



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

REQUEST FOR PROPOSALS	
RFP Description:	Appointment of a Panel of Professional Services Providers (PSPs) from the Built Environment for TASEZ
RFP Number:	TASEZ/RFP003/2025
Closing Date:	30 September 2025
Closing Time:	12h00
RFP Validity Period:	120 Calendar Days
Compulsory Briefing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Compulsory Briefing Session Details: Date: Time: Venue:
TASEZ Enquiry Details:	
Name:	SCM Office
Contact Numbers:	012 564 3174
Email Address:	rfqs-rfps@tasez.co.za
Delivery Address:	The Procurement Officer Tshwane Automotive Special Economic Zone Building 21, Council for Scientific and Industrial Research (CSIR), Meiring Naudé Road; Brummeria; Pretoria (Gauteng)
Special Note for Bidder:	

Bidders Name:	
Total Bid Price (All Inclusive)	R

Controlled Disclosure

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1. Introduction

The TASEZ development is underway and aligns with the national strategies of the South African government such as the tenth Industrial Policy Action Plan (IPAP) which makes provision for Special Economic Zone (SEZ) designation as an important instrument to support long-term industrial and economic development, which will have a direct impact on employment and economic growth, as well as attract local and foreign direct investment.

TASEZ has recognized that there is insufficient internal professional capacity to implement the infrastructure projects which has prompted TASEZ to embark on a process to create capacity in the form of Professional Services Providers (PSPs). The PSPs will plan and/or manage and/or oversee and/or implement all TASEZ infrastructure projects from the ECSA stages 1 to 6.

TASEZ hereby invites registered multi-disciplinary professional consulting firms or registered professional consulting consortia's to submit proposals for the provision of Multi-disciplinary Services for Infrastructure Projects Designs and Construction Supervision inclusive of all Engineering Disciplines for Built Environment, Project Management Services, Architectural, Quantity Surveying, Land Surveying, Town & Regional Planning, Environmental Management, Construction Regulation Agents, etc.

2. SBD 1 Form – Invitation to Bid

2.1. Invitation to Bid

You are Hereby Invited to Bid for Requirements of the (Name of Department/ Bidder Entity)					
Bid Number:	TASEZ/RFP003/2025	Closing Date:	30 September 2025	Closing Time:	12h00
Description:	Appointment of a Panel of Experienced Professional Services Providers (PSPs) from the Built Environment for the Implementation of Infrastructure Programme at TASEZ				
The Successful Bidder will be Required to Fill in and Sign a Written Contract Form (SBD7).					

Bid Response Documents May Be Deposited in the Bid Box Situated at (Street Address):

Tshwane Automotive Special Economic Zone (Main Entrance)					
CSIR Campus, Building 21 Meiring Naude Road, Pretoria, 0184					
Supplier Information					
Name of Bidder					
Postal Address					
Street Address					
Telephone Number	Code		Number		
Cellphone Number					
Facsimile Number	Code		Number		
E-Mail Address					
Vat Registration Number					
		TCS PIN:		OR	CSD No:
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who was the Certificate Issued by?					
An accounting officer as contemplated in the Close Corporation Act (CCA) and name the applicable in the tick box		<input type="checkbox"/>	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)		
		<input type="checkbox"/>	A Verification Agency Accredited by the South African Accreditation System (SANAS)		
		<input type="checkbox"/>	A Registered Auditor		
		Name:			
[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]					
Are you the Accredited Representative in South Africa for the Goods / Services / Works Offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes Enclose Proof]	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes Answer Part B:3 Below]	
Signature of Bidder	Date		
Capacity under which this Bid is Signed. (Attach Proof of Authority to Sign this Bid, e.g., Resolution of Directors, etc.)					
Total Number of Items Offered		Total Bid Price (All Inclusive)		R	
Bidding Procedure Enquiries may be Directed to:		Technical Information may be Directed to:			
Department/ Bidder Entity	SCM TASEZ	Contact Person	SCM Office		
Telephone Number	012 564 3174	Facsimile Number	012 564 3174		
Facsimile Number	N/A	E-Mail Address	rfqs-rfps@tasez.co.za		
E-Mail Address	rfqs-rfps@tasez.co.za				

2.2. Tender Notice and Invitation to Tender

Tenders are hereby invited for the services below.

Tender Number: RFP003/2025
Organisation: Tshwane Automotive Special Economic Zone (TASEZ) – Silverton
Division: Infrastructure Development Division
Tender Description: Appointment of a Panel of Experienced Professional Services Providers (PSPs) from the Built Environment for TASEZ.

It is estimated that tenderers should have a CIDB contractor grading of or or higher. N/A
The address for collection of tender documents is: www.tasez.co.za from the 02 September 2025 .
Queries relating to the issue of these documents may be addressed to Ms Lucia Buda, at e mail address rfqs-rfps@tasez.co.za .
A compulsory clarification meeting with representatives of the <i>Employer</i> will take place at as follows: - N/a
The closing time for receipt of tenders is 12:00 hrs on 30th September 2025 . Telegraphic, telephonic, facsimile, e-mail and late tenders will not be accepted.
Tenders may only be submitted on the tender documentation that is issued.
The contract conditions will be based on the FIDIC white book .
Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data and the Conditions of Tender.

We look forward to receiving your tender by the date and time stated.

Yours faithfully,

Dr Bheka Zulu
Chief Executive Officer – Acting
TASEZ

2.3. Terms and Conditions for Bidding

2.3.1. Proprietary Information

2.3.1.1. TASEZ considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to TASEZ. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of TASEZ.

2.3.2. Enquiries and Communication

2.3.2.1. All communication and attempts to solicit information of any kind relative to this tender should be in writing and directed to: Email address: rfqs-rfps@tasez.co.za.

2.3.2.2. Clarification questions from Bidder will be closed **Five (5) Days** before the date of closure of the RFP. Note that the last date for request for information pertaining to this tender will be on the **19 September 2025**.

2.3.2.3. Bidders may not contact any other TASEZ employee besides contact person mentioned on Paragraph 2.2.2.1 above on any matter pertaining to the bid from the time when bid is advertised to the time the bid is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

2.3.2.4. All the documentation submitted in response to this tender must be in English.

2.3.2.5. The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TASEZ in regard to anything arising from the fact that pages are missing or duplicated.

2.3.2.6. If the Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error, or inconsistency in this RFP or any other information provided by TASEZ (other than minor clerical matters), the Bidder must promptly notify TASEZ in writing of such discrepancy,

ambiguity, error or inconsistency in order to afford TASEZ an opportunity to consider what corrective action is necessary (if any).

2.3.2.7. Any actual discrepancy, ambiguity, error, or inconsistency in the RFP or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

2.3.2.8. All persons (including Bidders) obtaining or receiving the RFP and any other information in connection with the RFP must keep the contents of the RFP and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to the RFP.

2.3.3. Validity Period

2.3.3.1. Responses to this tender received from suppliers will be valid for a period of **180 Calendar Days** counted from the closing date of the tender.

2.3.4. Submission of Tenders

2.3.4.1. All submissions must be marked: "For attention: Supply Chain Management" with the RFP Number included and hand delivered. The Tender Box is situated at the **Main Gate**. The address is: -

The Procurement Officer

Tshwane Automotive Special Economic Zone

Building 21, Council for Scientific and Industrial Research (CSIR),

Meiring Naudé Road; Brummeria; Pretoria (Gauteng)

2.3.4.2. Bid documents shall only be considered when received on or before the closing date and time which is **30 September 2025** at **12h00**. Late proposals will not be considered. RFP documents will not be opened in Bidder; however, the results will be published on the TASEZ website.

2.3.4.3. Tenders should be submitted bound in a sealed envelope and Bidders are required to submit as follows: -

2.3.4.3.1. One (1) Original

- 2.3.4.3.1.1. One original of the completed RFP document shall be placed in a sealed envelope marked: **Appointment of a Panel of Experienced Professional Services Providers (PSPs) from the Built Environment for TASEZ.**
- 2.3.4.3.1.2. The **Closing Date and Time**, **Company Name** and the **Return Address** must also be endorsed on the envelope.
- 2.3.4.3.1.3. If a **Courier Service Company** is being used for delivery of the bid document, the bid description must be endorsed on the **Delivery Note / Courier Packaging** to ensure that documents are delivered into the tender box.

2.3.4.3.2. Flash Disk

A copy of the tender shall be scanned and saved in a flash disk that will resemble the original signed hardcopy. The flash disk must be secured in the file.

2.3.4.3.3. Electronically Submission

- 2.3.4.3.3.1. Electronic submissions are not allowed for this tender.
- 2.3.4.4. The bids must be in the tender box by no later than **12h00** on the **30 September 2025**.
- 2.3.4.5. No bid received by telegram, telex, email, facsimile or similar medium will be considered. Where a tender document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.
- 2.3.4.6. Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time. Submission of amendment bids without also submitting an original bid document as requested will not be considered.

- 2.3.4.7. The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- 2.3.4.8. **Bidders are required to initial each page of the RFP document on the right-hand side at the bottom of each page.**
- 2.3.4.9. Bidders to note that TASEZ is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.
- 2.3.4.10. TASEZ reserves that right not to accept the lowest bid of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and also financially advantageous to TASEZ.
- 2.3.4.11. TASEZ also reserves the right to award this bid to a purely empowerment company or may award this bid on conditions that a joint venture with an empowerment company is formed. This may be added as a request to be agreed when contracting.
- 2.3.4.12. TASEZ also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 2.3.4.13. TASEZ reserves the right to, amongst other things, conduct unscheduled or scheduled site visit/s to satisfy itself, as to the validity of the information provided on this bid documents.
- 2.3.4.14. An incomplete price list shall render the bid non-responsive.
- 2.3.4.15. TASEZ reserves the right to review the pricing/financial proposal submitted by the bidder and make an assessment if their proposed costing is market related or not and reserves the right to negotiate or not to negotiate the with the preferred bidder or any bidder as per recommendation of the BAC. The process for negotiation will be governed by the TASEZ internal SCM processes as approved and in line with Preferential Procurement Regulation of 2017.
- 2.3.4.16. All Conditions in the Joint Building Contracts Committee (JBCC) will apply, however Special Conditions of Contract (SCC) as outlined herein will supersede other conditions.

2.3.4.17. All reference to TASEZ on this bid document includes its subsidiaries who are affected by the deliverable of this bid document.

2.3.4.18. The General Condition of Contract is part of this tender document and will be incorporated as an annexure and those will be bidding to the bidder whether they are returned and submitted with the bid response or not and will remain bidding to the bidder whether initialled or not.

2.3.4.19. This bid 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 legislation or special conditions of contract.

2.3.4.20. None of this bid conditions are to be changed by the bidder unless agreed in writing and approved by TASEZ.

2.3.4.21. Bidder must register on the central supplier database (CSD) to upload mandatory information namely: (Business Registration / Directorship / Membership / Identity Numbers; Tax Compliance Status; Banking Information for verification purposes). B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding institution.

2.3.5. Late Submission

2.3.5.1. Late responses to the RFP will not be accepted.

2.3.5.2. All dates and times in this RFP are in accordance with the South African standard calendar and time.

2.3.5.3. Any time or date in this RFP is subject to change at TASEZ's discretion. The establishment of a time or date in this RFP does not create an obligation on the part of TASEZ to take any action or create any right in any way for any Bidder to demand that any action be taken on the date established.

2.3.5.4. The Bidder accepts that, if TASEZ extends the deadline for the RFP submission (the closing date) for any reason, the requirements of this RFP otherwise apply equally to the extended deadline.

2.4. SBD 2 – Tax Compliance Requirements

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

Tax Compliance Requirements

- 2.4.1. Bidders must ensure compliance with their Tax obligations.
- 2.4.2. Bidders are required to submit their Unique Personal Identification Number (Pin) issued by SARS to enable TASEZ to verify the taxpayer's profile and tax status.
- 2.4.3. Application for Tax Compliance Status (TCS) Pin may be made via e-filing through the SARS website www.sars.gov.za
- 2.4.4. Bidders must submit a printed TCS Certificate together with the bid.
- 2.4.5. In Bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate TCS Certificate / Pin / CSD Report.
- 2.4.6. Where no TCS Pin is available, but the Bidder is registered on the Central Supplier Database (CSD), a CSD Report must be provided.
- 2.4.7. 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."

2.5. Questionnaire to the Bidding Foreign Suppliers

Is The Bidder a Resident of the Bidder of South Africa (RSA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Bidder have a Branch in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Bidder have a Permanent Establishment in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Bidder have any Source of Income in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer is “no” to all of the above, then, it is not a requirement to obtain a Tax Compliance Status / Tax Compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

NB: FAILURE TO PROVIDE 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: _____

2.6. 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, if any: _____

Section 3: CIDB 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.

Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.

Section 8: The attached SBD 8 must be completed for each tender and be attached as a requirement.

Section 9: The attached SBD 9 must be completed for each tender and be attached as a requirement.

The undersigned, who warrants that he / she is duly authorized 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 Tender 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 tendering entities submitting tender offers and have no other relationship with any of the Bidder or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) 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

3. Scope of Work

Bidders to provide proposals for **the appointment of a Panel of Professional Services Providers (PSPs) from the Built Environment for TASEZ.**

3.1. Objectives

- 3.1.1. The document calls for suitably qualified PSPs in the relevant disciplines listed below to submit their tender proposals for the implementation of projects at TASEZ. The contract will be for a period of **three (3) years** from the date of appointment.
- 3.1.2. The listed purpose of the project is to source through procurement a consortium of consultants in the following fields:
 - 3.1.2.1. Engineering Professionals (Civil, Structural, Geotech, Mechanical, and Electrical Engineers)
 - 3.1.2.2. Architects
 - 3.1.2.3. Quantity Surveyors
 - 3.1.2.4. Town and Regional Planners (Zoning & Land Use Management)
 - 3.1.2.5. Land Surveyors
 - 3.1.2.6. SHE Practitioners (Health and Safety Agents and Environmental Assessment Practitioners)
- 3.1.3. These services are required for the Planning, Design, Procurement, Management and Supervision of various projects in TASEZ.
- 3.1.4. TASEZ aspires to lead, guide and coordinate a staged process from planning through to the handover and closeout of the project.
- 3.1.5. The ultimate goal is to develop or review a master plan for TASEZ, which contributes to the socio-economic development mandate of TASEZ and also to provide a synergy between industrial / retails / educational / amenities and residential.
- 3.1.6. The Service Providers shall provide "NORMAL" professional services as detailed in the Government Gazette of each discipline, where applicable and any other services related to the scope of work in the built environment which may reasonably be required for the successful completion of an TASEZ infrastructure delivery programme.

3.1.7. The Service Provider shall provide suitably qualified, experienced personnel to undertake assignments relating to the delivery of the project/s as set out below as and when required during the Period of Performance.

3.1.8. Service providers will be appointed for ECSA stages 1 – 6 and will be expected to perform all activities and submit all deliverables as described in the Government Gazette for each discipline, unless otherwise instructed in writing by the employer to exclude some.

3.2. **Background**

TASEZ has identified a development land which spans over 81 hectares as part of TASEZ strategic objective of developing automotive industrial SEZ in and around Silverton. Phase will be a multi-purpose / mixed use gated facility as per the below Master Plan and the following will be accommodated in the land: -

3.2.1. Industrial Park.

3.2.2. Commercial.

3.2.3. Educational – Training and incubation.

3.2.4. Retail and Office blocks.

3.2.5. Amenities.

3.2.6. Residential houses.

3.2.7. Other services as may be required by TASEZ.

3.3. **High Level Scope of Services**

The objective of this tender is to invite and appoint suitable Professional Service Providers that can provide and maintain a professional service to TASEZ in order to successfully implement the Planning, Design, Procurement, Management, Supervision and Administration of TASEZ Projects.

3.4. **Desired Outcomes**

3.4.1. TASEZ will procure experienced multi-disciplinary team of PSPs and built environment professionals for a period of 3 Years to manage the design, construction and closeout of all the identified projects in the TASEZ.

3.4.2. The project will be implemented in a Project Management Methodology in line with a South African Council for Projects and Construction Management Professions (SACP CMP) guidelines led by a Principal Agents (PAs) and where all consultants will report and deliver services in line with their respective professional councils e.g., SACA.

3.5. Legal Compliance Requirements of the PSPs

3.5.1. Applicable Codes and Standards

It is the objective of TASEZ to appoint a Panel of Professional Service Providers per category of expertise. Tenderers can submit tenders for the professional discipline in which they have the required skills and professionally registered personnel. Appointments will be made per Professional Discipline: -

- 3.5.1.1. A person(s) registered with a Professional Body in terms of the Engineering Profession Act, 2000 (Act 46 of 2000)
- 3.5.1.2. A person(s) registered with a Professional Body in terms of the Architectural Profession Act, 2000 (Act 44 of 2000)
- 3.5.1.3. A person(s) registered with a Professional Body in terms of the Project and Construction Management Profession Act, 2000 (Act 48 of 2000)
- 3.5.1.4. A person(s) registered with a Professional Body in terms of the Project and Construction Management Professions Act, 2000 (Act 46 of 2000)
- 3.5.1.5. A person(s) registered with a Professional Body in terms of the Project and Construction Management Professions Construction Regulation 2014
- 3.5.1.6. A person(s) registered with a Professional Body in terms of the Quantity Surveying Profession Act 2000 (Act 48 of 2000)
- 3.5.1.7. A person(s) registered with a Professional Body in terms of the Planning Profession Act, 2002 (Act 36 of 2002)
- 3.5.1.8. A person(s) registered with a Professional Body in terms of the National Environmental Management Act, 2002 (Act 107 of 1998)
- 3.5.1.9. A person(s) registered as a Professional Land Surveyor in terms of the Geomatics Profession Act, 2013 (Act 19 of 2013)

- 3.5.1.10. A person(s) registered as a Professional Geotechnical Engineer and/or Professional Geotechnical Engineering Technologist in terms of the Engineering Profession Act, 2000 (Act 46 of 2002)
- 3.5.1.11. A person(s) Qualified as a Social Facilitator with a minimum NQF level 4 accredited training in Social Engagement Facilitation or Community Facilitation
- 3.5.1.12. A person(s) registered as a Professional Landscape Architect in terms of the Landscape Architect Profession Act, 2002 (Act 45 of 2002)

(Refer to returnable schedule RD.C.8: Proof of Registration in terms of the relevant Professions Act, in Part T2: Returnable Schedules)

3.5.2. Proof of Professional Registration with the following bodies:

- 3.5.2.1. Engineers (Civil, Structural, Mechanical, Electrical, Geotechnical, Traffic Management) – **ECSA and CESA (for the company)**
- 3.5.2.2. Architects – **SACAP**
- 3.5.2.3. Landscape Architects – **SACLAP**
- 3.5.2.4. Project and Construction Managers – **SACPCMP**
- 3.5.2.5. Quantity Surveyors – **SACSQP**
- 3.5.2.6. Town Planners – **SACPLAN**
- 3.5.2.7. Environmental Assessment Practitioner – **EAPASA**
- 3.5.2.8. Environmental Control Officer – **SACNASP**
- 3.5.2.9. Land Surveyors – **SAGC**
- 3.5.2.10. Health and Safety Agent – **SACPCMP**

3.6. Scope of Work per Stage and Deliverable for Project Team

3.6.1. ECSA Stages

Table 1: Stage Gate Approach

Stage	Scope Of Services	Minimum Deliverables
Planning, Studies, Investigations and Assessments	Carry out studies and investigations as well as the preparation and submission of reports embodying preliminary proposals or initial feasibility studies which are normally remunerated on a time and cost basis. a) Consultation with the client or client's authorised representative. b) Inspection of the site of the project.	a) Collation of information b) Reports on technical and financial feasibility and related implications c) List of consents and approval

Stage	Scope Of Services	Minimum Deliverables
	<ul style="list-style-type: none"> c) Developing and defining the scope of where required. d) Preliminary investigation, route location, planning and a level of design appropriate to allow decisions on feasibility. e) Assessment of existing infrastructural elements, with the view of informing the project on options of how to integrate existing works with proposed new works. f) Consultation with authorities having rights or powers of sanction as well as consultation with the public and stakeholder group. g) Advice to the client as to regulatory and statutory requirements, including environmental management and the need for surveys, analysis, tests and site or other investigations, as well as approvals, where such are required for the completion of the report, and arranging for these to be carried out at the client's expense. h) Searching for, obtaining, investigating and collating available data, drawings and plans relating to the works. i) Investigating financial and economic implications relating to the proposals or feasibility studies. j) Clause (9) does not normally apply to civil and structural services or on Building Projects, where these services are provided by a Quantity Surveyor, except as far as the interpretation of cost figures concerning the Engineer's scope of works. k) Assist the Client in developing timeframes for next stages of the Project. 	<ul style="list-style-type: none"> d) Schedule of required surveys, tests, analyses, site and other investigations e) Time frames for upcoming deliverables.

Stage	Scope Of Services	Minimum Deliverables
Stage 1 – Inception and Consultations	<p>Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies.</p> <ul style="list-style-type: none"> a) Assist in developing a clear project brief. b) Attend project initiation meetings. c) Advise on procurement policy for the project. d) Advise on the rights, constraints, consents and approvals. e) Define the scope of services and scope of work required. f) Conclude the terms of the agreement with the client. g) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services. 8. Determine the availability of data, drawings and plans relating to the project. h) Advise on criteria that could influence the project life cycle cost significantly. i) Provide necessary information within the agreed scope of the project to other consultants involved. 	<ul style="list-style-type: none"> a) Agreed scope of services and scope of work b) Signed agreement. c) Report on project, site and functional requirements. d) Schedule of required surveys, tests, analyses, site and other investigations. e) Schedule of consents and approvals and related timeframes.
Stage 2 – Concept Designs – Preliminary Designs	<p>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.</p> <ul style="list-style-type: none"> a) Agree documentation programme with principal agent or consultant and other consultants involved. b) Attend design and consultants' meetings. c) Establish the concept design criteria. 	<ul style="list-style-type: none"> a) Concept design b) Schedule of required surveys, tests and other investigations and related reports c) Process design d) Preliminary design e) Cost estimates as required.

Stage	Scope Of Services	Minimum Deliverables
	<ul style="list-style-type: none"> d) Prepare initial concept design and related documentation. e) Advise the client regarding further surveys, analyses, tests and investigations that may be required. f) Establish regulatory authorities' requirements and incorporate into the design. g) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents. h) Establish access, utilities, services and connections required for the design. 9. Co-ordinate design interfaces with other consultants involved. i) Prepare process designs (where required), preliminary designs and related documentation for approval by authorities and client and suitable for costing. j) Provide cost estimates and life cycle costs as required. k) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved. 	
Stage 3 – Detail Designs	<p>Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project.</p> <ul style="list-style-type: none"> a) Review documentation programme with principal consultant and other consultants involved. b) Attend design and consultants' meetings. c) Incorporate client's and authorities' detailed requirements into the design. d) Incorporate other consultant's designs and requirements into the design. 5. Prepare design development drawings 	<ul style="list-style-type: none"> a) Design development drawings. b) Outline specifications. c) Local and other authority submission drawings and reports. d) Detailed estimates of construction costs.

Stage	Scope Of Services	Minimum Deliverables
	<p>including draft technical details and specifications.</p> <p>e) Review and evaluate design and outline specification and exercise cost control.</p> <p>f) Prepare detailed estimates of construction cost.</p> <p>g) Liaise and co-operate with and provide necessary information to the principal consultant and other consultants involved.</p> <p>h) Submit the necessary design documentation to local and other authorities for approval.</p>	
Stage 4 – Documentation and Procurement	<p>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.</p> <p>a) Attend design and consultants' meetings.</p> <p>b) Prepare specifications and preambles for the works.</p> <p>c) Accommodate services design.</p> <p>d) Check cost estimates and adjust designs and documents, if necessary, to remain within budget.</p> <p>e) Formulate the procurement strategy for contractors or assist the principal consultant, where relevant.</p> <p>f) Prepare documentation for contractor procurement.</p> <p>g) Review designs, drawings and schedules for compliance with approved budget.</p> <p>h) Assist in calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant.</p> <p>i) Liaise and co-operate with and provide necessary information to the principal consultant and the other consultants as required.</p>	<p>a) Specifications</p> <p>b) Services co-ordination</p> <p>c) Working drawings</p> <p>d) Budget construction cost</p> <p>e) Tender documentation</p> <p>f) Tender evaluation report.</p> <p>g) Tender recommendations</p> <p>h) Priced contract documentation</p>

Stage	Scope Of Services	Minimum Deliverables
	<ul style="list-style-type: none"> j) Assist in the evaluation of tenders. k) Assist with the preparation of contract documentation for signature. l) Assess samples and products for compliance and design intent. 	
Stage 5 – Construction (include both Construction and Commissioning)	<p>Manage, administer and monitor the construction contracts and processes including preparation and co-ordination of procedures and documentation to facilitate practical completion of the works.</p> <ul style="list-style-type: none"> a) Attend site handover. b) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections. c) Carry out contract administration procedures in terms of the contract. d) Prepare schedules of predicted cash flow. e) Prepare pro-active estimates of proposed variations for client decision-making. f) Attend regular site, technical and progress meetings. g) Inspect works for conformity to contract documentation. h) Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing. i) Adjudicate and resolve financial claims by contractors. j) Assist in the resolution of contractual claims by the contractor. k) Establish and maintain a financial control system. 	<ul style="list-style-type: none"> a) Schedules of predicted cash flow b) Construction documentation c) Drawing register d) Estimates for proposed variations e) Contract instructions f) Financial control reports g) Valuations for payment certificates h) Progressive and draft final accounts i) Practical completion and defects list j) All statutory certification and certificates of compliance as required by the local and other statutory authorities.

Stage	Scope Of Services	Minimum Deliverables
	<ul style="list-style-type: none"> l) Clarify details and descriptions during construction as required. m) Prepare valuations for payment certificates to be issued by the principal agent. n) Witness and review of all tests and mock-ups carried out both on and off site. o) Check and approve contractor drawings for design intent. p) Update and issue drawings register. q) Issue contract instructions as and when required. r) Review and comment on operation and maintenance manuals, guarantee certificates and warranties. s) Inspect the works and issue practical completion and defects lists. t) Arrange for the delivery of all test certificates, including the Electrical Certificate of Compliance, statutory and other approvals, as built drawings and operating manuals. 	
Stage 6 – Closeout	<p>Fulfil and complete the project close-out, including necessary documentation to facilitate effective completion, handover and operation of the project.</p> <ul style="list-style-type: none"> a) Inspect and verify the rectification of defects. b) Receive, comment and approve relevant payment valuations and completion certificates. c) Prepare and/or procure operations and maintenance manuals, guarantees and warranties. d) Prepare and/or procure as-built drawings and documentation. e) Conclude the final accounts where relevant. 	<ul style="list-style-type: none"> a) Valuations for payment certificates. b) Works and final completion lists. c) Operations and maintenance manuals, guarantees and warranties. d) As-built drawings and documentation. e) Final accounts.

3.6.2. Additional Services

The following services are additional to the normal services provided by the consulting engineer, unless specifically agreed otherwise between the consulting engineer and the client. The agreement on the scope of services and remuneration must be in writing and should, if at all possible, be concluded before such services are rendered.

- 3.6.2.1. Additional Services pertaining to all Stages of the Project
- 3.6.2.2. All services related to defining the scope of work, previously carried out under the report stage and that were normally paid for on a time and cost basis.
- 3.6.2.3. Enquiries not directly concerned with the works and its subsequent utilisation.
- 3.6.2.4. Valuation for purchase, sale or leasing of plant, equipment, material, systems, land or buildings or arranging for such valuation.
- 3.6.2.5. Making arrangements for way leaves, servitudes or expropriations.
- 3.6.2.6. Negotiating and arranging for the provision or diversion of services not forming part of the works.
- 3.6.2.7. Additional work in obtaining the formal approval of the appropriate government departments or public authorities, including the making of such revisions as may be required as a result of decisions of such departments or authorities arising out of changes in policy, undue delay or other causes beyond the consulting engineer's control.
- 3.6.2.8. Additional work related to monitoring as required by any government departments or authorities to facilitate regulatory approvals and certification (e.g. Mines Health and Safety Act, 29 of 1996).
- 3.6.2.9. Topographical and environmental surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out on behalf of the client.
- 3.6.2.10. Setting out or staking out the works and indicating any boundary beacons and other reference marks.

-
- 3.6.2.11. Preparation of drawings for manufacture and installation or detailed checking of such for erection or installation fit.
 - 3.6.2.12. Detailed inspection, reviewing and checking of designs and drawings not prepared by the consulting engineer and submitted by any contractor or potential contractor as alternative to those embodied in tender or similar documents prepared by the consulting engineer.
 - 3.6.2.13. Inspection and testing, other than on site, of materials and plant, including inspection and testing during manufacture.
 - 3.6.2.14. Preparing and setting out particulars and calculations in a form required by any relevant authority.
 - 3.6.2.15. Abnormal additional services by or costs to the consulting engineer due to the failure of a contractor or others to perform their required duties adequately and on time.
 - 3.6.2.16. Executing or arranging for the periodic monitoring and adjustment of the works, after final handover and completion of construction and commissioning, to optimise or maintain proper functioning of any process or system.
 - 3.6.2.17. Investigating or reporting on tariffs or charges leviable by or to the client.
 - 3.6.2.18. Advance ordering or reservation of materials and obtaining licences and permits.
 - 3.6.2.19. Preparing detailed operating, operation and maintenance manuals.
 - 3.6.2.20. Preparing record drawings on designs done by others or related to alterations to existing works.
 - 3.6.2.21. Additional services, duties and/or work resulting from project scope changes, alterations and/or instructions by the client, or his duly authorised agents, requiring the consulting engineer to advise upon, review, adapt and/or alter his or her completed designs and/or any other documentation and/or change the scope of his or her services and/or duties. Such additional services are subject to agreement in writing between the consulting engineer and the client prior to the execution thereof.

3.6.2.22. Work and/or services related to targeted procurement that could entail but not necessarily limited to any or all of the following:

- 3.6.2.22.1. Incorporation of any targeted participation goals, the measuring of key participation indicators.
- 3.6.2.22.2. The selection, appointment and administration of participation.
- 3.6.2.22.3. Auditing compliance to the above by any contractors and/or professional consultant.
- 3.6.2.22.4. Exceptional arrangements, communication, facilitation and agreements with any stakeholders other than the client and contractors appointed for the works on which the consulting engineer provides services.
- 3.6.2.22.5. Any other additional services, of whatever nature, specifically agreed to in writing between the consulting engineer and the client.

3.6.3. Other Requirements

Bidders must take note of other requirements as per the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000) document.

4. Evaluation of Bids

The bid evaluation process will consist of the following **three (3) Stages**:

4.1. Responsiveness Assessment

The following criteria will be used in assessing the responsiveness of bids:

4.1.1. Stage 1 – Administrative Requirements Criteria

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 2** below. No points or score will be allocated in criteria. **Non-compliance with any of these Administrative Requirements will result in disqualification.**

Table 2: Administrative Requirements

Description	Compliant	Non-Compliant
1) CIPC Registration Documents		
2) JV Agreement / Power of Attorney		
3) <u>Valid</u> Tax Clearance Certificate / Tax Pin		
4) <u>Valid</u> CSD report (Not older than three (3) months)		
5) <u>Valid</u> Letter of Good Standing issued by the Department of Labour or RMA.		
6) <u>Valid</u> UIF Compliance Certificate		
7) <u>Valid</u> B-BBEE Certificate <ul style="list-style-type: none">- Sworn Affidavit for EME- SANAS Accredited for QSE (TASEZ to verify with SANAS)		
8) <u>Completed</u> and <u>Fully Signed</u> SBD 1		
9) <u>Completed</u> and <u>Fully Signed</u> SBD 4		
10) <u>Completed</u> and <u>Fully Signed</u> SBD 6.1		

4.1.2. Mandatory Returnables

The Bidder shall take note of the required returnable schedules that must be fully complied with and submitted with their tender submission. It is the responsibility of the Bidder to ensure that the information submitted is sufficient to evaluate their tender and design for the system.

Failure to submit all mandatory requirements will result in submissions being **deemed null and void** and shall be considered **“non-responsive”** and therefore not considered further.

Table 3: Mandatory Requirements

Description	Compliant	Non-Compliant
1) Proof of Company Registration with Professional Councils / Bodies with the relevant bodies for the companies (CESA / ACPM / ASAQs / SAIA / ILASA / ACHASM / SBTACO)		
2) Proof of Professional indemnity insurance cover shall be as follows: 2.1. Architectural, Quantity Surveying, Land Surveyors, Geotechnical, Civil, Electrical, Mechanical & Structural Engineering, Town Planners, Project Managers, Land Surveyors and Clerks of Works is R10 million in respect of each claim, without limit to the number of claims. 2.2. Occupational Health and Safety Agents (Consultants) is R5 million in respect of each claim, without limit to the number of claims. 2.3. Those not defined above should submit an indemnity insurance to the value of R10 million in respect to each claim, without limit to the number of claims.		
3) Fully Completed and duly signed SBD 4 – Declaration of Interest		
4) Fully Completed and duly signed Certificate of Authority for Joint Ventures and Consortia		
5) Fully Completed and duly signed Certificate of Authority for Signatory		
6) Submit a <u>valid</u> Letter of Good Standing issued by the Department of Labour or RMA.		

2.3.1. Stage 2 – Technical / Functionality Evaluation

Only bids that comply with the indicated Mandatory Requirements will be considered for the Technical / Functional Evaluation Stage.

The Technical / Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidder are required to achieve a minimum of **80 points** out of **100 points** to proceed to the next stage.

Failure to submit the applicable documents will result in the Tenderer receiving a zero score for the applicable evaluation schedule.

Table 4: Technical / Functional Evaluation

Document Name	Maximum Claimable Points
Personnel Professional Registration	40
Qualifications of Key Resources	30
ISO 9001 Certification	30

2.3.1.1. Qualifications of Personnel

Bidders to submit CVs of key personnel with the proof of Professional Registrations for the different fields that they are tendering for.

Table 5: Personnel Professional Registrations

Discipline	Name of Personnel	Registration Number	Claimable Points
Civil Engineers		ECSA No:	40
			0
Mechanical Engineers		ECSA No:	40
			0
Electrical Engineers		ECSA No:	40
			0
Geotechnical Engineers		ECSA No: Or SACNASP No:	40
			0
Architects		SACAP No:	40
			0
Quantity Surveyors		SACPSQP No:	40
			0
Town Planners		SACPLAN No:	40
			0
Environmental Assessment Practitioners		EAPASA No:	40
			0
Land Surveyors		SAGC No:	40
			0
Health and Safety Agents		SACP CMP No:	40
			0

Discipline	Name of Personnel	Registration Number	Claimable Points
Environmental Control Officers		SACNASP No:	40
			0
Professional Construction Project Managers		SACP CMP No:	40
			0

Table 6: Personnel Qualifications

Discipline	Name of Personnel	Qualifications	Claimable Points
Civil Engineers		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Mechanical Engineers		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Electrical Engineers		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Geotechnical Engineers		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10

Discipline	Name of Personnel	Qualifications	Claimable Points
		No Submission	0
Architects		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Quantity Surveyors		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Town Planners		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Environmental Assessment Practitioners		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Land Surveyors		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10

Discipline	Name of Personnel	Qualifications	Claimable Points
		No Submission	0
Health and Safety Agents		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Environmental Control Officers		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0
Professional Construction Project Managers		Honours Degree or Higher	30
		B-Degree or B-Tech	20
		National Diploma (ND) (Technicon)	10
		No Submission	0

2.3.1.2. ISO 9001 Certification

Bidders to submit an ISO 9001:2015 Certificate issued by an Accredited Certification Body. The certificate should be valid for 3 years from the date of Certification.

Requirement	Description	Points Claimable
ISO 9001:2015 - Certification (Quality Management System – QMS))	Company ISO 9001:2015 Certified. Company to submit the following Documents: - - A valid Certificate by an approved and authorised certification body (International or Local) - The validity of the certificate is 3 years based on the certification cycle of 3 years.	30
	Company has been Internally Audited to ISO 9001 Standard. The company to submit the following as evidence: - An ISO External / Internal Audit Report signed by the Auditor - Authorised Quality Manual - Signed Quality Policy - Authorised Documentation Management Procedure / Process - Authorised Non-Conforming Output Procedure / Process	20
	The Company shall have a Documented and Certifiable (Compliant) ISO 9001 Quality Management System (QMS). The company to submit the following as evidence of the QMS: - Authorised Quality Manual - Signed Quality Policy - Authorised Documentation Management Procedure / Process - Authorised Non-Conforming Output Procedure / Process	10
	No Submission	0
Total Points Claimable		30

The minimum threshold points for functionality is 80 points out of 100 points and any bidder scoring less than 80 points will not be considered for further evaluation. Bidder to address and respond to all areas of the evaluation criteria. Any bid scoring less than the Minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further.

Any bid not covering all of the above will not be evaluated. For purpose of comparison and in order to ensure a meaningful evaluation, Service Providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.

3. Duration of the Contract

The contract shall be 3 years.

4. Record of Addendum to the Bid Documents

Project Title	The Appointment of a Panel of Professional Services Providers (PSPs) from the Built Environment for the Implementation of the TASEZ Infrastructure Programme		
RFP Number	TASEZ/RFP003/2025		
I / We confirm that the following communications received from the TASEZ 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)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed:

Date:

Name:

Position:

Bidder:

5. Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Project Title	The Appointment of a Panel of Professional Services Providers (PSPs) from the Built Environment for the Implementation of the TASEZ Infrastructure Programme
RFP Number	TASEZ/RFP003/2025

Page	Clause /Item	Proposal

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

Attach additional pages if more space is required.

Signed:

Date:

Name:

Position:

Bidder:

.....

6. Certificate of Authority of Signatory

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of therelevant resolution of the board of directors to this form or on company letter head.

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 tender 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 OF SIGNATORY:

WITNESSES:

Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

7. 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 leadpartner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

Project Title	The Appointment of a Panel of Professional Services Providers (PSPs) from the Built Environment for the Implementation of the TASEZ Infrastructure Programme	
RFP Number	TASEZ/RFP003/2025	
Name of Firm	Address	Duly Authorised Signatory
Lead Partner:		Signature: Name: Designation:
Partner:		Signature: Name: Designation:
Partner:		Signature: Name: Designation:
Partner:		Signature: Name: Designation:

Attach additional pages if more space is required.

Signed:

Date:

Name:

Position:

Bidder:

8. Schedule of Proposed Sub-Contractors

Project Title	The Appointment of a Panel of Professional Services Providers (PSPs) from the Built Environment for the Implementation of the TASEZ Infrastructure Programme
RFP Number	TASEZ/RFP003/2025

We notify you that it is our intention to employ the following Sub-Contractors for work in this contract. The Sub-Contractors will all be CIDB registered and their CIDB Registration number shall be submitted below. 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-Contractors 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-Contractors who are or to be contracted are registered on Central Supplier Database (CSD).

No.	Name and Address of the Proposed Sub-Contractor	Nature and Extent of Work	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

9. SBD 4 Form

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 2.1. Full Name of bidder or his or her representative:
- 2.2. Identity Number:
- 2.3. Position occupied in the Company (director, trustee, shareholder²):
.....
- 2.4. Company Registration Number:
- 2.5. Tax Reference Number:
- 2.6. VAT Registration Number:
- 2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.
- 2.6.2. ¹"State" means –
- 9.1. any national or provincial department, national or provincial Bidder entity or constitutional institution within the meaning of the Bidder Finance Management Act, 1999 (Act No. 1 of 1999)
 - 9.2. any municipality or municipal entity
 - 9.3. provincial legislature

- 9.4. national Assembly or the national Council of provinces; or
- 9.5. Parliament.

2.6.3. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7. Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.8. If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person:
connected to the bidder is employed:
Position occupied in the state institution:
Any other particulars:
.....
.....
.....

2.9. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the Bidder sector? **YES / NO**

2.9.1. If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.9.2. If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.10. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.10.1.If so, furnish particulars:
.....

.....
.....

2.11. Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.11.1. If so, furnish particulars.

.....
.....
.....

2.12. Are you, or any person connected with the bidder, **YES / NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.12.1. If so, furnish particulars.

.....
.....
.....

2.13. Do you or any of the directors / trustees / shareholders / members **YES / NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.13.1. If so, furnish particulars:

.....
.....
.....

Table 7: Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Employee Number / Persal Number

3. Declaration

I, the undersigned (Name)
Certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the state may reject the bid or act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 6.1 Form

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDER MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. General Conditions

1.1. The following preference point systems are applicable to all bids:

- 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. Price and Specific Goals Points

1.2.1. If the value of this bid does not exceed **R50 000 000.00** (all applicable taxes included), the **80/20** preference point system shall be applicable; or

~~1.2.2. If the value of this bid exceeds **R50 000 000.00** (all applicable taxes included), the **90/10** preference point system will be applicable.~~

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- 1.3.1. Price; and
- 1.3.2. Specific Goals.

1.4. The maximum points for this bid are allocated as follows:

Table 8: Price and Specific Goals Points Allocations

Description	Points
Price	80
Specific Goals	20

Total Points for Price and Specific Goals	100
---	-----

- 1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. Definitions

- 2.1. **“Tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- 2.2. **“Price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- 2.3. **“Rand Value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- 2.4. **“Tender for Income-Generating Contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- 2.5. **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 2.6. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act.
- 2.7. **“Functionality”** means the ability of a Bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.8. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

3. Points Awarded for Price

3.1. 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

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

Where

- Ps

=

Points scored for price of bid under consideration
- Pt

=

Price of bid under consideration
- Pmin

=

Price of lowest acceptable bid

4. Points Awarded for Specific Goals

- 4.1.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in **Table 8** below as may be supported by proof/ documentation stated in the conditions of this tender.
- 4.2.

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
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: -
4.2.1. An invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system.
4.2.2. Any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 9: Specific goals for the tender and points claimed.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EMEs and QSEs		
Companies owned by black people <u>(50% + Black Owned).</u>	4	
Companies owned by women <u>(20% + Black Women Owned).</u>	3	
Companies owned by youth <u>(10% + Black Women Owned).</u>	3	
Companies owned by people with disabilities		
Companies owned by black people living in rural or underdeveloped areas		
Companies owned by black people living in townships		
Total Points Claimed	10	

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of Company / Firm:

4.4. Company Registration Number:

4.5. Type of Company / Firm

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- 4.6.1. The information furnished is true and correct.
- 4.6.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 4.6.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- 4.6.4. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have: -
 - 4.6.4.1. Disqualify the person from the tendering process.
 - 4.6.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - 4.6.4.3. Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - 4.6.4.4. Recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied.
 - 4.6.4.5. Forward the matter for criminal prosecution, if deemed necessary.

Bidder:

Name:

Signature

Title:

Date:

Address:

10. Standard Conditions of Tender

To be attached as an annexure

11. Special Conditions of this RFP

1. Bidder to take note that the award of the RFP may be subject to price negotiation with the preferred bidder and that this bid is subject to the PP Regulations of 1 April 2017.
2. Additionally, Regulation 13(c) of the Bidder Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a Bidder or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Bidder Finance Management Act.
3. As this regulation prohibits Bidder service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or Bidder company, non-compliance with this regulation will lead to automatic disqualification of a bid.
4. The TASEZ will not pay commission to the successful bidder regardless of the subcontracting conditions.
5. The TASEZ reserves the right – without prejudice and limitations to its any other rights and privileges in law:
 - 5.1. Not to appoint a Bidder and is also not obliged to provide reasons for the rejections of any proposal;
 - 5.2. To request further information from any Bidder after the closing date, for clarity purposes;
 - 5.3. To carry out site inspections, product evaluations or explanatory meetings to verify the nature and quality of the services offered by the Bidder, whether before or after adjudication of the responses received;
 - 5.4. To correct any mistakes at any stage of the RFP process that may have been in the RFP documents or occurred at any stage of the RFP process;
 - 5.5. To award this RFP to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);
 - 5.6. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s);

- 5.7. To accept part of a RFP rather than the whole RFP;
- 5.8. To correct any mistakes at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process;
- 5.9. To cancel and/or terminate the RFP process at any stage, including after the Closing Date and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such; and
- 5.10. Award to multiple Bidder based justifiable reasons including but not limited to the bidder's expertise, the complexity of the scope per bidder, any on the bidder's size and TASEZ's geographic consideration.

12. Misrepresentation During the Lifecycle of the Contract

1. The Bidder should note that the terms of its proposal will be incorporated in the proposed contract by reference and that TASEZ relies upon the Bidder's response as a material representation in making an award to a successful Bidder and in concluding an agreement with the Bidder.
2. It follows therefore that misrepresentations in the proposal may give rise to service termination and a claim by TASEZ against the Bidder notwithstanding the conclusion of the Service Level Agreement (SLA) between TASEZ and the Bidder for the provision of the service in question.
3. In the event of a conflict between the Bidder's proposal and the SLA concluded between the parties, the SLA will prevail.

13. Preparation Costs

1. The Bidder will bear all its costs in preparing, submitting, and presenting any response to this RFP and all other costs incurred by it throughout the RFP process.
2. Furthermore, no statement in this RFP will be construed as placing TASEZ or its employees under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidder in the preparation of their response to this RFP.

14. Indemnity

If a Bidder breaches the conditions of this RFP and, as a result of that breach, TASEZ incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies

and holds TASEZ harmless from any and all such costs which TASEZ may incur and for any damages or losses TASEZ may suffer.

15. Precedence

This document will prevail over any information provided whether oral or written, unless such written information provided, expressly amends this document by reference.

16. Limitation Of Liability

A Bidder participates in this RFP process entirely at its own risk and cost. TASEZ shall not be liable to compensate a Bidder on any grounds whatsoever for any costs incurred or any damages suffered because of the Bidder's participation in this RFP process.

17. Tax Compliance

1. It is essential to ensure that persons conducting business with the State are tax compliant at the time of awarding of price proposals or competitive bids. No price quotations or competitive bids shall be awarded to businesses or persons who are not tax compliant.
2. The successful Bidder will be notified of their non-compliance statutes in writing and will have seven (7) working days to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations. The Bidder should thereafter provide the procurement officer with proof of their tax compliance status which will be verified by the procurement office via the CSD.
3. TASEZ reserves the right to withdraw an award made, or cancel a contract concluded with a successful Bidder if it is established that such Bidder has submitted a fraudulent Tax Clearance Certificate to TASEZ, or whose verification against the Central Supplier Database (CSD) proves non-compliant.
4. TASEZ further reserves the right to cancel a contract with a successful Bidder if such Bidder do not remain tax compliant for the full term of the contract.

18. RFP Defaulters and Restricted Suppliers

1. No contract shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of RFP Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.

2. TASEZ reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a Bidder has been blacklisted with National Treasury by another government institution.

19. Governing Law

South African law governs this RFP and the RFP response process. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this RFP, the RFP itself and all processes associated with the RFP.

20. Confidentiality

1. Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFP will be disclosed by any Bidder or other person not officially involved with TASEZ's examination and evaluation.
2. No part of the RFP may be distributed, reproduced, stored, or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a response. This RFP and any other documents supplied by TASEZ remain proprietary to TASEZ and must be promptly returned to TASEZ upon request together with all copies, electronic versions, excerpts, or summaries thereof or work derived there from.
3. Throughout this RFP process and thereafter, Bidder must secure TASEZ's written approval prior to the release of any information that pertains to the
4. potential work or activities to which this RFP relates; or
5. the process which follows this RFP.
6. Failure to adhere to this requirement may result in disqualification from the RFP process and civil action.

21. Legislative Frameworks of the RFP

1. As TASEZ is established within the laws associated with all other SEZ's under the dtic's SEZ Programme, its development, management and operations have (as a minimum) to comply with the requisite and relevant provisions of the SA Constitution (41(1)(h) & 288), the PFMA (49(3)), Treasury Regulations (16A6.5 & 16A6.6), the FIDPM Note 3 of 2019/2020 and the IDMS. Additionally, TASEZ must comply with the following:

1.1. Tax Legislation

- 1.1.1. It is a condition of this RFP that the tax matters of the successful Bidder are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Bidder' tax obligations.
- 1.1.2. The tax compliance status requirements are also applicable to foreign Bidder/ individuals who respond to the RFP.
- 1.1.3. It is a requirement that Bidder grant written confirmation when submitting their response that SARS may on an ongoing basis during the tenure of the contract disclose the Bidder' tax compliance status and by submitting a response to this RFP such confirmation is deemed to have been granted.
- 1.1.4. Bidder are required to be registered on the Central Supplier Database and TASEZ shall verify the Bidder' tax compliance status through the Central Supplier Database.

1.2. Procurement Legislation

- 1.2.1. TASEZ has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Bidder Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

22. Supplier Due Diligence

TASEZ reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

23. Requirements After Award

The following process will be followed **Two Weeks (14 Days)** after contract award: -

1. Kick Off Meeting
2. Submission of the following Documents before commencement of the works
 - 2.1. SHE File as per the attached TASEZ SHE Specification
 - 2.2. Quality File
 - 2.3. Qualification of Key Personnel if changed from the bid submission.