

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO DEPARTMENT OF PUBLIC Works, Roads and Infrastructure					
BID NUMBER:	LDPWRI-ROADS/20773	CLOSING DATE:	10/03/2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF PROFESSIONAL CONSULTANT TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05 DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
CNR RIVER AND BLAAUWBERG					
LADANNA					
POLOKWANE					
0700					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MR. MOTSOPE NJ		CONTACT PERSON	MR. MALULEKE L	
TELEPHONE NUMBER	015 284 7126		TELEPHONE NUMBER	015 284 7294	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	motsopyenj@dpw.limpopo.gov.za		E-MAIL ADDRESS	malulekel@dpw.limpopo.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<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 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 CSC NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SIGNATURE OF BIDDER:**

.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:**

.....

(Proof of authority must be submitted e.g. company resolution)

**DATE:**

.....

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid number: <b>LDPWRI-ROADS/20773</b>
Closing Time 11:00 .....	Closing date: <b>10/03/2026</b>

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	Required by:	.....	.....
-	At:	.....	.....
-	Brand and model	.....	.....
-	Country of origin	.....	.....
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	.....
-	Period required for delivery	.....	.....
-	Delivery:		*Firm/not firm

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2... etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....  
 Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**SBD4**

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 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**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or

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

**SBD4**

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.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Tender No LDPWRI/ROADS -20773

**TERMS OF REFERENCE FOR THE APPOINTMENT OF PROFESSIONAL CONSULTANT TO DEVELOP A  
LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05  
DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS**

### PROCUREMENT DOCUMENT

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of SANS 294, Construction Procurement Processes, Procedures and Methods. (See Volume 3 The Contract, Part 4 Annexures – Standard Conditions of Tender Annex F).

**DECEMBER 2025**

**Issued by:**

**THE HEAD OF DEPARTMENT  
DEPARTMENT OF PUBLIC WORKS, ROADS AND  
INFRASTRUCTURE  
PRIVATE BAG X9490  
POLOKWANE  
0700**

Name of tenderer: .....

.....

<b>T1:</b>	<b>TENDERING PROCEDURES</b>
<b>T1.1</b>	<b>Notice and Invitation to Tender</b>
T1.1.1	<p>The words “<b>tender</b>” and “<b>bid</b>” in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning, similarly the words “tenderer” and “tendering Service Provider” are interchangeable and are deemed to have the same meaning. Unless inconsistent with the context, the masculine gender includes the feminine and neuter genders and <i>vice versa</i>, and the singular includes the plural and <i>vice versa</i>. In this document, words and expressions signified in the text by the use of capital initial letters, shall have the meanings defined in the Standard Professional Services Contract except where the context otherwise requires.</p>
T1.1.2	<p>The Government of the Republic of South Africa in its Limpopo Department of Public Works, Roads and Infrastructure invites tenderers for the provision of <b>PROFESSIONAL CONSULTANT TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05 DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS</b> further fully described in C3 Scope of Services hereof.</p>
T1.1.3	<p><b>COLLECTION OF TENDER DOCUMENTS</b></p> <p><input checked="" type="checkbox"/> Bid documents are available for free download on e-Tender portal <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p><input checked="" type="checkbox"/> Alternatively; Bid documents may be downloaded from the departmental website: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p>
T1.1.4	<p>Queries relating to these documents may be addressed to the Employer’s authorised and designated representative who is the departmental programme manager:</p> <p><b>Contact:</b> Ms Mashamba T  <b>Tel no:</b> 015 284 7927  <b>Fax:</b> N/A  <b>Email address:</b> Mashambat3@dpw.limpopo.gov.za  <b>Tel:</b> 015 284 7000/7030  <b>Physical address:</b> 43 Church Street          POLOKWANE          0699</p>
T1.1.5	<p>The closing time for receipt of tenders is as advertised in the Tender Bulletin. Telephonic, facsimile, electronic and late tenders will not be accepted.</p>
T1.1.6	<p>Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in T1.2 Tender Data.</p>

	<p><b>T1.2 Tender Data</b></p> <p><b>T1.2.1 Standard Conditions of Tender</b>  The conditions of tender are the <b>Standard Conditions of Tender</b> as contained in <b>Annexure C</b> of the <b>Construction Industry Development Board Standard for Uniformity in Engineering and Construction Works Contracts</b> as per Government Notice No. 423 published in Government Gazette No. 42622 of <b>8 August 2019</b> and as amended from time to time.</p> <p>The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:  <a href="http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx">http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx</a></p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p><b><u>Each item of data given below is cross-referenced to the clauses marked [C] in the Standard Conditions of Tender to which it mainly applies.</u></b></p> <p>By submitting a tender in response to T1.1 Notice and Invitation to Tender above, the tenderer binds themselves to a <i>pactum de contrahendo</i> (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and T1.2 Tender Data.</p>
	<p><b>Description</b></p>
	<p>For this Contract there are two envelope system approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings for a two envelope system approach as contained in table 5 of the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>The tendering Service Provider's attention is specifically drawn to the T2 Returnable Documents identified in the T2.1 List of Returnable Documents and in the T2.2 Returnable Schedules. The Returnable Documents must be obtained and the Returnable Schedules must be completed by a tenderer when submitting a tender. The tenderer must complete these documents, including the "Offer" document in C1.1 Form of Offer and Acceptance, and deliver their tender back to the Employer bound as it was received.</p> <p><b>The Tender</b></p> <p>T1: Tendering Procedures</p> <p>    T1.1 Notice and Invitation to Tender</p> <p>    T1.2 Tender Data</p>

	<p>T2: Returnable Documents</p> <p>T2.1 List of Returnable Documents</p> <p>T2.2 Returnable Schedules</p> <p>The Contract</p> <p>C1: Agreement and Contract Data</p> <p>C1.1 Form of Offer and Acceptance</p> <p>C1.2 Contract Data</p> <p>C2: Pricing Data</p> <p>C2.1 Pricing Assumptions</p> <p>C2.2 Activity Schedule</p> <p>C3: Scope of Services</p>
F.1.1	The Employer is the Government of the Republic of South Africa in its Department of Public Works & Infrastructure.
	<p><b>Only those bidders who satisfy the following eligibility criteria are eligible to submit bids:</b></p> <p>(a) Occupational Health and Safety Consultants companies with experience in medical screening and occupational health and safety in roads infrastructure projects.</p> <p>(b) Only those tenderers who satisfy the pre-qualification criteria, compliance, and minimum functionality detailed elsewhere in the tender data will be considered responsive.</p>
F.2.2	<p><b>Cost of Tendering</b></p> <p>The Employer will not compensate the tenderer for any costs incurred in making any submissions in the office of the Employer.</p>
F.2.7	There is no clarification meeting for this bid.
F.2.9	<b>The employer shall not provide insurance</b>
F.2.13.1	Submit tender document in accordance to the two envelope system, either as a single tendering entity or as a joint venture in accordance to the scope of the work identified in the contract data , unless stated otherwise in the tender data.
F.2.13.2	All returnable documents to be submitted when completing the tender after completing them in their entirety, by writing legibly in non-erasable black ink.
F.2.13.4	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

<p>F.2.13.5</p> <p>F.2.13.8</p>	<p>Seal the package and state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.</p> <p>Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.</p> <p>Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer.</p>
<p>F.2.13</p>	<p><b>Two Envelope procedure will be followed.</b></p> <p>This is a <b>TWO</b> Envelope submission system.</p> <p>Tenderers must submit two identical proposals (two envelopes) for each bid clearly marked "original" and "copy". First envelope marked original to include technical proposal (original and copy of technical) and the second envelope marked copy to include financial proposal (original and copy of financials).</p> <p>First envelope with the technical proposal including the following:</p> <ul style="list-style-type: none"> <li>▪ A valid Tax Compliance Status with Pin issued by SARS or copy of CSD/ MA Supplier Number.</li> <li>▪ Entity registration Certificate (CK1)</li> <li>▪ A response to the terms of reference.</li> <li>▪ A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project), profile of the company and description of similar work undertaken,</li> <li>▪ numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,</li> <li>▪ Signed agreement between service providers in the case of a joint venture/Consortium</li> <li>▪ Letter of authority to sign documents on behalf of the company/joint venture/Consortium.</li> </ul> <p>The second envelope with the financial proposal (pricing schedule (SBD3.3) or other spreadsheets with all cost related items, cost breakdown) (original). No financials should be included in the technical proposal (envelope)</p> <p>The following information must be endorsed on each envelope:</p> <ul style="list-style-type: none"> <li>▪ Bid number:</li> <li>▪ Closing date:</li> </ul> <p>Name of the Bidder:</p> <ul style="list-style-type: none"> <li>▪ Technical Proposal or Financial Proposal.</li> </ul> <p>No electronic submission is permitted.</p>

	<p>Tenders may only be submitted on the tender documentation that is issued / downloaded. <b>No ring binding is allowed, only stapling and or tape binding is allowed.</b></p> <p><b>The authorization shall be in the form of a written Power of Attorney (Board Resolution).</b></p> <p>A Bid submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written Power of Attorney signed by each member's authorized representative.</p> <p>Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.</p> <p>BID documents shall be clearly marked:</p> <p><b>CONTRACT NO: LDPWRI-ROADS/ OF PROFESSIONAL CONSULTANT TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05 DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS. reference number, name and address of the Bidder.</b></p> <p><b>If the envelopes and packages with the BID are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Bid.</b></p> <p>Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.</p>
F.2.13.5	<p>Tender document shall be submitted as original and copy (bidder to ensure printed document reflect page numbering as advertised).</p> <p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p><b>Location of tender box:</b> Department of Public Works, Roads and Infrastructure,  <b>Coordinates:</b> 23.53.10,68S and 29.26.24,19E  <b>Physical address:</b> Corner Blaauwberg and River Street, Ladanna:</p>
F.2.15	<p>The closing time for submission of tender offers not later than <b>11h00 on the date indicated on the advert.</b> .</p> <p>Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</p>
F.2.16	<p>The tender offer validity period is <b>120 days</b> from bid closing date.</p>
F.2.23	<p>The Tenderer is required to submit with the tender:</p> <ol style="list-style-type: none"> <li>1) A unique security personal identification number (PIN) from SARS which enables the Department to access online real-time verification of a person's tax compliance status with the electronic Tax Compliance Status (TCS) system.</li> <li>2) Refer to Part T2.1 of this Procurement Document for a list of all additional documents that are to be returned with the tender.</li> <li>3) Central Supplier Database registration number.</li> </ol>

F2.24	<p><b>Canvassing and obtaining of additional information by tenderers:</b></p> <p>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of their tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</p> <p>The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</p>
F2.25	<p><b>Prohibitions on awards to persons in service of the state</b> The Employer is prohibited to award a tender to a person -</p> <p>a) who is in the service of the state; or</p> <p>b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</p> <p><b>In the service of the state means to be -</b></p> <p>a) a member of: -</p> <ul style="list-style-type: none"> <li>• any municipal council;</li> <li>• any provincial legislature; or</li> <li>• the National Assembly or the National Council of Provinces;</li> </ul> <p>b) a member of the board of directors of any municipal entity;</p> <p>c) an official of any municipality or municipal entity;</p> <p>d) an employee of any national or provincial department;</p> <p>e) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</p> <p>f) a member of the accounting authority of any national or provincial public entity; or</p> <p>g) An employee of Parliament or a provincial legislature.</p>
F.2.6	<p><b>Acknowledge addenda</b></p> <p>Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p>
2.8.1	<p>Queries relating to the issue of these documents may be addressed in writing to Mashamba T, Tel No.: 015 284 7927, e-mail: <a href="mailto:mashambat3@dpw.limpopo.gov.za">mashambat3@dpw.limpopo.gov.za</a>. Within 7 days before tender closing date.</p> <p>The closing time for receipt of tenders is 11h00 hours on date indicated on the Tender Bulletin. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.</p>

2.8.2	<p>While the Department will make reasonable efforts to communicate any changes to this procurement, Amendments and Clarifications to this procurement will be communicated to bidders. Any queries must be submitted to <a href="mailto:motsopyenj@dpw.limpopo.gov.za">motsopyenj@dpw.limpopo.gov.za</a></p> <p>Tel : 015 284 7126</p>
F.3.9	<b>Arithmetical errors, omissions and discrepancies</b>
F.3.9.1	<p>Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:</p> <ul style="list-style-type: none"> <li>a) the gross misplacement of the decimal point in any unit rate;</li> <li>b) omissions made in completing the pricing schedule or bills of quantities; or</li> <li>c) arithmetic errors in: <ul style="list-style-type: none"> <li>i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or</li> <li>ii) the summation of the prices.</li> </ul> </li> </ul>
F.3.9.2	<p>The arithmetical errors shall be corrected in the following manner:</p> <ul style="list-style-type: none"> <li>a) Where there is a discrepancy between the amounts in words and amounts in Figures, the amount in words shall govern.</li> <li>b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</li> <li>c) Where there is an error in the total of the prices either as a result of other Corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</li> </ul> <p>The Tender Offer will be rejected if the tenderer does not correct or accept the Correction of the arithmetical error in the manner described above.</p>
F.3.11	<p>The procedure for the evaluation of responsive tenders is Method 1.</p> <p><b>The financial offer will be scored using Formula 1 (option 1) where the value of <math>W_1</math> is 80 where the financial value inclusive of VAT of all responsive tenders received have a value less than R 50 000 000</b></p> <p>Up to 20 tender evaluation points will be awarded to Tenderers who complete the referencing schedule and who are found to be eligible points for the specific goals claimed.</p>
F.3.13.1	<p>Bid offers will only be accepted on condition that:</p> <ul style="list-style-type: none"> <li>a) the bidder has in their possession a unique security personal identification number (PIN) issued by the South African Revenue Services;</li> </ul>

- b) the bidder is registered and active in the CSD
- c) the bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- d) the bidder has not:
  - i. abused the Employer's Supply Chain Management System; or
  - ii. failed to perform on any previous contract and has been given a written notice to this effect; and
- e) Has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially comprise the bid process.
- f) the bidder is not in the service of the state

Tender offers will only be accepted if:

- a) The tenderer is registered on the Central Supplier Database (CSD) for the South African government ( see <https://secure.csd.gov.za/> ) unless it is a foreign supplier with no local registered entity
- b) The tenderer is in good standing with SARS according to the Central Supplier Database;
- c) The tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;
- d) The tenderer or any of its directors/shareholders 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 the public sector;
- e) The tenderer has not:
  - i) Abused the Employer's Supply Chain Management System; or
  - ii) Failed to perform on any previous contract and has been given a written notice to this effect;
- f). The tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;

	<p>g) The tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;</p> <p>h) The employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</p>
F.3.11.2	<b>EVALUATION CRITERIA:</b>
	<p><b>Stage 1: Administrative Compliance</b></p> <p><b>The following documents are to be submitted with the bid:</b></p> <ul style="list-style-type: none"> <li>• Tax compliant CSD detailed report</li> <li>• Certified copy of company registration certificate (eg, Ck, Cm, etc)</li> <li>• Certified ID copies of shareholders/directors (Not copy of a copy)</li> <li>• Letter from a Health Professional not more than 12 months old from date issue (In case of persons living with disabilities)</li> <li>• Proof of business address/Lease agreement (in the name of the bidding entity)</li> <li>• Most recent financial statements.</li> </ul> <p><b>The following documents are to be submitted with the bid, non-compliance will lead to disqualification:</b></p> <ul style="list-style-type: none"> <li>• Duly complement and signed power of attorney / authority for signatory</li> <li>• Joint Venture Agreement shall be duly completed and signed</li> <li>• Bid document shall be submitted in its original form, any attachment shall be submitted separately with the bid document.</li> <li>• Tax compliant CSD report not older than one month before the tender closing date</li> <li>• Proof of company professional indemnity insurance</li> <li>• Non compliance to two envelope system</li> </ul> <p><b>The following are regarded as non-compliance to administrative requirements:</b></p> <ul style="list-style-type: none"> <li>• Failure to duly sign and complete certificate of non-collusion</li> <li>• Completion of the bid document (or returnable schedules) using pencil is a disqualification</li> </ul> <p>Failure to complete the bid document in full with a permanent black ink pen (not typed)</p>

**Stage 2: FUNCTIONALITY**

Functionality will be applied to test the capability and capacity of the tenderer, such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of specific goals. Failure to meet minimum functionality score will result in the tenderer being disqualified.

Where applicable:

- (a) The tendering Service Provider has provided the required information/documentation to enable an evaluation panel to perform functionality as described in 6.2(b) and upon scoring, a risk assessment as described in 6.2(c) hereafter and referred to in T2.1 – sub paragraph 3;
- (c) Tender offers are judged by an evaluation panel in terms of functionality, which functionality will be evaluated against the following criteria on a scoring system weighted as indicated:

Eligibility criteria	Sub criteria	Maximum number of points
<p><b>1.Presentation of the proposal</b></p> <p><b>Bidder understands the brief, approach, and methodology to be employed. Outline and insight information provided in the bid document (relevance and accuracy)</b></p>	<p>(a) <b>fully contains</b> Detailed project plan with Project deliverables; Logistics plan; Key milestones; Scope; Schedule; contingencies and management of project (35 )</p> <p>(b) If the proposal incomplete project plan with Project deliverables; Logistics plan; Key milestones; Scope; Schedule; contingencies and management of project ( 20 )</p> <p>(c) If the proposal <b>does not contain</b> project plan with Project deliverables; Logistics plan; Key milestones; Scope; Schedule; contingencies and</p>	<p><b>35</b></p>

		management of project (10).  (d) If no proposal is submitted (0)	
	<p><b>2. Company's Experience</b></p> <p>Experience in undertaking projects in the past 10 years in respect of developing disaster management plans in accordance with relevant NMDC Guideline</p> <p><b>NB: Bidders must attach the following.</b></p> <p>(a) a Disaster Management Plan of a completed project  (b) Appointment letters accompanied by reference letter or completion certificate.  (c) Contactable references for all projects undertaken</p>	<p><b>Company's Experience</b></p> <p>5 or more projects (10)</p> <p>4 Projects (10)</p> <p>3 Projects (5)</p> <p>Less than 3 (0)</p> <p>Submission of a Disaster Management Plan of a completed project (15)</p> <p>Non-submission of a Disaster Management Plan of a completed project (0)</p>	<p>(10)</p> <p>(15)</p>
	<p><b>3. Qualification and Experience of Team Leader and Team Members</b></p> <p>Team Leader and Members Qualification</p>	<p><b>Qualification:</b></p> <p><b>A. Team Leader Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Masters / PhD in Disaster Management or Natural Sciences ( NQF level 09-10) (10)</li> <li>▪ 4 year degree / honours in Disaster Management or Natural Sciences (NQF Level 8) (7)</li> <li>▪ 3 year Degree in Disaster Management or Natural Sciences NQF Level 7 (5)</li> </ul>	<p>10</p>

	<p><b>Team Leader and Members Qualification</b></p> <p>Team leader and member(s) must possess formal relevant tertiary qualification recognized by SAQA (Attach certified copies of relevant qualification/s) . <b>NB , Failure to attach will disqualify the bid</b></p>	<p><b>Experience of TEAM LEADER</b></p> <p>4 or more projects (.10)</p> <p>3 projects or less projects (5)</p> <p><b>(Detailed CV with specified Disaster Management related work and the project duration)</b></p> <p><b>B TEAM MEMBER 1</b></p> <ul style="list-style-type: none"> <li>▪ 4 year degree / honours in Disaster Management or Natural Sciences (NQF Level 8)</li> </ul> <p><b>TEAM MEMBER 2</b></p> <ul style="list-style-type: none"> <li>▪ 4 year degree / honours in Disaster Management or Natural Sciences (NQF Level 8)</li> </ul> <p><b>TEAM MEMBER 3</b></p> <ul style="list-style-type: none"> <li>▪ 4 year degree / honours in Disaster Management or Natural Sciences (NQF Level 8)</li> </ul> <p><b>TEAM MEMBER 4</b></p> <ul style="list-style-type: none"> <li>▪ 4 year degree / honours in Disaster Management or Natural Sciences (NQF Level 8)</li> </ul> <p><b>Attach Detailed CV with specified Disaster Management related work and the project duration</b></p>	<p><b>10</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p>	
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Eligibility criteria	Sub criteria	Maximum number of points
<b>Total Points</b>		<b>100</b>
<b>Minimum functionality score to qualify for further evaluation:</b>		<b>70%</b>
Tenderers who fail to achieve the minimum functionality score will be rendered as non responsive and will not be further considered.		
<p><b><u>Stage 3: Calculation of points for specific goals status</u></b></p> <p>Points shall be awarded to a bidder for specific goals in accordance with the table attached to returnable documents. The points scored for specific goals shall be in case of bidders scoring the same points to break the tie.</p>		
<p style="text-align: center;"><b>PUBLIC WORKS, ROADS AND INFRASTRUCTURE</b></p> <p><b>TERMS OF REFERENCE FOR THE APPOINTMENT OF PROFESSIONAL CONSULTANT TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05 DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS</b></p>		

T.2: List of returnable documents

The tender must complete the following returnable document:

*T.2.1 List of returnable documents that form part of the tender evaluation*

T.2.1(a) Certificate of Authority

T.2.1(c) Record of Addenda to Tender Documents if applicable

T.2.1(d) Specific Goals Status

T.2.1(e) Certificate of non-collusive tender

T.2.1(f) Certificate of independent bid determination

T.2.1(h) Compliance with occupational health and safety

T.2.1(i) Compulsory Enterprise Declaration

T.2.1(j) Declaration of tenderers past supply chain management practices

T.2.1(k) Bidders Disclosure

T.2.1(m) Schedule of the bidder's previous relevant experience

T.2.1(n) Qualification and experience of the key personnel

## **T.2.2. Other documents required for tender evaluation purposes**

The tenderer must provide the following returnable documents:

T.2.2(a) Tax compliance CSD detailed report not older than one month before the tender closing date

T.2.2(b) Certified Copy of company registration certificate (eg, Ck, Cm, etc)

T.2.2(c) Certified ID copies of shareholders/directors

T.2.2(d) Letter from a Health Professional (In case of persons living with disabilities)

T.2.2(e) Proof of business address/Lease agreement (in the name of the bidding entity)

T.2.2(f) Suitable audited annual financial statements for the preceding financial year within 12 months of the financial year end

T.2.2(g) A letter of Good Standing from the Compensation Fund or a licensed insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act 1993 (Act No. 130 of 1993)

## **T.2.3. Documentation to demonstrate eligibility to have tenders evaluated**

T.2.3(a) Company organogram and experience

(b) Qualifications & experience of the Bidder's proposed key personnel.

## **T.2.4. Other documents that may be incorporated into the contract**

**T.2. Returnable Schedules**

**NB. Additional documentation including certificates shall be submitted**

T.2.1(a): Certificate of Authority

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must fully complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I,....., chairperson of the board of directors of ..... hereby confirm that by resolution of the board (copy attached) taken on .....20...., Mr/Ms.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....  
Chairman

2.....

Date

**B. Certificate of partnership**

We, the undersigned, being the key partners in the business trading as ..... hereby authorise Mr/Ms....., acting in the capacity of.....to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

**C. Certificate for sole proprietor**

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

As Witness:

1..... Signature: Sole owner  
 2..... Date

**D. Certificate for Close Corporation**

We, the undersigned, being the key members in the business trading as..... hereby authorise Mr/Mrs.....

Acting in the capacity of....., to sign all documents in connection with the tender for Contract No:.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole

E: 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 lead partner, to sign all documents in connection with the tender offer for Contract..... and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
Lead partner		
JV partner 1		
JV partner 2		

JV partner 3		
JV partner 4		

**T.2.1(b): Record of Addenda to tender documents**

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**SIGNED ON BEHALF OF BIDDER:** .....

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

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

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)
Enterprises owned by People with Disabilities <b>(Submit: Disability certificate issued by health professionals)</b>	2	
Enterprises owned by Women <b>(Submit: Central Supplier Database (CSD).</b>	7	
Small, Medium and Micro Enterprises (SMMEs). <b>(Submit: Central Supplier Database (CSD).</b>	2	
Enterprises owned by Youth. <b>(Central Supplier Database (CSD).</b>	4	
Enterprises located in Limpopo Province <b>(Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)</b>	5	

**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

Enterprises located in Limpopo Province (Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	3	5	-	
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**DECLARATION WITH REGARD TO COMPANY/FIRM**

Name of company/firm.....

Company registration number.....

Type of Company/firm

- Partnership/Joint Venture/Consortium
- One-Person business/sole propriety
- Close Corporation
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

I, the undersigned, who is duly authorised to do so on behalf of the company, certify that the points claimed, based on the specific goals as advised in the tenderer, and qualifies the company/firm for the preference shown and I 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 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;
- iv. In the specific goals have been claimed on a fraudulent basis or any of the conditions of contract have been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - a. disqualify the person from the tendering 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 that person's conduct;
  - d. 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; and

e. forward the matter for criminal prosecution, if deemed necessary.

.....  
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

T.2.1(e): Compulsory Declaration

The following particulars must be furnished. In the case of a joint venture and Consortium, each partner must complete and submit both declaration as attached next page

**Section 1: Enterprise Details**

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Cell no</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

**Section 2: Particulars of companies and close corporations**

<b>Company / Close Corporation registration number</b>	
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**Section 3: SARS Information**

<b>Tax reference number</b>	
<b>VAT registration number:</b>	<i>State Not Registered if not registered for VAT</i>

**Section 4: CIDB registration number**

<b>CIDB Registration number (if applicable)</b>	<b>N/A TO THIS BID</b>
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**Section 5: National Treasury Central Supplier Database**

<b>Supplier number</b>	
<b>Unique registration reference number</b>	

**Section 6: Particulars of principals**

**principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

<b>Full name of principal</b>	<b>Identity number</b>	<b>Personal tax reference number</b>


**Section 7: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service <i>(tick appropriate column)</i>	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 8: Record of family member in the service of the state**

**family member:** a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 9: Record of termination of previous contracts with an organ of state**

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

Yes       No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

**Section 10: Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:
  - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
  - b) National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);

- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

SIGNED ON BEHALF OF BIDDER: .....

NOTE 1 The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct which may result in the termination of employment by the employer.

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NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and municipal entities not award a contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE: 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

NOTE: 5 Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE: 6 Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

**T.2.1(F): Compulsory Declaration (Cont. for JV parties)**

The following particulars must be furnished. **By both parties In the case of a joint venture**

**Section 1: Enterprise Details**

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Cell no</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

**Section 2: Particulars of companies and close corporations**

<b>Company / Close Corporation registration number</b>	
--	--

**Section 3: SARS Information**

<b>Tax reference number</b>	
<b>VAT registration number:</b>	<i>State Not Registered if not registered for VAT</i>

**Section 4: CIDB registration number**

<b>CIDB Registration number (if applicable)</b>	<b>N/A TO THIS BID</b>
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**Section 5: National Treasury Central Supplier Database**

<b>Supplier number</b>	
<b>Unique registration reference number</b>	

**Section 6: Particulars of principals**

**principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

<b>Full name of principal</b>	<b>Identity number</b>	<b>Personal tax reference number</b>


**Section 7: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service <i>(tick appropriate column)</i>	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 8: Record of family member in the service of the state**

**family member:** a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 9: Record of termination of previous contracts with an organ of state**

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

- Yes       No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

**Section 10: Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:
  - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
  - b) National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);

- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

SIGNED ON BEHALF OF BIDDER: .....

NOTE 1 The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct which may result in the termination of employment by the employer.

NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and municipal entities not award a

contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE: 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

NOTE: 5 Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE: 6 Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

**T.2.1(g): Audited Annual Financial Statements Declaration**

**The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:**

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:  
 internally  independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]  
 enterprise has had its financial statements audited;  
name of auditor .....
- enterprise is required by law to have an independent review of its financial statements  
name of independent reviewer .....
- enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

*[Attach the income statement and the balance sheet contained in the financial statement]* .....

- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

-----  
Signed

-----  
Date

-----  
Name

-----  
Position

-----  
*Tenderer*



**T.2.1(): QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL**

Tenderers complete the table below in respect of the key personnel who will be engaged on the project. Curricula Vitae, including the relevant certificates, to support the stated information must be attached. Only one person may be entered against each category. No person may fill two categories..

Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations) – attach certified copies of professional registrations and qualification

Designation	Name / Prof. Status	Experience
	Prof. Reg. No. / Date	Initial qualification and year obtained
Team Leader		
Team Member 1		
Team Member 2		
Team Member 3		
Team Member 4		

**SIGNED ON BEHALF OF THE TENDERER: .....**

**1 IN THE CASE OF A SINGLE CONSULTING COMPANY:**

I/We certify that this is a bona fide tender.

I/We also certify that I/We have not done and I/We undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract.

- a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any other person;
- b) communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain the insurance-premium quotations required for preparation of the tender;
- c) cause or induce any other person to communicate to me/us the amount or approximate amount of any rival tender for this contract;
- d) enter into any agreement or arrangement with any other person to induce him to refrain from tendering for this contract, or to influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any other person to enter into any such agreement or arrangement;
- e) offer or pay or give or agree to pay or to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term "person" includes juristic or natural persons, body of persons or association, whether corporate or not, and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not.

**SIGNED ON BEHALF OF TENDERER:**

.....

**2 IN THE CASE OF A CONSORTIUM OF CONSULTING CONCERNS:**

We certify that this is a bona fide tender.

We also certify that we have not done and we undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract:

- a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any person outside this consortium;
- b) communicate to a person outside this consortium other than the person calling for these tenders, the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain insurance premium quotations required for preparation of the tender;
- c) cause or induce any person outside this consortium to communicate to us the amount or approximate amount of any rival tender for this contract.
- d) enter into any agreement or arrangement with any person outside this consortium to induce him to refrain from tendering for this contract, or to

influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any person outside this consortium to enter into any such agreement or arrangement;

- e) offer or pay or give or agree to give any sum of money or valuable consideration directly or indirectly to any person outside this consortium for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term "person" includes juristic or natural persons , body of persons or association, whether corporate or not, the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not, and the term "person outside this consortium" means, when the consortium is a partnership, a person other than a partner or an employee of a partner or the partnership, or when the consortium is a company, a person other than a person or company holdings shares in the consortium, or any employee of such a person, company or the consortium.

**SIGNED ON BEHALF OF TENDERER: .....**

T.2.1(n): CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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 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**

## C1.2 CONTRACT SPECIAL CONDITIONS

### C1.2.1 Contract Specific Data

The form of Contract to be used is the General Conditions of Contract (GCC)

#### Part 1: Data provided by the Employer.

Description
The employer is the Limpopo Department of Public Works, Roads and Infrastructure
<b>The Project is APPOINTMENT OF PROFESSIONAL CONSULTANT TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05 DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS</b>
The Service Provider may not release public or media statements or publish material to the Services or Project under any circumstances
The programme shall be submitted within 14 days after the date of the Project handover.
The Service Provider shall update the programme at intervals not exceeding 12 weeks
The Service Provider might be required to assist in the obtaining of approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project.
The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1. Appointment of sub-consultants
Limpopo Department of Public Works, Roads and Infrastructure, Roads and Infrastructure reserves the right to:-  a. Request further information from any bidder after the closing date,  b. Verify information and documentation of the respective bidder,
The Service Provider will submit monthly progress reports to the Programme Manager, within four (4) days after the end of each month and the final report four (4) weeks before the project end date. Failure to submit the required reports on time will result in penalties.
The Programme Manager shall do the ongoing performance management of the Service agreement.
All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail
Please take note that LDPWRI is not bound to select any of the firms submitting proposals. LDPWRI reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
The Service Provider must guarantee the presence of the project team throughout the duration of the contract. Prior to the appointment of a replacement, the

<b>Description</b>
Programme Manager must approve such appointment. If a team member has to leave the project, a period of at least a month is required in which the a team member must work parallel with the next person (with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge
The Service Provider is requested to provide personnel in accordance with the provisions of clause 7.2 and complete the Personnel Schedule.
The Service Provider is to commence the performance of the Service within 14 days of the date of the Project handover.
The period of suspension under clause 8.5 is not to exceed one (1) month.
Copyright of documents prepared for the Project shall be vested with the Employer.
Interim settlement of disputes is to be by adjudication
Final settlement is by arbitration
The adjudicator is the person appointed by the CEO of CIDB
In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by the President of the Law Society of South Africa
Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 12 months from the date of termination or completion of the Contract.
The provisions of clause 13.6 do not apply to the Contract.
Work is to be carried for a period of 12 months across the 05 Districts within the Province.
comprehensive fixed costing must be provided inclusive of all disbursement costs, expenses and VAT
LDPWRI reserves the right to negotiate price with recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended.
A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project). profile of the company and description of similar work undertaken, numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities must be provided

## 1. BACKGROUND

- 1.1 Disaster management is a function of all sectors of the state within the spheres of the South African government. Disaster management, as an activity, needs to be integrated into all aspects of the roads infrastructure planning process. Each sector of government is expected to be responsible by engaging in disaster risk reduction activities. By doing so, the responsible organ of state will ensure that all hazards, vulnerability, and capacity are taken into consideration in the respective functional areas.
- 1.2 In terms of section 25 of the Disaster Management Act, 2002 (Act No. 57 of 2002) (DMA), each organ of state is obligated to prepare a disaster management plan (DMP), which set out the following:
- The way in which the concept and principles of disaster are to be applied in its function area.
  - Its role and responsibilities in terms of the national or provincial disaster management framework.
  - Its roles and responsibilities regarding emergency response and post –disaster recovery and rehabilitation.
  - Its capacity to fulfil its role and responsibilities.
  - Particulars of its disaster management strategies.
  - Contingency strategies and emergency procedures in the event of disaster, including measures to finance these strategies.
- 1.3 To address this wide range of disaster risk management planning capabilities, the national disaster management framework provides for a phased approach to disaster risk management planning and implementation. It comprises three progressive steps from a Level 1 Disaster Risk Management Plan to a Level 3. Disaster Risk Management Plan. The completion of each level of disaster risk management plan will yield indicative information about common vulnerabilities in communities, local areas or districts.
- 1.4 A Level 1 Disaster Risk Management Plan focuses primarily on establishing foundation on institutional arrangements for disaster risk management, putting in place contingency plans for responding to known priority threats as identified in the initial stages of the disaster risk assessment, identifying key governmental and other stakeholders, and developing the capability to generate a Level 2 Disaster Risk Management Plan.
- 1.5 In line with the DMA, 2002, the Limpopo Department of Public Works Roads and Infrastructure (LDPWRI) is identified to have a central role in disaster management within the roads infrastructure sector. The arrangements for disaster management need to be improved to be inclusive of all the identifiable hazards. In order to ensure the adequate emergency preparedness and response within the roads infrastructure the LDPWRI is embarking the development of an integrated plan for disaster management.

The approach in the development of the DMP will in line with the National Disaster management Centre (NDMC) guideline 'Development and Structure of a Disaster Management Plan'. Therefore, the Department will first complete the Level 1 Disaster Risk Management Plan. Once the LDPWRI Roads Infrastructure DMP has been developed, the Department shall then co-ordinate and align the implementation of its plan with those of other organs of state and relevant institutional role players. The DMP will also be reviewed and updated on a regular basis.

The establishment and implementation of the disaster management function within roads infrastructure will ensure an integrated approach in the management of such disasters. All the relevant role players and stakeholders can contribute to the prevention, mitigation and reduction of disaster risk. In doing so, disaster risks and vulnerabilities can be reduced towards having safer communities.

## 2. CONTRACT PERIOD

The contract period of the development of the Roads Infrastructure Disaster Management Plan (RIDMP) is 12 months after signing of the service level agreement.

## 3. OBJECTIVE

To develop an integrated Level 1 Disaster Risk Management Plan for LDPWRI for Roads Infrastructure.

## 4. SCOPE OF WORK

4.1. The service provider is expected to develop a Level 1 Disaster Risk Management Plan, in line the following critical outcomes:

4.1.1 **Critical Outcome 1:** Establishment of Foundational Institutional arrangements for Disaster Management.

4.1.2 **Critical Outcome 2:** Development of the Capability to generate a Level 2 Disaster Management Plan.

4.1.3 **Critical Outcome 3:** Development and implementation of contingency plans for known priority risks.

The service provider is expected to develop the Roads Infrastructure Disaster Management Plan (i.e. RIDMP) in line with the action steps for the **3 critical outcomes** applicable to the Level 1 plan, as outlined in the applicable “*South African Disaster Risk Management Handbook*” Series published by National Disaster Management Centre (NDMC).

4.1.5 The service provider will be expected to do the following activities:

4.1.5.1 Conducting desktop research/studies.

4.1.5.2 Compiling reports for the key milestones achieved towards the development of the DMP.

4.1.5.3 Draft the DMP.

4.1.5.4 Stakeholder engagement through workshops and interviews.

4.1.5.5 Project management to ensure the successful completion of the project.

4.1.6 The following outputs are expected from the service provider:

4.1.6.1 Project Inception report;

4.1.6.2 Monthly progress reports;

4.1.6.3 Reports on project milestones;

4.1.6.4 Indicative risk profiles for all functional areas under roads infrastructure

4.1.6.5 Final draft Disaster Management Plan for the DMRE (both electronic and hardcopy format); and

4.1.6.6 Support in presentation of DMP to the impacted stakeholders as part of consultation.

## 5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

5.1 The service provider is expected to undertake the following milestones in the development of the Roads Infrastructure Disaster Management Plan (RIDMP)

### 5.1.1 Milestone 1 – Information gathering and analysis.

A. Compile disaster management information for the each of the functional areas in terms of the following:

- i. Hazard assessment (which type of hazards are prevalent?)
- ii. Vulnerability assessment (and the extend thereof) mainly for social, economic, political, natural/ecological, physical, technological.
- iii. Capacity assessment in terms of livelihoods, capacity, resilience, critical facilities, to determine what is available to cope with effects of the hazard

- iv. Historical disaster occurrences.
- v. Historical loss parameters such as the magnitude of disaster and their effects.
- vi. Community groups at risk of the hazard.

#### **B. Milestone 2 – Development of strategies**

Formulate disaster management strategies covering: -

- (i) Prevention and mitigation strategies
- (ii) Vulnerability reduction strategies
- (iii) Capacity building
- (iv) Contingency plans
- (v) Emergency preparedness

#### **C. Milestone 3 – Identification/establishment of disaster management structures**

- i. Identify existing disaster management structures (or advice on establishment of new structures) that are responsible for the respective hazards, and the associated infrastructure for managing disasters.

#### **D. Milestone 4 – Development of the RIDMP**

Compile disaster management plan that covers:

- (i) Risk profile at national level (hazards and vulnerability prevalence)
- (ii) Risk reduction strategy
  - (iii) Disaster response strategy. This should include (1) file operation guides and (2) standard operating procedures.
- (iv) Emergency preparedness
- (v) Disaster management information system – (1) Geographic Information System (link with spatial development framework), (2) electronic database (link with other sectors), and (3) communications.
- (vi) Financial implications of the disaster management plan.
- (vii) Actions that need to be taken as part of disaster management (roles and responsibilities).
- (viii) Spatial indication of areas/communities at risk.
- (ix) Institutional implications such as addressing capacity to prevent disaster.
- (x) Performance management indicators.

#### **E. Milestone 5 – Finalisation of the draft DMP**

- i. Address stakeholder comments to present the final draft of the disaster management plan
- ii. The structure of the RIDMP shall include the following sections/chapters:
- iii. Introduction and background – to provide a detailed description of the organ of state in relation to disaster management.
  - **Policy and Legislative Framework** – Constitutional, legislative and policy mandates to provide particulars of the policy and legal obligation(s) applicable in terms of the DMA, the respective organ of states' legal mandate and an examination of which risks could be adequately dealt with within that legislation.
  - **Integrated Institutional Capacity** – to provide particulars of the capacity established within the organ of state to enable the effective development and implementation of disaster management policy and legislation.
  - **Preparedness Planning** – to ensure effective and appropriate preparedness planning by implementing a uniform approach to the dissemination of early warnings and averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environments and government services through appropriate contingency plans.
  - **Response** – to ensure effective and appropriate disaster response by implementing immediate integrated and appropriate response measures when significant events or disasters occur or are threatening to occur.

- **Recovery** – to ensure effective and appropriate disaster recovery by implementing all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner.
- iv. The DMP should specify institutional arrangements for coordinating and aligning the plan with other relevant stakeholders/ response functionaries.
- v. The plan should cover the following (paved and unpaved roads , bridges)
- vi. The service provider will be expected to collect the required information from the stakeholders. The LDPWRI shall assist with the communication with relevant stakeholders.
- vii. The checklist in section 6 of the NDMC Guideline for Development and Structure of a Disaster Management Plan, shall be applied.

## 6.TRAVELLING

Starting point for traveling distances under this Bid shall be calculated/referenced from the district office deemed to be the central point of the area of operation, except where a person/s continue from one departmental office/site to another for the next activity of the day.

Travelling cost shall only be claimed/paid upon completion of the relevant works/activities. In instances where the service provider fails to complete the works/activities due to reasons within the service provider's control, the Department will not be liable for the travelling costs incurred.

## BILL OF QUANTITIES (BOQ)

BOQ: APPOINTMENT OF PROFESSIONAL CONSULTANT TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN FOR ROADS INFRASTRUCTURE ACROSS 05 DISTRICTS WITHIN LIMPOPO PROVINCE FOR A PERIOD OF 12 MONTHS		
ITEM NO	DESCRIPTION	AMOUNT
1.	Monthly overheads including reporting for 12 months.	
2.	Milestone 1 – Information gathering and analysis.	
3.	Milestone 2 – Development of strategies	
4.	Milestone 3 – Identification/establishment of disaster management structures	
5.	Milestone 4– Identification/establishment of disaster management structures	
6.	Milestone 5 – Finalisation of the draft DMP	
7.	Travelling limited to 24000km	
8.		
	<b>Subtotal</b>	
	<b>VAT</b>	

Total inclusive of VAT