

 <b>Western Cape Government</b>		ANNEXURE A		
WCPT 01/2023/24: TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF EXPERTS TO ASSIST BY TECHNICALLY EVALUATING PROJECT PROPOSALS FOR INFRASTRUCTURE FUNDING OPPORTUNITIES INCLUDING THE INFRASTRUCTURE PIPELINE, FOR A THREE (3) YEAR PERIOD				
<b>Prospective service providers are to complete, sign and submit the below Compulsory Bid Documents as per Annexure A with their proposal:</b>  <b>NB: Bidders are requested to initial each page of the tender document on the bottom right-hand corner</b>		<b>Please indicate the page number of the document as per your proposal where the evidence can be found</b>	Submitted	Did Not Submit
1	WCBD 1 Invitation to Bid (fully completed and signed)			
2	WCBD 4: Declaration of Interest, Declaration of Bidder's Past Supply Chain Management Practices, and Certificate of Independent Bid Determination			
3	WCBD 6.1 (If claiming points): For bidder/s who intend to outsource/sub-contract resources, such details must be detailed in the WCBD 6.1 - B-BREE Certificate/Sworn Affidavit			
4	CSD Report Bidders must be registered on the Central Supplier Database (CSD) at the time of award – Submission of Proof of CSD Registration or latest Report.			
5	GCC and ToR Bidders must accept all bid conditions by: •initialling every page of the Terms of Reference (ToR) (Pg 1 to pg 65)			
6a	<b>Table C2: Minimum Bid Conditions &amp; Submission Requirements</b> <b>Bidders must provide:</b>  <b>a) Qualifications:</b> Minimum qualification of the expert should be an NQF level 7 qualification in the field related to the identified Sectors, (Refer to Section B, Table 1).  <b>Note: International qualifications must be accompanied with SAQA accreditation.</b>  <b>Certified copies of qualification(s), (certification not older than three (3) months).</b>  <b>Certified copies of proof of professional registration where applicable, (certification not older than three (3) months).</b>			
6b	<b>b)Curriculum Vitae (CV): Individual resource experience</b>  CV of experts who will be used in rendering the service(s), demonstrating qualification and experience as required in Section B, Table 1.  <b>CV must indicate the years of experience, accreditation/professional registration, and qualifications.</b>			
	<b>Experts must have a minimum of 7 years' experience as outlined in Section B, Table 1 above</b>			
6c	<b>c)Service Provider Portfolio of Work</b>  Bidders must provide portfolio of work which must substantively demonstrate that they are able to meet the evaluation criteria, which must be demonstrated by means of the following minimum documentation:  1.List at least three (3) similar projects undertaken. Demonstrate substantive competence, knowledge and experience by listing these three (3) projects undertaken. This <b>must</b> include the following:  <b>•Scope of the project</b> <b>•Value of the project and year in which completed; and</b> <b>•Key outcomes of the project (objectives achieved).</b> <b>**NB: similar projects refer to previous projects or undertakings that a bidder has completed, and these projects are relevant and align with the sector for which they are bidding.</b>  <b>***NB: the submitted similar projects MUST have been completed within the last 10 years (i.e., from 2012 to current).</b>			
6d	<b>d)Reference Letters</b>  A minimum of three (3) reference letters on the letterhead of the organ of State/public/private sector of the above-mentioned projects, contactable work references where similar work was undertaken.			
6e	<b>e)High Level Proposal</b>  NB: The proposal should clearly outline the understanding and methodology that will be used in undertaking the required scope of work.			
	Bidders are required to clearly indicate which of the service(s) they are interested to participate in, by ticking the relevant service in <b>Table B2</b> on page 44, above.  <b>A separate submission must be submitted for each sector offered. Qualifying bidders will only be considered for appointment in the areas of work that they have offered their services. Submissions from service providers who utilise a single submission for multiple services offered will not be considered.</b>			