relations					

Any other remarks to be considered necessary to assist in evaluation of the contractor?

.....  
 .....

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

Stamp

**Client Signature:**

**Date:** .....

**Record of Addenda to Bid documents**

We confirm that the following communications received from the Employer before the submission of this Bid offer, amending the Bid documents, have been taken into account in this Bid offer:

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Identity  
number

Bidder

**CURRICULUM VITAE OF KEY PERSONNEL (COMPULSORY)**

*(CVs and Certified Qualifications that are not older than 6 months are required only for site agent and contract or project manage – BUILT ENVIRONMENT REGISTERED).*

**CV FOR CONTRACT OR PROJECT MANAGER**

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

**Certification:**

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

SIGNATURE: ..... IDENTITY NUMBER: .....

(of person authorised to sign on behalf of the Bidder)

DATE: .....

