



EASTERN CAPE

DEPARTMENT OF EDUCATION

**INVITATION TO CONTRACTORS AT CIDB GRADE 2GB OR HIGHER
TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT
OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL
BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS,
UPGRADES AND NEW ECD CENTRE
(INCLUDING EMERGENCY PROCUREMENT)
FOR**

**THE EASTERN CAPE DEPARTMENT OF EDUCATION FOR A
PERIOD OF
THREE (3) YEARS.**

SCMU6-26/27-0006

Consisting of:

**Single Volume: The Expression of Interest (Returnable) - This
document**

BIDDER:

CRS NO:

SARS PIN NO:

CSD NO (MAAA):

CLOSING DATE: 10 November 2026 TIME: 11:00 AM

Compiled By:
Eastern Cape Department of Education
Steve Tshwete Complex, Zone 6
ZWELITSHA
5608
Website: www.edu.ecprov.gov.za

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E1 Submission procedures

E1.1 Notice and invitation to submit an expression of interest.

INVITATION TO CONTRACTORS AT CIDB GRADE 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY PROCUREMENT)
FOR
THE EASTERN CAPE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER:	SCMU6-26/27-0006	CLOSING DATE:	10 November 2026	CLOSING TIME:	11:00 AM
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Completed application forms must be submitted in a sealed envelope to the Eastern Cape Department of Education Head office in Zwelitsha. The name of the company and SCMU6-26/27-0006 number must reflect on the envelope. Applicants should ensure that applications are delivered timeously to the correct address. It is the responsibility of the bidder/s to ensure that documents are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Bidders who are using courier services for delivery of their documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery, the application that is late, will not be accepted for consideration and all applications must be submitted on the official forms – (not to be re-typed). **There will be no briefing session held.**

Application forms will be available for free from 08:00 am on **09 October 2026** on the Eastern Cape Department of Education's website: www.ecdoe.gov.za/tenders or National Treasury's website: <http://www.etenders.gov.za/content/advertised-tenders>

Application form will close at 11:00 am on the **10 November 2026** at the addresses below

Eastern Cape Department of Education
Steve Tshwete Complex, Zone 6
ZWELITSHA
5608

Enquiries: Ms Asanda Pokwana
Asanda.pokwana@ecdoe.gov.za
Zimasa.Mzazela@ecdoe.gov.za

The Eastern Cape Department of Education hereby invites Built Environment Contractors with a CIDB **GRADE 2GB OR HIGHER** to submit their **INVITATION TO CONTRACTORS AT CIDB GRADE 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY PROCUREMENT)** FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE (3) YEARS.

The bid will be evaluated in the following two phases:

Phase 1: Compliance, and responsiveness to the bid rules and conditions

Phase 2: Functionality

Only applicants who score a minimum of 70 points for functionality will be evaluated further and considered for admission to the database.

Contractors admitted to the database will be registered on a qualifying list for construction services in the Eastern Cape Province for the Eastern Cape Department of Education's (ECDOE) projects for a period of three (3) years. Shortlisted contractors will be invited as and when required by the ECDOE. They are expected to have their resources and planning processes ready to urgently respond to whichever need arises within the province.

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

The Expression of interest document is available for free and is downloaded from the Eastern Cape Department of Education' website and the National Treasury's eTender Portal.

Submissions should be submitted in clearly marked sealed envelopes indicating the relevant tender reference number and deposited in the addresses stated above.

The received bids will not be opened in public. Unsuccessful tenderers will be informed through publication on relevant platforms.

This is an invitation of expression of interest to the Eastern Cape Department of Education.

Tenderers must be registered on the National Treasury Central Supplier Data Base and the CSD registration number must be documented on the cover page

Supply Chain Management enquiries shall be directed **ONLY IN WRITING** to Asanda Pokwana at Asanda.Pokwana@ecdoe.gov.za within office hours before 10 November 2026.

Tender submissions shall be submitted as an original copy.

E1.2 Terms of Reference

1. Eastern Cape Prequalified Group of Contractors

The Department intends to create a database of prequalified Contractors with a **CIDB GRADING 2GB OR HIGHER**

The Eastern Cape Department of Education (ECDOE), is inviting Expression of Interests (Eols) for admission into the database, will use stringent compliance and evaluation criteria to ensure that when the need arises offer are solicited from and contracts entered into with only those contractors who have the capability and capacity to provide the services and works based on the projected demand and geographic location for those services.

The term of the database shall not exceed 3 years. This prequalification shall not commit the Department to appoint any contractor in the list.

Being accredited and remaining on the List is linked to the responsibilities, skills and performance required from competent contractors.

2. Procurement strategy and selection process

Upon completion of evaluation, the department will have categories in the form of **2GB, 3GB, 4GB, 5GB , 6GB , 7GB, 8GB and 9GB.**

The procurement strategy and selection process for service providers to be appointed from the panel will be determined by the Supply Chain Management policy of the department as approved by the Accounting Officer. Only contractors with an active CIDB (verified through CIDB) status will be considered for selection.

The Prequalified list of contractors shall enable the department to identify the Capacity and capability and CIDB Grading Level. It will assist the province to identify development opportunities for contractors. Once a Contractor is admitted on the prequalified list, the Contractor will be required to provide the department with up-to-date information about its offices, Capacity, and resources changes.

Contractors must ensure that they are capable of responding to the department, with their complete submission, within limited time as determined by the department

3. Objective of the call for an expression of interest

The objective of this call for an expression of interest is to prequalify competent CIDB registered contractors (as stated above) so that they can be invited to submit tenders for Construction services for General building works to Education facilities in the Eastern Cape Province.

4. Description of the works and services

The required services of the main contractor in relation to the envisaged works for GB as defined by CIDB.

According to the CIDB, General Building CIDB works refer to construction Works that are primarily concerned with the development, extension, installation, renewal, renovation, alteration, or dismantling of a permanent shelter for its occupants or contents. It refers to buildings and ancillary works for domestic, industrial, institutional or commercial occupancies.

A comprehensive scope of work will be shared on a per-project basis as and when needed.

PART A

SBD 1

INVITATION TO BID

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

BID NUMBER:	SCMU6-26/27-0006	CLOSING DATE: 10 November 2026	CLOSING TIME:	11:00
DESCRIPTION	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY PROCUREMENT) FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE (3) YEARS.			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

RECEPTION AREA DEPARTMENT OF EDUCATION

STEVE VUKILE TSHWETE EDUCATION BUILDING

ZONE 6

ZWELITSHA

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Ms Asanda Pokwana	CONTACT PERSON	Ms. Z.Mzazela
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Asanda.Pokwana@ecdoe.gov.za	E-MAIL ADDRESS	Zimasa.Mzazela@ecdoe.gov.za

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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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 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 THE BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

E1.3 Submission Data

The conditions for calling for expressions of interest are the standard conditions for calling for expressions of interest as contained in this part of SANS 10845-4.

The standard conditions for calling for expressions of interest make several references to the submission data and shall have precedence in the interpretation of any ambiguity or inconsistency between the submission data and the standard conditions for calling for expressions of interest.

Each item of data given below is cross-referenced to the clause in the standard conditions of tender to which it mainly applies

Clause Number	Submission Data
1.	The employer is: The Eastern Cape Department of Education
2.	The tender documents issued by the employer comprises: E1: Submission procedures E1.1 Notice and invitation to submit an expression of interest E1.2 Terms of Reference E1.2 Submission data E2: Returnable documents E2.1 List of returnable documents E2.2 Submission schedules
3.	The employer's agent is: Zimasa Mzazela E-mail: Zimasa.Mzazela@ecdoe.gov.za
3.	The language for communication is English
4.	Phase 1: Compliance, and responsiveness to the bid rules and conditions Only those respondents who satisfy the following eligibility criteria are eligible to submit expression of interest: 1. Applicants must fully complete the application form. 2. The tenderer or any of its directors/ shareholder is not listed on the Register of Tender Defaulters in terms of the prevention and combating of corrupt activities Act of 2004 as a person prohibited from doing business with public sector. 3. SBD – 4 forms should be completed and signed. 4. Only contractors with an active CIDB (verified through CIDB) status will be considered for further evaluation. Tender must be accompanied by a valid and active CIDB Registration certificate in a contractor's CIDB designation. <u>Contractors with suspended or Expired CIDB status will not be considered</u> 5. Documents that have correction fluid on them will be rendered non-responsive. Documents must remain intact. 6. The director can only use one Company to bid, failure to do so both companies will be

	disqualified 7. The tender document must be signed off by the authorised person of the tenderer wherever spaces are provided in black and permanent ink. Note: • Late submissions will not be accepted. • Telegraphic, telephonic, telefax, facsimile, e-mail and late expression of interests will not be considered. • The closing time for submission of expressions of interest is as stated in the Notice and invitation to submit an expression of interest																						
5.	ADDITIONAL INFORMATION The entity should be registered with the South African Registrar of Companies (CIPRO) a. The database will run for a period of three (3) years. b. No Joint Venture applications will be allowed. c. The database will be managed in accordance with the CIDB Regulations and the Eastern Cape Department of Education's Supply Chain Management Policy. d. Where applicable, the term "bidder" and "contractor" are referring to the "applicant".																						
6	Only those tenderers who are registered in a CIDB designation Grading 2GB OR HIGHER are eligible to submit Expressions of interest. <table border="1"> <tr> <td style="width: 15%;">Please tick to select</td><td> Select the categories registered on as per your CIDB registration certificate. (Note: A contractor may only indicate ONE CIDB GRADING ONLY) </td></tr> <tr> <td colspan="2" style="text-align: center;">GRADES</td></tr> <tr> <td></td><td style="text-align: center;">2 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">3 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">4 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">5 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">6 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">7 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">8 GB ☐</td></tr> <tr> <td></td><td style="text-align: center;">9 GB ☐</td></tr> <tr> <td colspan="2" style="height: 20px;"></td></tr> </table>	Please tick to select	Select the categories registered on as per your CIDB registration certificate. (Note: A contractor may only indicate ONE CIDB GRADING ONLY)	GRADES			2 GB ☐		3 GB ☐		4 GB ☐		5 GB ☐		6 GB ☐		7 GB ☐		8 GB ☐		9 GB ☐		
Please tick to select	Select the categories registered on as per your CIDB registration certificate. (Note: A contractor may only indicate ONE CIDB GRADING ONLY)																						
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	8 GB ☐																						
	9 GB ☐																						

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EXPRESSION VALUE RANGE (TABLE 8 OF THE CIDB REGULATIONS)

A registered contractor's grading designation (indicated in the first column, above), 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.

RANGE OF EXPRESSION VALUES

CONTRACTOR GRADING DESIGNATION	GREATER THAN	LESS THAN OR EQUAL TO
1GB	0	R500 000
2GB	R501 000	R1 000 000
3GB	R1 000 001	R3 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 000 001	R60 000 000
8GB	R60 000 001	R200 000 000
9GB	R200 000 001	No limit

PHASE 2 FUNCTIONALITY EVALUATION

Selection criteria	Evaluation schedule	Maximum number of points
RELEVANT PROJECT EXPERIENCE Experience In General Building Works	Schedule 1	40
CLIENT REFERENCES	Schedule 2	20
COMPANY LOCATION	Schedule 4	20
EXPERTISE OF KEY PERSONNEL (Contracts Manager of the company)	Schedule 3	20
Maximum possible score for quality		100

FUNCTIONALITY EVALUATION

QUALIFICATION EVALUATION			
No	DESCRIPTION	Total Points available	Points
1	PROOF OF EXPERIENCE IN GENERAL BUILDING WORKS	MAX POINTS 40	
	Three or more similar projects completed over the last 3 years to the value of the contractor's CIDB grading*	40	40
	Two similar projects completed over the last 3 years to the value of the contractor's CIDB grading*		20
	One similar project completed over the last 3 years to the value of the contractor's CIDB grading*		10
	Non-submission, irrelevant evidence, and incomplete evidence		0
	Allocation of points will consider the following conditions: 1) Contractor must have completed the said number of projects. 2) The bidder must submit an appointment letter indicating the project value and <u>a corresponding completion certificate</u>. Bidder must submit appointment letter, completion certificate <u>of the same completed project</u> in order to be allocated points, failure to submit either of the documents, no points will be allocated to the bidder on that particular completed project. 3) Appointment letters and Completion certificates older than 3 years will not be considered. Note: All letter(s) and certificate(s) must be signed, dated and stamped by the client in order to be considered. Failure to submit any of the above requirements will result in no points being awarded to the bidder. *Projects completed should be within the current CIDB grading or higher i.e., 2GB contractors are to submit Appointment letters and Completion certificates for projects with project Values of 2GB.		
2	CLIENT REFERENCE		

	Three or more client references with a rating of Satisfactory, Good or Excellent	20	20
	Two client references with a rating of Satisfactory, Good or Excellent		10
	One client reference with a rating Satisfactory, Good or Excellent		5
	Non-Submission		0
	The Client Representative MUST rate the Tenderers' performance on the projects on a scale of 1-5. With: 5=Excellent, 4=Good, 3=Satisfactory 2= Fair 1= Poor Projects completed should be within the current CIDB grading i.e 2GB contractors are to submit references for projects with project values of 2GB. Note: Failure to submit any of the above requirements will result in no points being awarded to the bidder		
3	Company Location	MAX POINTS	
	Eastern Cape based	20	20
	Outside Eastern Cape		0
	Non submission		0
This information will be verified through the CSD. Note: Failure to submit any of the above requirements will result in no points being awarded to the bidder			
4	EXPERTISE OF KEY PERSONNEL (<u>Contracts Manager of the company</u>) and relevant Qualifications for the Contracts Manager	MAX POINTS	
	Degree in the built environment- with a minimum of 3 years post-qualification experience		20
	National Diploma in the built environment-with a minimum of 3 years post-qualification experience		15
	National certification in the built environment-with a minimum of 3 years post-qualification experience		10
	Non-submission/ no qualification in the built environment.		0
Allocation of points will consider the following conditions: Points allocated for possession of relevant documents, i.e, CV (company-nominated employees as per nomination form), Originally Certified Copies of Qualifications and Identity document. In the event of any changes in personnel during the three-year term of the Panel, the Contractor shall be obliged to appoint a Contracts Manager possessing qualifications and experience equivalent to those prescribed in this Tender Document. Note: Failure to submit any of the above requirements will result in no points being awarded to the bidder			

E2 RETURNABLE DOCUMENTS

E2.1 List of Returnable Documents

Please ensure that the items included in the returnable schedule checklist have been completed.

RETURNABLE SCHEDULE: CHECKLIST

Applicant (Contractor's) Name

INCLUDED (YES/ NO)

NO	DOCUMENT DESCRIPTION	INCLUDED (YES/ NO)	
		Yes	No
1.	The front page has been completed in full		
2.	This Document is in its original format		
3.	ANNEXURE A- Record of Addenda		
4.	ANNEXURE B- Certificate of Authority for Signatory		
5.	ANNEXURE C- Declaration of Validity		
6.	ANNEXURE D- Compulsory Enterprise Questionnaire		
7.	ANNEXURE E- SBD 4 Declaration of Interest (Completed and signed)		
8.	Evaluation Schedule 1- Relevant Project Experience and Supporting Documents		
5.	Evaluation Schedule 2- Client References		
6.	Evaluation Schedule 3- Locality		
7.	Evaluation Schedule 4 - Expertise of key personnel and supporting documents (Contracts manager of the company)		

E2.2 Returnable Schedules

ANNEXURE A- Record of addenda

RECORD OF ADDENDA TO BID DOCUMENTS

Project title	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY P A PERIOD OF THREE (3) YEARS
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Expression of interest No	SCMU6-26/27-0006
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I / We confirm that the following communications received from the Department of Education 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			

ANNEXURE B- Certificate of Authority for Signatory

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Project title:	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY P A PERIOD OF THREE (3) YEARS
Expression of interest No:	SCMU6-26/27-0006

NOTE: Bidders can use this form or use a separate letter of authority of signatory with a company letterhead

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

An example is given below:

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

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

sign all documents in connection with the bidder 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:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

ANNEXURE C- Declaration of validity

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to the bid document is duly authorized and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the EASTERN CAPE DEPARTMENT OF EDUCATION (ECDOE).

.....

SIGNATURE OF DECLARER

DATE

.....

POSITION OF DECLARER

NAME OF COMPANY OF BIDDER

Should the bidder have, in the opinion of the ECDOE, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to the bid, then the ECDOE may, in its sole discretion:

- * Ignore any bids without advising the bidder thereof
- * Cancel the contract without prejudice to any legal rights the ECDOE may have

Should the bidder disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the ECDOE and such bidder.

ANNEXURE D- Compulsory Enterprise Questionnaire

COMPULSORY ENTERPRISE QUESTIONNAIRE

Project title:	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY P PERIOD OF THREE (3) YEARS		
Expression of interest No:	SCMU6-26/27-0006		
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: CSD number:			
Section 5: 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 6: Particulars of companies and close corporations			
Company registration number:			
Close corporation number:			
Tax reference number:			
Section 7: SBD4 issued by National Treasury must be completed for each Bidder and be attached as a Request for Quotation requirement.			
The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:			
i) authorizes the employer to verify the Bidders tax clearance status from the South African Revenue Services that it is 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 bidding entities submitting Request for Quotation offers and have no other relationship with any of the Bidders 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	
Enterprise name			

ANNEXURE E- SBD 4 : BIDDER'S DISCLOSURE

SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

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

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

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

EVALUATION SCHEDULE 1: RELEVANT PROJECT EXPERIENCE (SUMMARY)

To claim functionality points for relevant project experience please provide a description of each past project in the table below. Please attach an appointment letter on a client letterhead and the corresponding Practical Completion Certificate for the same project. Each project claimed must have an appointment letter and matching practical completion certificate.

The description of each project must include the following information:

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

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

Name: _____

Position: _____

Enterprise Name: _____

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

Signed _____

Date _____

EVALUATION SCHEDULE 2: CLIENT REFERENCES

Project title:	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY P A PERIOD OF THREE (3) YEARS
EOI Number:	SCMU6-26/27-0006

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

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

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

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

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Time management						
Total score						

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent

COMPANY STAMP

NOTE:

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

Name of Tenderer

Signature of Tenderer

Date

Project title:	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY P PERIOD OF THREE (3) YEARS
EOI Number:	SCMU6-26/27-0006

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

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

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

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

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

C. Any other comments:

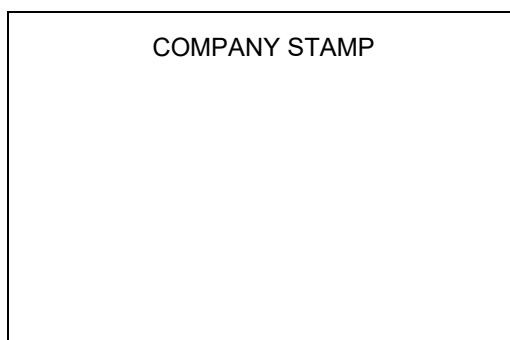
D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent



NOTE:

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

Name of Tenderer

Signature of Tenderer

Date

Project title:	INVITATION TO CONTRACTORS AT CIDB GRADING 2GB OR HIGHER TO SUBMIT EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A PANEL OF COMPETENT CONTRACTORS IN GENERAL BUILDING FOR MAINTENANCE, REPAIRS, ALTERATIONS, UPGRADES AND NEW ECD CENTRES (INCLUDING EMERGENCY P PERIOD OF THREE (3) YEARS
Project Number:	SCMU6-26/27-0006

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

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

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

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

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

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of principal agent

COMPANY STAMP

NOTE:

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

Name of Tenderer

Signature of Tenderer

Date

EVALUATION SCHEDULE 3: EXPERTISE OF KEY PERSONNEL & CV'S

The experience of the key person (contracts manager) who will be responsible on behalf of the contractor for the management of the project and the project team will be evaluated in relation to her/ his academic and **professional qualifications and experience**.

Please Note:

1. The Respondent must provide the CVs of **each personnel it intends to claim capacity for and that meets the criteria**.
2. A **Certified copy** of the key personnel's **qualifications** must be attached to this Annexure.

KEY PERSONNEL 1: CURRICULUM VITAE: CONTRACT MANAGER-

(Detailed CV'S, originally certified copies (not older than 6 months) of qualifications and registrations

Certificates for key personnel are required and must be attached **in support of this form**)-

This form should be used as a cover page for a detailed CV

Name:	Date of birth:
Profession:	ID Number :
Qualifications:	
Name of Employer:	
Current position:	Years of Experience:
<u>Employment Record:</u>	
<u>Relevant Experience Required:</u>	

Certification:

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

.....
SIGNATURE OF THE INCUMBENT

EVALUATION SCHEDULE 4: LOCALITY

Bidders are required to submit a CSD and it will be verified at the time of evaluation.

ATTACH DETAILS HERE.

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

Signed _____

Date _____

Name _____

Position _____

Enterprise name _____

E3: CIDB STANDARD CONDITIONS FOR EXPRESSION OF INTEREST

**PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD
REPORT)**

(ATTACH HERE)