



# EKURHULENI EAST TVET COLLEGE

## TENDER DOCUMENT

### TENDER NUMBER: EEC/T09/2022-K

APPOINTMENT OF AN ELECTRICAL CONTRACTOR FOR ELECTRICAL  
UPGRADE INCLUDING BACKUP POWER AT KWATHEMA CAMPUS

CLOSING DATE: 4 JULY 2022

CLOSING TIME: 11:00 am

FOR OFFICE USE

OFFICE STAMP

APPROVED/NOT APPROVED

\_\_\_\_\_

THE PRINCIPAL



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**SECTION A**  
**INVITATION TO BID (SBD 1)**

**1. YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EKURHULENI EAST TVET COLLEGE:**

<b>BID NUMBER:</b>	EEC/T09/2022-K
<b>CLOSING DATE:</b>	4 July 2022
<b>CLOSING TIME:</b>	11:00 am (no late, electronic and or facsimile responses will be accepted)
<b>COMPULSORY BRIEFING SESSION AND SITE VISITS:</b>	<b>Date: 13 June 2022</b> <b>Time: 10:00 am</b> <b>Venue:</b> Ekurhuleni East TVET College – KwaThema Campus, Sam Ngema Road, KwaThema, Springs
<b>BID VALIDITY PERIOD:</b>	120 days (Commencing from closing date)
<b>DESCRIPTION:</b>	The appointment of an electrical contractor for the refurbishment of Electrical Infrastructure for the Kwa-Thema Campus.
<b>CIDB GRADING:</b>	Minimum 6EB
<b>DEPOSITED IN THE BID BOX SITUATED AT:</b>	<b>Ekurhuleni East TVET College Central Office</b> Sam Ngema Rd, 700 Scheme, Springs, 1559 <b>NB: A bid register should be signed on submission.</b>
<b>PROCUREMENT OFFICIAL:</b>	Mr Mxolisi W. Chonco
<b>TELEPHONE:</b>	011 730 6600
<b>E-MAIL:</b>	<a href="mailto:procurement@eec.edu.za">procurement@eec.edu.za</a>



**2. THE FOLLOWING PARTICULARS MUST BE FURNISHED**

**(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER: CODE..... NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER: COD..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

CENTRAL SUPPLIER DATABASE No: **MAAA**.....

HAS A TAX STATUS COMPLIANCE PIN BEEN SUBMITTED (SBD 2)? **YES / NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT  
BEEN SUBMITTED (SBD 6.1)? **YES / NO**

**[TICK APPLICABLE BOX]**

☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)

**OR**

☐ A SWORN AFFIDAVIT OR CERTIFICATE ISSUED BY COMPANIES AND INTELLECTUAL PROPERTY  
COMMISSION



**[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?

**YES / NO**

*[IF YES ENCLOSE PROOF]*

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

**TOTAL BID PRICE**.....

**AMOUNT IN WORDS:**

.....

.....

.....



## SECTION B

### NOTES TO TENDERERS

1. **Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**
1. The bid box is generally open 08h00 am to 16h00 (Monday – Thursday) and to 13h00 (Friday) on normal working days.
2. Sealed tenders, endorsed on the envelope **"EEC/T09/2022-K"** and **"Company Name"** should be deposited in the tender box at the security gate, Head Office Sam Ngema Road, KWATHEMA 1559 not later than 11:00 am **on 4 July 2022.**
3. No bid submitted by telefax, telegraphic or other electronic means will be considered.
4. All bids must be submitted on the official forms – **(not to be re-typed)**
5. Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform the Procurement Manager at once and have the same rectified. No liability whatsoever will be incurred in respect of errors in any tender due to the tenderer's failure to observe this requirement.
6. The College is not bound to accept the lowest or any tender nor are they required to give reasons for selecting any tender.
7. Any alteration made by the tenderer must be initialed.
8. Use of correcting fluid is prohibited.
9. Escalation on prices submitted will not apply on this contract and prices are to be fixed for the contract duration (Fixed Price Contract).
10. Should you not receive a reply from the College after 120 days of submission of this Tender, consider that your Tender was not successful.
11. The applicable specifications shall be provided by Ekurhuleni East TVET College as listed in Section L of this document.
12. **THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**
13. The Conditions of Contract - A Service Level Agreement is required for this bid. The Agreement is to be the JBCC Principal Building Agreement Contract Edition 6.2 May 2018, including all other JBCC supporting documentation that form the contract between the Employer and the Contractor, is applicable to this Contract and is incorporated herein by



reference. The JBCC Principal Building Agreement Contract Edition 6.2 May 2018, plus a signed full bid document will act as a full legal document.

14. The intended contract duration for this project is to be 12 months or less for the project to achieve practical completion.
15. Since the facilities at this campus will be utilized for learning purposes while the works are taking place there might be a possibility for works being executed in sections or during odd hours (night, weekends etc). The contractor is to make the necessary allowances when pricing.

## SECTION C

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE (CSD)

1. In terms of the National Treasury SCM Instruction No 4 A of 2016/2017, all suppliers of goods and services are required to register on the National Treasury Central Suppliers Database, before the submission of their bid.
2. If you wish to apply for online registration, use the following website,  
<https://secure.csd.gov.za/>
3. The supplier/service provider must register on the National Treasury Central Supplier's Database. **FAILURE TO BE REGISTERED BEFORE THE CLOSE OF BID THE SUPPLIERS/SERVICE PROVIDER WILL BE DISQUALIFIED.**

### DECLARATION THAT INFORMATION ON CSD IS CORRECT AND UP TO DATE

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

.....

WHO REPRESENTS (state name of bidder)

.....

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



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

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....

#### **SECTION D**

##### **DECLARATION OF INTEREST (SBD 4)**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, shareholder<sup>2</sup>, member): .....

2.4 Registration number of company.....

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.

<sup>1</sup>"State" means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"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 **YES / NO**  
Presently employed by the state?

2.7.1 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: .....

.....

.....

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

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**  
document?

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

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

.....

.....

.....

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



2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have  
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?

**YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder,  
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?

**YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....



4. Full details of directors / trustees / members / shareholders.

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

4. 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 SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## SECTION E TAX COMPLIANCE STATUS REQUIREMENTS

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their Tax Compliance Status (TCS) Pin issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status or a CSD number must be provided.
3. Application for TCS Pin may be made via e-filing through the SARS website: [www.sars.gov.za](http://www.sars.gov.za).
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS pin.



## SECTION F

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)

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, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

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

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

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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



1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- 2..1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is



binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have





scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

##### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

#### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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



5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: ..... = ..... (Maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 8.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of a B-BBEE status level of contributor.)

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted? .....%
- (ii) The name of the sub-contractor? .....
- (iii) The B-BBEE status level of the sub-contractor? .....
- (iv) Whether the sub-contractor is an EME? YES/NO (delete which is not applicable)

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm.....

9.2 VAT registration number: .....

9.3 Company ..... registration  
number.....



9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) Disqualify the person from the bidding process;
- (b) Recover costs, losses or damages it has incurred or suffered as a result of



that person's conduct;

- (c) 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;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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; and
- (e) forward the matter for criminal prosecution

**WITNESSES**

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE .....

ADDRESS .....

.....



## SECTION G

### AUTHORITY TO SIGN A BID (SBD 11)

#### A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

#### AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....,

Mr/Mrs/Miss..... (whose signature appears below) has been duly authorised to sign all documents in connection with this BID on behalf of

(Name of Company) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE OF SIGNATORY: ..... DATE: .....

WITNESSES: WITNESS: 1.....

2.....

#### B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business

Trading as .....

.....

.....

SIGNATURE

DATE

(PRINT NAME) .....



### C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....  
hereby authorized .....to sign this bid as well as any contract  
resulting from the bid and any other documents and correspondence in connection with this bid and  
/or contract on behalf of

.....	.....	.....
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>

.....	.....	.....
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



#### D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

.....Mr/Mrs/Miss....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation) .....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** ..... (PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**    1        .....

                         2        .....

#### E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Mrs/Miss....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative) .....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....



IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNED ON BEHALF OF CO-OPERATIVE: .....

NAME IN BLOCK LETTERS: .....

WITNESSES:

1 .....

2 .....

#### F. JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**\*A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.**

#### AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners

on.....20.....Mr/Mrs/Miss.....,Mr/Mrs/Miss.....

.....Mr/Mrs/Miss.....and Mr/Mrs/Miss..... (Whose signatures appear

below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....





(PRINT NAME)

**SIGNATURE:** .....

**DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

(PRINT NAME)

**SIGNATURE:** .....

**DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

(PRINT NAME)

**SIGNATURE:** .....

**DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

(PRINT NAME)

**SIGNATURE:** .....

**DATE:** .....



## SECTION H

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>



4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



## **CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## **SECTION I**

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

In response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)



1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) Methods, factors or formulas used to calculate prices;
  - (d) The intention or decision to submit or not to submit, a bid;
  - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and



conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



## SECTION J

### EVALUATION CRITERIA

Evaluation will be based on:

PHASE 1	PHASE 2	PHASE 3
ADMINISTRATIVE COMPLIANCE	FUNCTIONALITY REQUIREMENT	PRICE AND BBBEE Status Level
Compliance with mandatory bid requirements and returnable documents.	Bidders will be assessed to verify capacity to execute the contract. Bidders will be expected to provide evidence.	Bids will be evaluated using the 80/20 preference points system

#### PHASE 1: ADMINISTRATIVE COMPLIANCE

Bids which do not comply with the administrative compliance will not be considered for Phase 2.

	<i>Tick ✓</i>
• <i>Completed all SBD forms</i>	
• <i>Company Registration Documents</i>	
• <i>Minimum <b>CIDB</b> Grading : 6EB</i>	
• <i>Electrical Contractor's License</i>	
• <i>Installation Electrician /Master Installation Electrician Certificate</i>	
• <i>Certified I.D. Copies of Members / Shareholders Certificates</i>	
• <i>SARS Tax Compliance Status Pin</i>	
• <i>Letter Good of Standing – Valid COIDA Certificate</i>	
• <i>National Treasury Central Supplier Database Registration Report (CSD)</i>	
• <i>Audited Financial Statements for the last three (3) years (audited by independent registered auditor)</i>	
• <i>Earthing and Lightning Protection Association of South Africa (ELPA) Certification</i>	
• <i>Compulsory Briefing Session Attendance Certificate</i>	



## **PHASE 2: Functionality**

**Bidders will be evaluated on functionality and only bidders who obtain a score of 70% will be further evaluated on price and B-BBEE.**

In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned.

<b>Evaluation Criteria</b>		<b>Weighting</b>
<b>A. Company Experience</b> (Over the past 10 years)		<b>30%</b>
<b>B. Key Personnel</b>	B.1 Project Director/Contracts Manager B.2 Site Agent/Project Manager B.3 Site Supervisor/Foreman/electrician	<b>30%</b>
<b>C. Programme (Gantt Chart)</b>		<b>20%</b>
<b>D. Financial Ability</b>		<b>20%</b>
<b>Maximum Possible score for Functionality</b>		<b>100%</b>





**A. Company Experience (Over the past 10 years)**

Quality criteria	Basis for points allocation	Score	Max · Poin ts	Verification method
Company Experience	• Completed Electrical Construction Projects (Building Services) not less than R 5 million in construction value.	(30)	(30)	• Letter of Appointment • Certificate of Completion • Positive Reference Letter signed and stamped on Client Reference form.  <b>POINTS WILL ONLY BE ALLOCATED FOR EACH PROJECT WHERE THE TENDERER HAS SUBMITTED ALL THE REQUIRED DOCUMENTS</b>
	• Completed Electrical Construction Projects (Building Services) not less than R 5 million in construction value.	(25)		
	• 1 Completed Electrical Construction Projects (Building Services) not less than R 5 million in construction value.	(10)		

Note that experience reflected for other types of construction projects other than Electrical Building Services will not be considered as similar experience. Accordingly, bidders are to clearly provide the details of the projects that have successfully been completed within in order to score points.

Furthermore, the date of completion must be clearly indicated considering that only projects completed within the past 10 years will be considered for scoring purposes.



## B. Key Personnel

### B1. Project Director/Contracts Manager

Quality criteria	Basis for points allocation	Score	Max. Points	Verification method
<b>KEY PERSONNEL-</b>  <b>Project Director</b>	<ul style="list-style-type: none"><li>BSc/BTech/B Eng in the Electrical Engineering and more than 10 years post graduate experience in electrical building services installations and construction.</li></ul>	(10)	(10)	<ul style="list-style-type: none"><li>Certified copies of academic qualification certificates.</li><li>Detailed CV clearly indicating all similar experience with the year of commencement and completion indicated.</li></ul> <p><b>FAILURE TO SUBMIT A CERTIFIED QUALIFICATION CERTIFICATE CERTIFY WILL RESULT IN ZERO POINTS.</b></p>
	<ul style="list-style-type: none"><li>BSc/BTech/B Eng/N Dip Electrical Engineering and 5 to 10 years post graduate experience in electrical building services installations and construction.</li></ul>	(6)		
	<ul style="list-style-type: none"><li>BSc/BTech/B Eng/N Dip in Electrical Engineering and less than 5 years post graduate experience in electrical building services installations and construction.</li></ul>	(3)		



## B2. Site Agent/Project Manager

Quality criteria	Basis for points allocation	Score	Max. Points	Verification method
<b>KEY PERSONNEL-</b>  <b>Site Agent/ Project Manager</b>	<ul style="list-style-type: none"><li>• BSc/BTech/B Eng in the Electrical Engineering and more than 10 years post graduate experience in electrical building services installations and construction.</li><li>• BSc/BTech/B Eng/N Dip Electrical Engineering and 5 to 10 years post graduate experience in electrical building services installations and construction.</li><li>• BSc/BTech/B Eng/N Dip in Electrical Engineering and less than 5 years post graduate experience in electrical building services installations and construction.</li></ul>	(10)  (6)  (3)	(10)	<ul style="list-style-type: none"><li>• certified copies of academic qualification certificates.</li><li>• Detailed CV clearly indicating all similar experience with the year of commencement and completion indicated.</li></ul> <p><b>FAILURE TO SUBMIT A CERTIFIED QUALIFICATION CERTIFICATE CERTIFY WILL RESULT IN ZERO POINTS.</b></p>



### B3. Site Supervisor/Foreman/Electrician

Quality criteria	Basis for points allocation	Score	Max. Points	Verification method
<b>KEY PERSONNEL-</b>  <b>Site Supervisor/Foreman/Electrician</b>	<ul style="list-style-type: none"><li>• Trade Test &amp; Wiremans License with more than 10 years' experience in electrical building services installations and construction.</li><li>• Trade Test &amp; Wiremans License with 5 to 10 years' experience in electrical building services installations and construction.</li><li>• Trade Test &amp; Wiremans License with Less than 5 years' experience in electrical building services installations and construction.</li></ul>	(10)  (6)  (3)	(10)	<ul style="list-style-type: none"><li>• Detailed CV clearly indicating all similar experience with the year of commencement and completion indicated.</li></ul> <p><b>FAILURE TO SUBMIT A CERTIFIED QUALIFICATION CERTIFICATE CERTIFY WILL RESULT IN ZERO POINTS.</b></p>



C. Programme

Quality criteria	Basis for points allocation	Score	Max. Points	Verification method
PROGRAMME	• Programme is adequately detailed with correct sequencing and a time for achieving Practical Completion in less than 12 months.	(20)	(20)	• GANTT Chart clearly describing each activity, the commencement and completion of works and the critical path.
	• Programme is adequately detailed with correct sequencing and a time for achieving Practical Completion in less than 18 months.	(15)		• The Programme must clearly indicate all the long-lead items.
	• Programme is adequately detailed with correct sequencing and a time for achieving Practical Completion in 24 months.	(10)		

D. Financial Ability

Quality criteria	Basis for points allocation	Score	Max. Points	Verification method
FINANCIAL ABILITY-  Bank Rating	• <b>Rating A</b> -Undoubted for the amount of the enquiry.	(20)	(20)	• Stamped bank rating letter from the bank not older than 3 months in addition audited financial statements.
	• <b>Rating B</b> -Good for the amount of enquiry.	(15)		
	• <b>Rating C</b> -Good for the amount quoted if applied strictly in the way of business.	(10)		
	• <b>Rating D</b> -Fair Trade for the amount of enquiry.	(5)		



<b>FINANCIAL ABILITY- Approved Supplier Credit Letter for Tendered Amount</b>	<ul style="list-style-type: none"><li>Valid for the duration of contract period.</li></ul>	(3)		<ul style="list-style-type: none"><li>Validity period of credit letter.</li></ul>
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### **PHASE 3: PRICE AND BBBEE STATUS LEVEL**

All tenders that will achieve the minimum qualifying score on functionality (acceptable tenders) will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
Price	80
BBBEE	20
<b>TOTAL</b>	<b>100</b>

### **BREAKDOWN**

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



- 1.1.1 In terms of Regulations 6 and 7 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act of 2000), responsive bids will be adjudicated by the College on the 80/20 preference point system.
- 1.1.2 The following formula will be used to calculate the points for price:

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

- 1.1.3 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price at the participant's level.
- 1.1.4 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by an accredited verification agency or a sworn affidavit will be considered.



## SECTION K

### TERMS OF REFERENCE / SPECIFICATION

#### 1. INTRODUCTION

The Ekurhuleni East TVET College (EEC) KWATHEMA Campus is current in the process of an electrical infrastructure refurbishment. As part of this programme, the campus requires a complete replacement of all electrical infrastructure as detailed in the bill of quantities and electrical drawings.

#### 2. SCOPE OF WORKS

The electrical scope of works is listed but on limited to the following:

- Upgrade of the electrical supply.
- Installation of new LED lighting throughout the campus. This includes for LED flood lights to service the communal external areas of the campus.
- Installation of new small power to incorporate the SANS 164-2 regulations and bring the campus to compliance.
- Installation of new distribution boards throughout the campus.
- Installation cabling, associated sleeves, trunking and trenching for power reticulation.
- Installation of lightning and earthing protection systems per block in accordance with SANS 10313.
- Uninterrupted power supplies (UPS) installation.

#### 3. ELECTRICAL SPECIFICATION

The execution of scope of work listed above and it's specific electrical requirements can be found in document D34375-01-E-REP-003-REV01 and must be read in conjunction with the tender document and electrical bill of quantities.





## SECTION L

### REFERENCE LETTER TEMPLATE TO BE USED BY TENDERERS

CONTRACTOR NAME	
CLIENT NAME	
DESCRIPTION OF WORK COMPLETED	
VALUE OF WORK COMPLETED	
NAME OF CONSULTANT	
CONTACT DETAILS	
DATE	

ACTION	GOOD	AVERAGE	POOR	UN-ACCEPTABLE	REMARKS
Financial Capacity					
Adequacy of plant & Equipment					
Contract Administration					
Programming of Work & time of completion					
Workmanship					

### OTHER GENERAL COMMENTS

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Consultant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE:** All information contained in this document is confidential and is solely for the purposes of adjudicating the above referenced tender. We thank you for your assistance.



*Company stamp*