



TENDER RULES AND CHECK LIST

1. All the documents accompanying this invitation to bid must be completed in detail, be **sealed in an envelope** and be deposited in the tender box before the closing date and time. The tender box is situated at the reception of the Council for Geoscience, 280 Pretoria Street, Silverton, Pretoria. Tenders must only be submitted on the tender documentation issued. The retyping of the tender document is not permitted.

2. Duly completed and signed original bid document should be sealed in an envelope marked:

APPOINTMENT OF A CONSTRUCTION COMPANY FOR THE RESTORATION AND RENOVATIONS OF THE COUNCIL FOR GEOSCIENCE OFFICE BUILDING IN PIETERMARITZBURG, KwaZulu Natal (KZN).

Tender No: CGS – 2021 - 030K
Closing date: 27 May 2022
Closing time: 11:00 am

3. Compulsory Briefing Session

Compulsory briefing session will be held on the 05 May 2022 @ 10h00 – 13h30

139 Jabu Ndlovu Street, Pietermaritzburg.

The briefing session will have two sessions scheduled as follows and the bidder must choose time which is suitable to attend

- **10h00 – 11h30**
- **12h00 - 13h30**

4. CGS POPIA COMPLIANCE POLICY STATEMENT

The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against the unlawful access and use. The processing of your personal

information by the Council for Geoscience will be done in accordance with the POPIA Act 4 of 2013 as well as our processing notice that can be accessed from our website www.geoscience.org.za .

5. CHECK LIST

ALL THE RELEVANT FORMS ATTACHED TO THIS BID DOCUMENTS MUST BE COMPLETED AND SIGNED BACK IN BLACK INK WHERE APPLICABLE BY A DULY AUTHORISED OFFICIAL. FAILURE TO PROVIDE ANY OF THE BELOW MENTIONED DOCUMENTS MAY LEAD TO DISQUALIFICATION.

RETURNABLE DOCUMENTS THE FOLLOWING IS INCLUDED IN THE TENDER DOCUMENT	YES	NO
SBD 1. Invitation to Bid		
SBD 2. Bidders must provide proof of Tax Clearance compliance from SARS, The Council for Geoscience will verify your tax compliance proof in terms of practice note 9 of 2017/2018		
SBD 3.3. Pricing Schedule		
Tender specification		
SBD 4. Declaration of interest		
SBD 6.1.Preference points		
SBD 6.2. Declaration certificate for local content production and content for designated sectors	N/A	
Central Supplier Database		
Government procurement General conditions of contract		
Certified copies of identity documents of the directors, trustees, main shareholders and members of the company		
Latest Original Certified copies of all share certificates (i.e. copy with original stamp), in case of a company		
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding company who are not individuals.		
CGS will only award BBBEE points to companies that submit an originally certified BBBEE rating certificate (Copy of certified BBBEE certificate will not be considered). Certificates issued by IRBA and Accounting Officers have been discontinued. BBBEE points will be		

awarded to companies with a valid SANAS or DTI accredited certificate.		
List of references of past and present clients (Company name, department, branch, contact person with office telephone number		
The Council's document must be kept as supplied and submitted with all Schedules/Forms fully completed.		
Any other documents, certificates etc. must be attached as annexure to the official Council document		
Where the Council's official document is taken apart and not submitted as supplied, the bid will be rejected		
No bid forwarded by telegram, telex, facsimile or similar apparatus will be considered.		
Company registration documents		
<ul style="list-style-type: none"> • Proposal In case of Joint venture, trust or consortiums please submit joint venture agreement.		

6.BID CONDITIONS

6.1 Bidders shall provide full and accurate answers to all (including mandatory) question posed in this document, and, are required to explicitly state either "Accept" or "Not Accept" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.

6.2 A "✓" under **"Accept"** will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under **"Accept"** will be interpreted that the Bidder/s has/have read and understood the paragraph, A "✓" under **"Not Accept"** will be interpreted that the bidder does **not accept** the content of the applicable paragraph.

6.3 The following bid, conditions will govern the contract between the Council for Geoscience and the successful bidder:

Requirement	ACCEPT	NOT ACCEPT
Bidders are invited to offer the Services in accordance with the attached Specifications and the conditions within this document.		
The Bidder/s shall accept CGS's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and CGS.		
Should any dispute arise as a result of this of this Bid and/or the subsequent contract, which cannot be settled to the mutual		

satisfaction of the Bidder/s and CGS's, it shall be dealt with in terms of paragraph 23 of the general conditions of contract?		
Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this RFB, the Bid conditions shall take preference.		

Documentation	ACCEPT	NOT ACCEPT
Fully comprehensive service documentation shall be supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		

Selection	ACCEPT	NOT ACCEPT
CGS reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.		
Should CGS consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so required?		
To contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.		

Copyright	ACCEPT	NOT ACCEPT
The specifications are the intellectual property of Council for Geoscience.		
The contents of any specifications are the property of CGS and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.		

Submission of Bid	ACCEPT	NOT ACCEPT
CGS may also reject an offer if the Bidder/s fail to complete the standard bidding documents in this tender document.		

Service approval	ACCEPT	NOT ACCEPT
The Procuring of the Services shall not take place		

until CGS has given final approval of all procedures.		
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Upfront/Deposit Payments	ACCEPT	NOT ACCEPT
CGS will not make any upfront payment or deposit payments to the successful bidder/s for goods or services. CGS will pay 30 days after delivery of goods or service and receipt of an invoice.		

7. RESPONSE FORMAT

Bidders must respond using the following response format:

Schedule	Description
Schedule 1	Executive Summary
Schedule 2	SBD 1
Schedule 3	<ul style="list-style-type: none"> Bidders must provide proof of Tax Clearance compliance from SARS, The Council for Geoscience will verify your tax compliance proof in terms of practice note 4A of 2016/2017 Originally Certified BBBEE certificate (For consortium or joint venture a consolidated BBBEE Certificate must be submitted)
Schedule 4	Functional response
Schedule 5	Price Breakdown (Quotation)
Schedule 6	SBD 3.1
Schedule 7	SBD 4
Schedule 8	SDB 6.1
Schedule 9	SBD 6.2 N/A
Schedule 10	Central Supplier Database Summary Report
Schedule 11	JBCC

NB: The response must have an index and the document must be neatly divided
Using the above-mentioned format in sequence.