



THE SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED

CONTRACT SANRAL NRA X.002-204-2023/1F

FOR

**CONSULTING ENGINEERING SERVICES FOR THE
ROUTINE ROAD MAINTENANCE OF NATIONAL
ROUTE R37 FROM LIMPOPO/MPUMALANGA
BORDER OVER MASHISHING TO MBOMBELA
MUNICIPAL BORDER**

BASE DATE: MARCH 2023

**TENDER DOCUMENT
VOLUME 1
BOOK 1 of 3**

**CHIEF EXECUTIVE OFFICER
SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED
48 TAMBOTIE AVENUE
VAL DE GRACE
PRETORIA, 0184
NAME OF TENDERER:**

Set sequential
number



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**CONSULTING ENGINEERING SERVICES FOR THE ROUTINE
ROAD MAINTENANCE OF NATIONAL ROUTE R37 FROM
LIMPOPO/MPUMALANGA BORDER OVER MASHISHING TO
MBOMBELA MUNICIPAL BORDER**

THIS DOCUMENT COMPILED BY:

The Regional Manager Northern Region
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Tel: (012) 426 6200 Fax: (012) 348 1512

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PART T1: TENDERING PROCEDURES

PART T1: TENDERING PROCEDURES

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CONTRACT SANRAL X.002-204-2023/1F
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NATIONAL ROUTE R37 FROM LIMPOPO/MPUMALANGA BORDER OVER MASHISHING TO
MBOMBELA MUNICIPAL BORDER

T1.1 TENDER NOTICE AND INVITATION TO TENDER/SBD1

CLOSING DATE (AT 11:00): 13 April 2023

The South African National Roads Agency SOC Limited (SANRAL) invites tenders for the provision of Consulting Engineering Services for the Routine Road Maintenance of National Route R37 from Limpopo/Mpumalanga border over Mashishing to Mbombela Municipal Border. This project is in the province of the Mpumalanga and in the district municipality of Ehlanzeni and the approximate programme is for design and construction documentation to be completed by October 2023, followed by supervision of 60 months, commencing February 2024.

Preferences are offered to tenderers who comply with the criteria stated in the Tender Data.

Only tenderers with a B-BBEE contributor status level of **1, 2, 3 or 4 and who is an EME or a QSE**, who are registered on the National Treasury Central Supplier Database and meet the minimum requirements for the key persons as stipulated in Clause C.2.1.1, at tender closing are eligible to tender.

Joint Ventures (JV) will be allowed on condition that 1 (one) JV partner is a Targeted Enterprise.

TENDER DOCUMENTS

Tender documents are available from 3 March 2023 at no cost in electronic format downloadable from the SANRAL website by the following link https://www.nra.co.za/sanral-tenders/status?region_id=national. Tenderers must have access to Microsoft © Office 2013 and Acrobat Adobe © 9.0 or similar compatible software.

Tenderers must submit, via email, the duly completed Form A1.1 Certificate of Intention to Submit a Tender prior to 10 March 2023. Failure to submit this certificate would result in the tenderer not receiving addenda or additional issued information and may result in the tenderer being non-responsive.

TENDERER'S MEETING

No clarification meeting

A tenderer's clarification briefing presentation is available to download from the SANRAL website by the following link https://www.nra.co.za/sanral-tenders/status?region_id=national.

CLOSING TIME, COMPLETION AND DELIVERY OF TENDERS

The closing time and date for receipt of tenders is 11:00 on 13 April 2023.

Telegraphic, telephonic, telex, e-mail, facsimile and late tenders will not be accepted.

Tenders may only be submitted in the format as stated in the Tender Data.

Requirements for completing, sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Queries relating to issues arising from these documents may be addressed to:

e-mail: ProcurementNR5@nra.co.za

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T1.2 CONDITIONS OF TENDER

Note to tenderer:

The conditions of tender are the standard conditions of tender as contained in Annexure C of the CIDB STANDARD FOR UNIFORMITY IN ENGINEERING AND CONSTRUCTION WORKS CONTRACTS as per Government Notice No. 423 published in Government Gazette No. 42622 of 08 AUGUST 2019 and as amended from time to time. (see www.cidb.org.za).

<https://www.cidb.org.za/wp-content/uploads/2021/07/Standard-for-Uniformity-August-2019.pdf>

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 the tender data and the standard conditions of tender.

Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.

SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD
CONTRACT SANRAL X.002-204-2023/1F
CONSULTING ENGINEERING SERVICES FOR THE ROUTINE ROAD MAINTENANCE OF
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T.1.3 TENDER DATA

T1.3 TENDER DATA

The Standard Conditions is the **standard conditions of tender as contained in Annexure C of the CIDB STANDARD FOR UNIFORMITY IN ENGINEERING AND CONSTRUCTION WORKS CONTRACTS** and the Employer's Special Conditions of Tender for Procurement 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/special conditions of tender.

Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender and Special Conditions of Tender to which it mainly applies

Clause Number	Tender Data												
C.1	GENERAL												
C.1.1	Action The Employer is The South African National Road Agency SOC Limited (SANRAL). The Employer’s domicilium citandi et executandi (permanent physical business address) is: 48 Tambotie Avenue VAL DE GRACE, 0184 The Employer’s address for communication relating to this project is: <table><tr><td>POSTAL</td><td>OR</td><td>DELIVERY</td></tr><tr><td>Private bag X17</td><td></td><td>38 Ida Street</td></tr><tr><td>Lynwood Ridge</td><td></td><td>Menlo Park</td></tr><tr><td>0040</td><td></td><td>0081</td></tr></table>	POSTAL	OR	DELIVERY	Private bag X17		38 Ida Street	Lynwood Ridge		Menlo Park	0040		0081
POSTAL	OR	DELIVERY											
Private bag X17		38 Ida Street											
Lynwood Ridge		Menlo Park											
0040		0081											
C.1.2	Tender Documents The tender documents issued by the Employer will be in electronic format and comprise the following: (specific colours only applicable to the final signed contract document) Part T1: Tendering Procedures • T1.1 Tender Notice and Invitation to Tender • T1.2 Standard and Special Conditions of Tender • T1.3 Tender Data Part T2: Returnable Schedules • T2.1 List of Returnable Documents • T2.2 Tender Schedules Part C1: Agreements and contract data • C1.1 Form of Offer and Acceptance (Yellow) • C1.2 Contract Data (Yellow) • C1.3 Other contract forms (Yellow) Part C2: Pricing data • C2.1 Pricing instructions (Yellow) • C2.2 Pricing Schedules / Bills of Quantities (Yellow) Part C3: Scope of work • C3 Scope of Work (Blue) Part C4: Site Information • C4 Site Information (Green)												

	Part C5: Annexure (White)
C.1.3	Interpretation Wherever reference is made in the documentation to Bill of Quantities it shall also mean Pricing Schedule.
	Wherever reference is made in the documentation to Contractor it shall also mean Service Provider.
C.1.4	Communication and employer's agent The Employer's Agent can be contacted at ProcurementNR5@nra.co.za
C.1.5	Cancellations and Re-Invitation of Tenders
C.1.5.3	Clause C.1.5.3 is not applicable
C.1.6	Procurement Procedures A two-envelope system will be followed.
C.1.6.2	Competitive negotiation procedure Clause C.1.6.2 is not applicable.
C.1.6.3	Proposal procedure using the two stage-system Clause C.1.6.3 is not applicable.
C.2	Tenderer's Obligations
C.2.1	Eligibility
C.2.1.1	Only those tenderers who satisfy the following criteria are eligible to submit tenders: a) Meet the minimum requirements for the key persons as stated in the Scope of Works in Clause C3.1.9: Personnel Requirements; excluding 3.1.9 (c), which is dealt with under Tender Data 5.13(k). b) Registered on National Treasury Central Supplier Database. Tenderers, or in the event of a Joint Venture (JV), each member of the JV, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. If not registered as verified online at tender closing, the tenderer will be declared non-responsive. c) Criteria for preferential procurement. Tenderers that have a B-BBEE contributor status level of 1, 2, 3 or 4 and who is an EME or QSE. Tenderers shall submit a valid B-BBEE certificate or Sworn Affidavit (where applicable) in compliance with Tender Data C.3.11 as proof of eligibility. Failure to satisfy the eligibility criteria will result in a non-responsive tender.
C.2.2	Cost of tendering Tender documents are available from SANRAL website at no cost.
C.2.6	Acknowledge addenda

	Failure to apply instructions contained in addenda may render a tenderer's offer non-responsive in terms of Condition of Tender C.3.8.
C.2.7	Clarification meeting No clarification meeting The clarification briefing presentation is available on the following link https://www.nra.co.za/sanral-tenders/status?region_id=national The onus rests with the tenderer to ensure that the representative reading the clarification briefing presentation is appropriately qualified to understand all directives and clarifications given in the clarification briefing presentation. The signature on the duly completed and signed Form A1 shall be considered proof that the tenderer read the whole clarification briefing presentation and clearly understood all directives and clarification given in the clarification briefing presentation. .
C.2.8	Seek clarification Request clarifications at least 12 (twelve) working days before the closing date.
C.2.9	Insurance No insurance is provided by the Employer.
C.2.10	Pricing the tender offer Tenderers are required to state the rates and currencies in Rand. All rates and/or sums tendered shall not be negative.
C.2.12	Alternative tender offers Alternative offers are generally not acceptable due to possible manipulation of the tender process and resulting complexity of the evaluation. Therefore the submission of alternative tenders is strongly discouraged. The submission of alternative key persons will be considered as a non-responsive offer, even if submitted with an alternative financial offer. However, a tenderer wishing to submit an alternative offer shall first apply to the Employer with full details of the principles of the alternative for confirmation that the Employer's standards and requirements are not compromised or reduced. Such confirmation must have been provided by the Employer in writing at least 5 (five) working days before the date of tender closing, or as extended by an addendum sent to all tenderers. The application shall not be submitted later than 7 (seven) working days before the date of tender closing given in Tender Data Clause C.2.15.
C.2.13	Submitting a tender offer
C.2.13.1	If a tenderer, including key persons, a joint venture partner or a Targeted Enterprise, submits or participates in more than one tender for the same project, then all such tenders shall be disqualified.

C.2.13.2	The returnable documents shall be electronically completed in their entirety, submitted on the issued software format or fully compatible format, unless otherwise specified. Wherever it is a requirement that the tenderer has to provide hours to match the price tendered and failed to do so, such imbalance cannot be corrected and will be declared non-responsive Submission in the tender box Submit the tender offer electronically on a flash drive and printed hard copy of Form of Offer and summary of pricing schedule. (In the relevant MS Word 2013 and MS Excel 2013 format as issued, and not in .pdf format, except where so specified.)
C.2.13.3	Submission in the tender box The tenderer is required to upload all certificates as listed in the List of Returnable Schedules as scanned copies, in .pdf format, on the flash drive and printed hard copy of Form of Offer and summary of pricing schedule. Wherever reference is made in the tender documentation for non-financial proposal it shall also mean technical proposal. Submit only the signed original tender offer <i>(Note to tenderer: submit all returnable schedules as listed in Form T.2.1: List of Returnable Schedules.)</i>
	Only the following needs to be submitted: Volume 3 – Scanned on a flash drive The following information has to be submitted on flash drive: The 1st file in pdf format which contains: • Scanned copy of Form of Offer (pdf) and printed hardcopy of Form of Offer • Scanned copies of all returnable schedules and attachments (pdf) A 2nd file in Excel format • Completed pricing schedule (scanned copy in .pdf and copy in Excel) and printed hardcopy of Summary of Pricing Schedule Alternative offers will not be considered. In the event of any discrepancy between the contents of the electronically priced schedule and the electronically provided pricing schedule in pdf format, the contents of the provided pdf format shall be taken as the valid contents. For the information provided by the tenderer as part of his submission, e.g., rates, the signed print-out shall be taken as the valid submission.
C.2.13.6	<i>Submission in the tender box</i> <i>A two-envelope procedure will apply as follows:</i>

	1. <i>A folder is provided marked "TECHNICAL PROPOSAL"</i> a. <i>Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Technical Proposal and listed in the Technical Proposal folder are electronically completed (all A-Forms on the provided MS Word file and convert to pdf. As all B-Forms on the provided MS Excel file). Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be scanned in, in .pdf format.</i> b. <i>Upload the A-Forms (pdf.), B-Forms (excel and pdf) and certificates or letters (pdf.) on the flash drive.</i> <i>The completed flash drive should be marked with the tenderer's company name, the project number and description and marked "TECHNICAL PROPOSAL".</i> b. <i>Scan and insert a valid B-BBEE certificate.</i> c. <i>Scan and insert a copy of the completed Form C2.4: Key Persons for this Project.</i> d. <i>Electronically sign the declaration in the folder.</i> e. <i>Insert the electronically completed flash drive in an envelope marked "TECHNICAL PROPOSAL".</i> 2. <i>A folder is provided marked "FINANCIAL PROPOSAL"</i> a. <i>Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Financial Proposal and listed in the Financial Proposal folder are electronically completed on a flash drive (Contract Data and Pricing Schedule). Wherever it is a requirement to attach letters or certificates to the returnable schedules, these should be scanned in, on the flash drive in .pdf format.</i> <i>The completed flash drive should be marked with the tenderer's company name, the project number and description and marked "FINANCIAL PROPOSAL".</i> b. <i>Electronically sign the declaration in the folder.</i> c. <i>Complete and electronically sign the Form of Offer and scan into the folder. A draft copy of this form is provided.</i> d. <i>Scan and insert a copy of the Summary of Pricing Schedule into the folder.</i> e. <i>Insert the electronically completed flash drive in an envelope marked "FINANCIAL PROPOSAL – DO NOT OPEN WITH TECHNICAL PROPOSAL".</i> f. <i>Place and seal the signed and completed booklet with the electronically completed flash drive in an envelope marked "FINANCIAL PROPOSAL - DO NOT OPEN WITH TECHNICAL PROPOSAL".</i> 3. <i>Each envelope shall state on the outside the Employer's address, contract number and title as well as the Tenderer's name, authorised representative's name, postal address and contact telephone numbers.</i>
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	4. Seal both envelopes in an outer envelope with the words “TENDER” clearly marked and bearing the Employer’s name, contract number and description as well as the Tenderer’s authorised representative’s name, postal address and contact details. SANRAL will not be held liable where the tenderer submit an electronic tender that cannot be accessed. The tenderer will be declared non-responsive if a tenderer submits: • One (1) envelope with 1 (one) document or 1 (one) flash drive (technical and financial); • Incorrectly labelled envelopes where the financial offer is labelled technical and the technical offer is labelled financial.
C.2.15	Closing time
C.2.15.1	Submission in Tender box: Electronic submissions will not be accepted. The Employer’s address for delivery of tender offers and identification details to be shown on each tender offer package are: (Note to compiler: Insert the relevant data and ensure that it is the same as it appears in the Tender Notice.) Location of tender box: Reception Physical address: Northern Region 38 Ida Street Menlo Park, Pretoria 0081 Identification details: Place the signed original tender offer in a package marked TENDER SANRAL X.002-204-2023/1F CONSULTING ENGINEERING SERVICES FOR THE ROUTINE ROAD MAINTENANCE OF NATIONAL ROUTE R37 FROM LIMPOPO/MPUMALANGA BORDER OVER MASHISHING TO MBOMBELA MUNICIPAL BORDER Tenders must be submitted during office hours (09:00 to 16:00) Monday to Friday at the Employer’s address. It is in the tenderer’s interest to ensure that the delivery of the tender offer is recorded in the Employer’s tenders received register and deposited in the tender box.
C.2.15.2	The closing time for submission of tender offers is 11:00 on 13 April 2023.

	Where closing date was extended, documents that were valid at the original closing date, remain valid for the extended closing date.
C.2.16.	Tender offer validity
C.2.16.1	The tender offer validity period is 180 days.
C2.16.2	Should the tenderer not accept the validity extension or if the tenderer does not withdraw a condition attached to a conditional acceptance, this shall result in a non-responsive tender, or the tender is considered to have made an election to exclude itself from the tender process.
C.2.16.3	Where a tenderer, at any time after the opening of his tender offer but prior to entering into a contract based on his tender offer: a) withdraws his tender; b) gives notice of his inability to execute the contract in terms of his tender; or c) fails to comply with a request made in terms of C.2.17, C.2.18 or C.3.9; such tenderer shall be barred from tendering on any of the Employer's tenders for a period to be determined by the Employer, but not less than 6 (six) months from a date determined by the Employer. This sanction also applies to tenders under evaluation and not yet awarded. The Employer may fully or partly exempt a tenderer from the provisions of these conditions if he is of the opinion that the circumstances justify the exemption.
C.2.17	Clarification of tender offer after submission Any clarification requested under this clause must be provided within 1 (one) working day of date of request.
C.2.18	Provide other material Any additional information requested under this clause must be provided within 5 (five) working days of date of request.
C.3	The Employer's undertakings
C.3.1	Respond to requests from the tenderer
C.3.1.1	The Employer shall respond to clarifications received up to 12 (twelve) working days before tender closing date. The Employer shall respond to any clarifications from the tenderers emanating from the addenda until 3 working days before tender closing date.
C.3.2	Issue Addenda The Employer shall issue addenda until 10 (ten) working days before tender closing date.
C.3.4	Opening of tender submissions
C.3.4.1	The time for opening of the technical offer via live streaming are: Time: 11h00 on 13 April 2023 Location: A live streaming link will be provided by the Procurement Office
C.3.5	Two-envelope system The minimum percentages of evaluation points for quality is not less than 65. Reasons for non-responsive/not achieving the threshold will only be communicated when the tender process is concluded, in terms of Clause C.3.16 of the Tender Data. The scores obtained for the non-financial proposals will not be announced at the opening of the financial offers/proposals.

	The time for opening of the financial offers via live streaming shall be communicated to all tenderers having achieved the minimum number of points for quality as prescribed. The financial offer of all tenderers who failed to achieve the minimum number of points for quality shall be returned unopened.
C.3.7	Grounds for rejection and disqualification Prior to disqualification, in terms of section 14.1 of Preferential Procurement Regulations, 2017, the Employer shall inform the tenderer and give the tenderer an opportunity to make representations within 14 (fourteen) days as to why the tender submitted should not be disqualified and as to why the tenderer should not be restricted by the National Treasury from conducting any business with any Organ of State for a period not exceeding 10 (ten) years. In the event of disqualification, the Employer may, at its sole discretion, claim damages from the tenderer and impose a specified period during which tender offers will not be accepted from the offending tenderer and the Employer shall inform the National Treasury in writing.
C.3.8	Test for responsiveness
C.3.8.2	A Substantially responsive tender is a tender in which all of the material information and documentation submitted at close of tender contains non-material and non-conformities to the bid specifications but are not related to price. The correction of any such documentation or information, or the condonement for the non-inclusion of any such document or information may not be prejudicial towards the offer and claimed preference of any responsive tender or be construed to be giving an unfair advantage to any tender. A responsive tender is also one that conforms to all the terms, conditions, and scope of work of the tender documents, without material omissions. The test for a material omission is the same as the test for a material deviation or qualification. The Employer will cancel the tender should all tenders be non-responsive in terms of Clause C.3.7 and no negotiations will be conducted.
C.3.9	Arithmetical errors, omissions, discrepancies and imbalanced unit rates Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount appearing in the summary to the Pricing Schedule shall govern. Check responsive tender offers for: a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the Pricing Schedule or Bills of Quantities; or c) arithmetic errors in: (i) line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or (ii) the summation of the prices; d) imbalanced unit rates. Notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers. Where the tenderer elects to confirm the errors, omissions or re-balancing of imbalanced rates the tender offer shall be corrected as follows: a) 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 unit rate shall govern and the line item total shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted and the unit rate shall be corrected.

	b) 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 be corrected. c) Where the unit rates are imbalanced, the tenderer shall adjust such rates by increasing or decreasing them and selected others while retaining the total of the prices derived after any other corrections made under (a) and (b) above. Where there is an omission of a line item, no correction is possible and the offer may be declared non-responsive. Declare as non-responsive and reject any offer from a tenderer who elects not to accept the corrections proposed and/or fails to justify or balance the imbalanced rates to the satisfaction of the employer. The tenderer is required to submit balanced unit rates for Rate Only items in the Pricing Schedule. The rates submitted for these items will be taken into account in the evaluation of tenders.														
C.3.11	Evaluation of tender offers Evaluating quality / functionality The quality / functionality criteria and maximum score in respect of each of the criteria are as follows: <table> <tr> <th>Description of quality / functionality criteria</th><th>Maximum number of Tender evaluation points</th></tr> <tr> <td>Technical experience in comparable projects</td><td>35</td></tr> <tr> <td>Managerial ability appropriate to the size and nature of the work</td><td>20</td></tr> <tr> <td>Quality assurance systems which ensure conformance to Employer's stated requirements</td><td>10</td></tr> <tr> <td>Past performance experience (Form B6)</td><td>15</td></tr> <tr> <td>Subcontracting to Targeted Enterprises*</td><td>20</td></tr> <tr> <td>Total evaluation points for quality (Ms)</td><td>100</td></tr> </table> The minimum number of evaluation points for quality is not less than 65. An explanation of the evaluation methodology is provided as part of Returnable Schedule Form B2. Key Persons As part of the quality / functionality criteria as specified above, key persons shall be used to calculate the technical experience and managerial ability score. Each proposed candidate shall complete the relevant B1 and B2 forms included in the Returnable Schedules. The Contract Engineer (CE) and the Assistant Contract Engineer (ACE) (if applicable) will be limited to participate in a maximum number of 6 (six) Routine Road Maintenance contracts with the Employer which will be complete after the Taking Over Certificate is issued to the Contractor. When the proposed candidate for any position is not in the permanent employ of the tenderer but a contracted person, this must be indicated on form B2 and a signed letter of consent from the candidate must be submitted with the relevant B-forms. Tenderers must submit an alternative candidate for those positions identified as being possible areas of conflict by completing separate Returnable Schedules Form B1 and B2 for the alternate. The Employer will not request alternative candidates after tender closure and will interpret the lack of any alternative candidate as an indication the tenderer accepts that it will be impossible to be awarded more projects than the limitations applicable to Key	Description of quality / functionality criteria	Maximum number of Tender evaluation points	Technical experience in comparable projects	35	Managerial ability appropriate to the size and nature of the work	20	Quality assurance systems which ensure conformance to Employer's stated requirements	10	Past performance experience (Form B6)	15	Subcontracting to Targeted Enterprises*	20	Total evaluation points for quality (Ms)	100
Description of quality / functionality criteria	Maximum number of Tender evaluation points														
Technical experience in comparable projects	35														
Managerial ability appropriate to the size and nature of the work	20														
Quality assurance systems which ensure conformance to Employer's stated requirements	10														
Past performance experience (Form B6)	15														
Subcontracting to Targeted Enterprises*	20														
Total evaluation points for quality (Ms)	100														

Persons. The Employer reserves the right to select according to its best interest and not the tenderers.

When a proposed candidate for any position is not in the permanent employ of the tenderer but a contracted person, this must be indicated on form B2 and a signed letter of consent from the candidate must be submitted with the relevant B-forms. When a proposed candidate for any position is a permanent staff member of the tenderer, this must be indicated on Form B2 and a signed letter of confirmation must be submitted with the relevant B-forms.

The following key person shall form part of the quality criteria:

Contracts Engineer

Evaluating Price and Preference

The tender will be evaluated in terms of Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000).

a) 80/20 preference point system for acquisition of goods and services for Rand value equal to or above R2 000 and up to R50 million

The following formula will be used to calculate three points out of 80 for price:

$$Ps = 80(1 - (Pt - Pm) / Pm)$$

Where:

Ps is the points scored for price of tender under consideration.

Pt is the price of the tender under consideration; and

Pm is the price of the lowest acceptable tender.

b) 90/10 preference point system for acquisition of goods and services for Rand value above R50 million

The following formula will be used to calculate three points out of 90 for price:

$$Ps = 90(1 - (Pt - Pm) / Pm)$$

Where:

Ps is the points scored for price of tender under consideration.

Pt is the price of the tender under consideration; and

Pm is the price of the lowest acceptable tender.

In the event that the calculated value is negative, the allocated score shall be 0 (zero).

Points are based on a tenderer's scorecard measured in terms of the Broad-Based Black Economic Empowerment Act (B-BBEE, Act 53 of 2003 as amended in Act 46 of 2013) and the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000).

The following table must be used to calculate the points out of 20 or 10 for B-BBEE:

B-BBEE Status Level of Contributor	Number of Points for Financial value up to and including R50 000 000.00	Number of Points for Financial value above R50 000 000.00
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-complaint contributor	0	0

Eligibility for preference points is subject to the following conditions:

1. A tenderer's scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
 - o the amended Construction Sector Codes published in Notice 931 of 2017 of Government Gazette No 41287 on 1 December 2017 by the Department of Trade and Industry.
 - o in the event that the Measured Entity operates in more than one sector or a sub-sector (e.g. Contractor or BEP) the scorecard for the sector or sub-sector in which the majority of its core activities (measured in terms of annual revenue) are located will be acceptable.; and
2. The scorecard shall be submitted as a certificate attached to Returnable Schedule Form D1; and
3. The certificate shall:
 - Be valid at the closing date; and
 - Have been issued by a Verification Agency accredited by the South African National Accreditation System (SANAS); or
 - Be in the form of a sworn affidavit (accompanied by financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million, if issued in accordance with the amended Construction Sector Codes published in Notice 931 of Government Gazette No 41287 on 1 December 2017 by the Department of Trade and Industry; and
 - Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data C.2.15); and
4. **A valid BBBEE Certificates shall contain:**
 - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
 - Value-Added Tax number, where applicable.
 - The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
 - B-BBEE status with corresponding procurement recognition level.
 - The relevant Codes used to issue the B-BBEE verification certificate.
 - Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
 - Financial period which was used to issue the B-BBEE Verification Certificate.
5. **A valid Sworn Affidavit shall contain:**

- Name/s of deponent as they appear in the identity document and the identity number.
 - Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
 - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
 - Percentage black ownership, black female ownership and whether they fall within a designated group.
 - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
 - Financial year-end as per the enterprise's registration documents, which was used to determine the total revenue. The valid format of the Financial Year-End is **Day/Month/Year**
 - B-BBEE status level. An enterprise can only have one status level.
 - Date deponent signed and date of Commissioner of Oath must be the same.
 - Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest, and
6. Compliance with any other information requested to be attached to Returnable Schedule Form D1; and
 7. In the event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL's project/contract number) **consolidated** B-BBEE Verification Certificate in the name of the JV shall be submitted and issued by a verification agency accredited by the South African National Accreditation System (SANAS) shall be submitted.; and
 8. The points scored by a tenderer for B-BBEE must be added to the points scored for price.
 9. The points scored must be rounded off to the nearest two decimal places.

Sub-Regulation 6(5) and 7(5)

If the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the status level that the tenderer qualifies for, 0 (zero) points for preference shall be awarded, unless the intended subcontractor is an EME that has the capability to execute the subcontract and the value of the work is below the EME threshold.

10. Criteria for breaking deadlock

- i) If two or more tenders score the same number of points and these tenders are also the highest ranked tenders, the tender with the highest preference points will be recommended for award.
- ii) If functionality is part of the evaluation process and two or more tenders score equal total points and equal preference points, the tender that scored the highest points for functionality will be recommended for award.
- iii) If two or more tenders score the same number of financial points and preference points and these tenders are also the highest ranked tenders, the tenderer to be recommended for award will be decided by the drawing of lots.

C.3.11 (f)

Determine acceptability of preferred tenderer

Price negotiations.

- (a) If the price offered by a tenderer scoring the highest points is not market related, the Organ of state may not award the tender to that tenderer.

	(b) The Organs of state may – - i Negotiate a market related price with the tender scoring the highest points or cancel the tender; - ii If the tenderer does not agree to a market related price, negotiate a market related price with the tenderer scoring the second highest points or cancel the tender; - iii If the tenderer scoring the second highest points does not agree to a market related price, negotiate a market related price with the tenderer scoring the third highest points or cancel the tender; If a market related price is not agreed as envisaged in paragraph b(iii), the organ of state must cancel the tender.
C.3.13	Acceptance of tender offer The conditions stated in Clauses C.3.13(a) to (f) of the Conditions of Tender as well as the following additional Clauses C.3.13(g) to (k) shall be applied as objective criteria in terms of Section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 and as compelling and justifiable reasons not to award to the highest scoring tenderer: g) the tenderer or any of its directors 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; and h) the tenderer has not abused the Employer's supply chain management system; and i) the tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect. j) The tenderer is tax compliant. The recommended tenderer who becomes non-compliant prior to award shall be notified and must become compliant within 7 (seven) working days of the date of being notified. A recommended tenderer who remains non-compliant after the 7 (seven) working days of being notified shall be declared non-responsive. k) The proposed key persons are not fully committed to the maximum number of projects in which they can participate, see Clause C3.1.9(c) in the Scope of Works. In addition to the requirements under paragraph (b) of the Conditions of Tender, with regard to, where the associated risk is foreseen in the event that a due diligence is performed as part of the tender evaluation, the due diligence report will be used to evaluate the tenderer's ability to perform the contract as stated in sub-clause (b). The due diligence will evaluate the overall risk associated with the tender. The due diligence will take into consideration the following: • assessment of financial statements to assess the financial position of the tenderer and its ability to obtain the necessary guarantees or insurances; • integrity risk evaluation; • operations, activities, locations and key customers; • reference checks from previous clients; and • risk rating (i.e. high risk, medium to high risk, medium risk or low risk) of the tenderer.
C.3.16	Registration of the award The Employer will notify unsuccessful tenderers when the tender process has been concluded. Any unsuccessful tenderer may request a debriefing in writing as specified in Clause C.3.18.
C.3.17	Provide copies of the contracts The Employer will provide 1 (one) signed contract document to the Service Provider.
C.3.18	Provide written reasons for actions taken All requests from tenderers shall be in writing.

ADDITIONAL CONDITIONS OF TENDER CLAUSES:	
Clause Number	Data
SC3.19	Jurisdiction Unless stated otherwise in the Tender Data, each tenderer and the Employer undertake to accept the jurisdiction of the law courts of the Republic of South Africa.

PART T2: RETURNABLE SCHEDULES

**SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD
CONTRACT SANRAL X.002-204-2023/1F**

**CONSULTING ENGINEERING SERVICES FOR THE ROUTINE ROAD MAINTENANCE OF
NATIONAL ROUTE R37 FROM LIMPOPO/MPUMALANGA BORDER OVER MASHISHING TO
MBOMBELA MUNICIPAL BORDER**

T2.1 LIST OF RETURNABLE SCHEDULES

Notes to tenderer:

1. Returnable schedules have been based on the CIDB Standard for Uniformity in Construction Procurement and incorporate National Treasury requirements within them. Returnable schedules are separated into the following categories:

- i) Forms, certificates and schedules for completion by the tenderer for use in the quantitative and qualitative evaluation of the tender (Forms A, B, C and D).**
 - ii) A list of other returnable documents for completion by the tenderer and which will subsequently be incorporated into the contract (Section C1).**
- 2. Failure to fully complete the relevant returnable documents shall render such a tender offer non-responsive.**
- 3. Tenderers shall note that their signatures appended to each returnable form represents a declaration that they vouch for the accuracy and correctness of the information provided, including the information provided by candidates proposed for the specified key positions.**
- 4. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract. In such event the Employer has the discretionary right under contract condition 8.4 to terminate the contract.**

T.2.1 LIST OF RETURNABLE SCHEDULES

Notes to tenderer:

1. This form has been created as an aid to ensure a tenderer's compliance with the completion of the returnable forms and schedules and subsequent placement in the correct envelope.
2. The electronic format for the submissions of the relevant forms is indicated in the schedule below.

FORM NO/SBD NO	ELECTRONIC FORMAT	FORM DESCRIPTION	INITIAL IF COMPLETED	ENVELOPE
A1	PDF	CERTIFICATE OF CONFIRMATION THAT THE TENDERER READ THE PRESENTATION	*1	TECHNICAL PROPOSAL (1 ST ENVELOPE)
A1.1	PDF	CERTIFICATE OF INTENTION TO SUBMIT A TENDER	*1	
A2.1	PDF	CERTIFICATE OF AUTHORITY FOR SIGNATORY	*1	
A2.2	PDF	DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	*1 & *2	
A2.3	PDF	CERTIFICATE OF SINGLE TENDER SUBMISSION	*1 & *2	
A2.4	PDF	CERTIFICATE OF FRONTING PRACTICES	*1 & *2	
A2.5	PDF	DECLARATION – MANAGEMENT OF PROMINENT INFLUENTIAL PERSONS	*1 & *2	
A2.6	PDF	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	*1 & *2	
A2.7	PDF	DECLARATION OF INDEPENDENT TECHNOLOGY-BASED INTELLECTUAL SERVICE PROVIDER	*1 & *2	
A3.1/SBD4	PDF	COMPULSORY DECLARATION	*1 & *2	
A3.2/SBD9	PDF	CERTIFICATE OF INDEPENDENT TENDER	*1 & *2	
A3.3/SBD8	PDF	DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	*1 & *2	
A3.4	PDF	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	*1 & *2	
A4	PDF	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDER	*1 & *2	
A5	PDF	SCHEDULE OF ADDENDA TO TENDER DOCUMENTS	*1	
A6/SBD2	PDF	CERTIFICATES OF TAX COMPLIANCE	*1	
A7	PDF	CERTIFICATE OF INSURANCE COVER	*1	
A8	PDF	TENDERER'S CREDIT RATING AND BANK DETAILS	*1	
A9	PDF	DECLARATION OF TENDERER'S LITIGATION HISTORY	*1	
A10	PDF	SCHEDULE OF CURRENT COMMITMENTS	*1	
A11	PDF	POSSIBLE COMMITMENTS OF KEY PERSON	*1	
A12	PDF	CERTIFICATE OF COMPLIANCE WITH OCCUPATION HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2014 AS WELL AS COID ACT, 1993	*1	
A13/SBD1	PDF	INVITATION TO BID AND TERMS AND CONDITIONS FOR BIDDING	*1 & *2	
B1.1	MS EXCEL	CONTRACT ENGINEER'S TECHNICAL/MANAGERIAL RECORD	*1	
B1.2	MS EXCEL	ALTERNATE TO CONTRACT ENGINEER'S TECHNICAL/MANAGERIAL RECORD	*1	
B2.1	MS EXCEL	CONTRACT ENGINEER'S QUALIFICATION AND REGISTRATION RECORD	*1	
B2.2	MS EXCEL	ALTERNATE TO CONTRACT ENGINEER'S QUALIFICATION AND REGISTRATION RECORD	*1	

B3	MS EXCEL	TENDERER'S PROJECT STRUCTURE	*1	
B4	PDF	CERTIFICATE OF QUALITY SYSTEMS	*1	
B5	MS EXCEL	MANAGEMENT PROPOSAL	*1	
B6	MS EXCEL	PAST PERFORMANCE EXPERIENCE	*1	
B7	PDF	TARGETED ENTERPRISE/SUB-CONTRACTOR DETAILS AND DECLARATION	*1 & *2	
B8	PDF	JOINT VENTURE AGREEMENT	*1 & *2	
D1/SBD6.1		TENDERER'S B-BBEE VERIFICATION CERTIFICATE	*1 & *2	
C1.1.1/SBD7	PDF	FORM OF OFFER	*2	FINANCIAL PROPOSAL (2 ND ENVELOPE)
C1.2.3	PDF	CONTRACT DATA – INFORMATION PROVIDED BY THE TENDERER	*2	
C2.2/SBD3	MS EXCEL	PRICING SCHEDULE	*1 & *2	
C2.3	MS EXCEL	SUMMARY OF PRICING SCHEDULE	*1 & *2	

NOTES:

*1- SCHEDULES/DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

*2- SCHEDULES/DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

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**FORM A1: CERTIFICATE CONFIRMING THAT THE TENDERER READ THE PRESENTATION
BRIEFING OR ATTENDED THE COMPULSORY CLARIFICATION MEETING**

CONTRACT SANRAL X.002-204-2023/1F

Notes to Tenderer:

- 1. Scan a copy of completed and signed certificate on a flash drive.**

This is to certify that I,

.....

Representative of (tenderer)

of (address)

.....

.....

telephone number

fax number

e-mail

Read the tender presentation presented by the Employer online.

FORM A1.1: CERTIFICATE OF INTENTION TO SUBMIT A TENDER

CONTRACT SANRAL X.002-204-2023/

Notes to Tenderer:

1. The duly completed certificate of intention to submit a tender must be submitted by whoever intends to tender for this particular tender by 10 March 2023. Failure to submit the certificate of intention to tender within the required period may render the tenderer non-responsive and SANRAL does not accept responsibility for any communication not received by the tenderer timeously.
2. Late notification of intention to tender by a prospective tenderer will not necessarily result in the tender closing date being extended.
3. Should you intend to submit a tender for this particular tender please sign the certificate, scan and email the completed document to the email address indicated in T1.1 of this tender document.
4. The Employer shall send all correspondence, including Addenda, only to the Tenderer's email address as provided herein.

This is to certify that I,

.....

representative of (insert name of tenderer)

of (address)

.....

.....

telephone number

fax number

e-mail

intends to submit a tender in response to the tender notice and invitation for tender this contract.

TENDERER'S REPRESENTATIVE
(Signature)

Date

FORM A2.1: CERTIFICATE OF AUTHORITY FOR SIGNATORY**CONTRACT SANRAL X.002-204-2023/1F****Notes to Tenderer:**

- 1) The signatory for the tenderer shall confirm his/her authority thereto by attaching on a tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners. Scan a copy of the resolution on a flash drive.
- 2) In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
 - authority for signatory,
 - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
 - name of designated lead member of the intended joint venture, as required by tender condition 4.13.1.
- 3) The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.
- 4) In the event that authorisation is for more than 1 (one) project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on

Mr/Ms, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for Contract

SANRAL X.002-203-2023/1F CONSULTING ENGINEERING SERVICES FOR THE ROUTINE ROAD MAINTENANCE OF NATIONAL ROUTE R37 FROM LIMPOPO/MPUMALANGA BORDER OVER MASHISHING TO MBOMBELA MUNICIPAL BORDER

and any contract which may arise therefrom on behalf of (*enter name of tenderer in block capitals*)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES:

.....
SIGNATURE

.....
SIGNATURE

.....
NAME (print)

.....
NAME (print)

**FORM A2.2: DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING
TO SANRAL**

CONTRACT SANRAL X.002-204-2023/1F

Notes to tenderer:

- 1. The signatory for the tenderer (as per Form A2.1) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.**
- 2. In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.**

I, the undersigned, declare that:

- (i) the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

Please provide the details:

.....

- (ii) the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

- (iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at on the day of
 20.....

.....
 SIGNATURE

The deponent having:

1. Acknowledge that he/she knows and understands the contents hereof;
2. Confirmed that he/she has no objection to the taking of the prescribed oath;
3. That he/she considered the prescribed oath as binding upon his/her conscience; and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R1648 of August 1977 having been complied with.

.....
 COMMISSIONER OF OATHS

FORM A2.3: CERTIFICATE OF SINGLE TENDER SUBMISSION**CONTRACT SANRAL X.002-204-2023/1F****Notes to tenderer:**

- 1. This certificate serves as a declaration by the tenderer that a single tender was submitted.**
- 2. In the case of a Joint Venture (JV) or a Targeted Enterprise or sub-contracted Key Person(s), a separate certificate is to be completed and submitted by each JV member, Targeted Enterprise or sub-contracted Key Person(s).**

DECLARATION

I, the undersigned, in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the notes to, and the contents of, this certificate.
2. I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner, a Targeted Enterprise or a sub-contracted Key Person(s), participate in more than 1 (one) tender.

SIGNATURE:

DATE:

NAME:

POSITION:

FORM A2.4: CERTIFICATE OF FRONTING PRACTICES**CONTRACT SANRAL X.002-204-2023/1F****Fronting Practices**

Window-dressing: This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation;

Benefit Diversion: This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

Opportunistic Intermediaries: This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, service providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

Responsibility to Report Fronting

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

Fronting Indicators

• The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;
• The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;
• The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;
• There is no significant indication of active participation by black people identified as top management at strategic decision making level;
• An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;
• An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;
• An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence;

• The enterprise displays evidence of circumvention or attempted circumvention;
• An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder;
• An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and
• An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.

DECLARATION

I, the undersigned, in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry.
3. I accept that intentional mis-representation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and B-BBEE Commissioner.

SIGNATURE:

DATE:

NAME:

POSITION:

FORM A2.5: DECLARATION FORM – MANAGEMENT OF PROMINENT INFLUENTIAL PERSONS

CONTRACT SANRAL X.002-203-2024/1F

Notes to Tenderer:

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: www.nra.co.za)
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
 - i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
 - ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
 - i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
 - ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
 - iii. "DD" means Due Diligence.
 - iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
 - v. "DPIP" means a Domestic Prominent Influential Person.
 - vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
 - vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.

- viii. “Foreign Prominent Public Official” means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
 - ix. “FPPO” means a Foreign Prominent Public Official.
 - x. “Improper influence” means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
 - xi. “The Employer” means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.
 - xii. “Senior Management” means the Executive Committee or its individual members.
9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

Prominent Influential Persons (PIP’s) Reporting Form

IDENTIFICATION PARTICULARS				
Primary Particulars	First Name	Surname	Middle Name	ID/Passport Number
Country Details	Country of Origin	Citizenship	Current Country of Residence	
CURRENT STATUS AND BACKGROUND				
Current Occupation	Occupational Title		Status	
			Active	Non-active
Is the potential/business partner (mark with an “X” whichever is applicable):				
a DPIP	a FPPO	a FIN	Family member or Close Associate of a DPIP/FPPO/FIN?	
KNOWN BUSINESS INTERESTS				
No	Name of Entity	Role in Entity	Status	
1			Active	Non- active
2				
3				
4				
5				
6				
7				
8				
9				
10				

MEDIA REPORTS / OTHER SOURCES OF INFORMATION
(Please reference all known negative or damaging media reports associated with the DPIP/FPPO/FIN)

Reporting Person/s:

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

DECLARATION / UNDERTAKING BY THE TENDERER

I, the undersigned,
declare that:

- the information furnished on this declaration form is true and correct.
- I accept that, any action may be taken against me should this declaration prove to be false.

Signature:

Name:

Position:

Date:

Name of Tenderer:

FORM A2.6: CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION

CONTRACT SANRAL X.002-204-2023/1F

Notes to tenderer

- 1. The tenderer shall complete the declaration below.**
- 2. In the event of a Joint Venture (JV), each member of the JV shall comply with the above requirements.**

I, (name), the undersigned in my capacity
as

..... (position), on behalf of

..... (name of company),
herewith grant consent that SANRAL or any of their appointed Service Providers may conduct a due
diligence investigation on (name of company)
to evaluate our ability to perform the contract as stipulated in the Standard Conditions of Tender, Clause
C.3.13(b).

In addition, any information in this regard requested by SANRAL or any of their appointed Service
Providers, shall be submitted within the timelines of the request.

.....
SIGNATURE

.....
DATE

**FORM A2.7: DECLARATION OF INDEPENDENT TECHNOLOGY-BASED INTELLECTUAL
SERVICE PROVIDER**

CONTRACT SANRAL X.002-204-2023/1F

Notes to tender:

- **The signatory for the tenderer (as per Form A2.1) shall complete and sign this form.**
- **In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.**
- **Failure to declare may result in a non-responsive tender.**

I, the undersigned, declare that the tenderer including the Targeted Enterprise(s):

1. Is a natural person or legal entity which provides independent technology-based intellectual services in the built, human and natural environment to clients for a fee;
2. Is not engaging in or is not a subsidiary or holding company that engages in manufacturing or construction;
3. Is not in substance owned by the State or a similar public body;
4. Is not in substance the design department of a development, manufacturing or construction enterprise.

Signed and sworn before me at on the day of 20.....

.....
SIGNATURE

The deponent having:

1. Acknowledge that he/she knows and understands the contents hereof,
2. Confirmed that he/she has no objection to the taking of the prescribed oath,
3. That he/she considered the prescribed oath as binding on his/her conscience, and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R1648 of August 1977 having been complied with.

.....
COMMISSIONER OF OATHS

FORM A3.1:COMPULSORY DECLARATION (Incorporating SBD4)**CONTRACT SANRAL X.002-204-2023****BIDDER'S DISCLOSURE**

Notes to tenderer:

Definitions:

"State" means:

- any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- any Municipality of Municipal Entity;
- Provincial Legislature;
- National Assembly or the National Council of Provinces; or
- Parliament.
- "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.

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.

BIDDER'S DECLARATION

Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

¹ 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.

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

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

If so, furnish particulars:

.....

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

If so, furnish particulars:

.....

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:

I have read and I understand the contents of this disclosure;

I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

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 consortium² will not be construed as collusive bidding.

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.

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.

There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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 bi

² 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.

FORM A3.2: CERTIFICATE OF INDEPENDENT TENDER (Incorporating SBD9)**CONTRACT SANRAL X.002-204-2023/1F****Notes to tenderer:**

1. This certificate conforms to Treasury Regulation 16A9 and the requirement of section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, that 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 tendering.
2. Collusive tendering is a conspiracy between businesses that would normally be expected to compete, to agree not to compete, in a tender process.
3. This certificate serves as a declaration by the tenderer that the tender submitted is free from any collusion with a competitor.
4. In the case of a Joint Venture (JV), a separate certificate is to be completed and submitted by each JV member.
5. If the tenderer is found to have failed to declare conflict of interest or declare false information, the tender will be declared non-responsive and should it be discovered after contract award will be ultimately barred from tendering.

DECLARATION

I, THE UNDERSIGNED, IN SUBMITTING THE ACCOMPANYING TENDER ON BEHALF OF THE TENDERER DO HEREBY MAKE THE FOLLOWING STATEMENTS THAT I CERTIFY TO BE TRUE AND COMPLETE IN EVERY RESPECT:

1. I have read and understand the notes to, and the contents of, this Certificate;
2. I understand that the accompanying tender will be disqualified if this Certificate is found to be not true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit the accompanying tender, on behalf of the tenderer;
4. Each person whose signature appears on the accompanying tender has been authorised by the tenderer to determine the terms of, and to sign the tender, on behalf of the tenderer;
5. For the purposes of this Certificate and the accompanying tender, I understand that the word "competitor" shall include any individual or organisation, other than the tenderer, whether or not affiliated with the tenderer, who:
 - a) has been requested to submit a tender in response to this tender invitation;
 - b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at the accompanying tender 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 tendering.
7. In particular, without limiting the generality of statement 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 tender;
 - e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - f) tendering with the intention not to win the tender.
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 tender relates.
9. The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competitions 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 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:

Name:

Position:

REPEALED SO
DELETE

**FORM A3.3:DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
(Incorporating SBD8)**

CONTRACT SANRAL X.002-204-2023/1F

Notes to tenderer:

1. This declaration:
 - a) must form part of all tenders submitted.
 - b) in the case of a Joint Venture (JV), must be completed and submitted by each member of the JV.
2. This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The tender of any tenderer may be disregarded if that tenderer or any of its directors have –
 - a) abused the institution's supply chain management system;
 - b) committed fraud or any other improper conduct in relation to such system; or
 - c) failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.
5. If this form is omitted or blank, the tender will be declared non-responsive.

4.1	Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied. The Database of Restricted Suppliers now resides on the National Treasury website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If Yes, furnish particulars: REPEALED SO DELETE		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If Yes, furnish particulars:		

4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the tenderer and any Organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If Yes, furnish particulars:		

CERTIFICATION

I, the undersigned,
 certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signature:

Name:

Position:

Date:

Name of tenderer:

REPEALED SO
DELETE

FORM A3.4:REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**CONTRACT SANRAL X.002-204-2023/1F**

The tenderer shall provide a pdf. copy of the supplier registration form from National Treasury Central Supplier Database (www.treasury.gov.za). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive (refer to Tender Data, Clause C.2.1.1). In the case of a Joint Venture or a Targeted Enterprise, a pdf. supplier registration form must be provided for each member of the Joint Venture or Targeted Enterprise.

Name of Service Provider:

Central Supplier Database Supplier Number:

Supplier Commodity:

Delivery Location:

FORM A4: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER**CONTRACT SANRAL X.002-204-2023/1F**

PAGE	DESCRIPTION

FORM A5: SCHEDULE OF ADDENDA TO TENDER DOCUMENTS**CONTRACT SANRAL X.002-204-2023/1F****Note to tenderer:**

If an addendum containing material amendments is not incorporated by the tenderers in his tender offer, the tender will be declared non-responsive.

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.		

FORM A6: CERTIFICATES OF TAX COMPLIANCE (Incorporating SBD2)

CONTRACT SANRAL X.002-204-2023/1F

Note to Tenderer:

The tenderer shall complete the declaration below:

I, (name) the undersigned in my capacity as
..... (position) on behalf of
(name of company) herewith grant consent that SARS may disclose to the South African National Roads
Agency SOC Limited (SANRAL) our tax compliance status.

For this purpose our unique security personal identification number (PIN) is

In the event of a joint venture or a Targeted Enterprise each member shall comply with the above
requirement.

.....
SIGNATURE

.....
DATE

FORM A7: CERTIFICATE OF INSURANCE COVER**CONTRACT SANRAL X.002-204-2023/1F****Notes to Tenderer:**

- 1. Scan certificate of insurance cover on a flash drive.**
- 2. In the event of the tenderer being a joint venture/consortium the details of the individual members must also be provided.**

The tenderer shall provide the following details of this insurance cover:

- i) Name of Tenderer:
- ii) Period of Validity:
- iii) Value of Insurance:
 - Professional Indemnity (for each and every case)
Company:
Value:
 - General public liability
Company:
Value:
 - Third party liability
Company:
Value:

**FORM A8: TENDERER'S REGISTERED FINANCIAL SERVICE PROVIDER LETTER AND BANK
DETAILS**

CONTRACT SANRAL X.002-204-2023/1F

Notes to tenderer:

- 1. The tenderer shall attach to this form a letter (dated less than 3 months prior to the tender closing date) from the bank confirming his account. Tenderers that fail to comply may be declared non-responsive in terms of Tender Condition C.3.8 or C3.13.**
- 2. The tenderer's banking details as they appear below shall be completed.**
- 3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.**

The tenderer shall provide the following:

- i) Name of account holder:
- ii) Account number:
- iii) Bank name:
- iv) Branch number:
- v) Bank and branch contact details:

FORM A9: DECLARATION OF TENDERER'S LITIGATION HISTORY**CONTRACT SANRAL X.002-204-2023/1F****Note to Tenderer:**

1. The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

Client	Other litigating party	Dispute	Award value	Date resolved

[illegible]

Notes to Tenderer:

1. Key Person (Contract Engineer) will be limited to participate in a maximum number of 6 (six) concurrent RRM contracts with the Employer which will be complete after the Taking Over Certificate is issued to the Contractor.
2. The purpose of this form is for the tenderer to identify areas of conflict with respect to Key Person proposed for the project. Failure to identify where areas of conflict occur, or may occur, and which are subsequently discovered by the Employer shall render such offer as non-responsive, rejected and the tenderer automatically barred from tendering on SANRAL projects for a period of at least 3 (three) months from the date of tender closure.
3. The tenderer shall list below all projects/tenders for which the proposed Key Person have been proposed, and for which results of an award are unknown at the date of tender closure of this project.
4. The start date in column 4 of the table below is that date indicated in the tender documents as being the intended start of the duties of the key personnel (i.e. expected start of design or supervisory duties).
5. Tenderers must submit an alternative candidate for those positions identified as being possible areas of conflict by completing separate Returnable Schedules Forms B1 and B2 for the alternate. The Employer will not request alternative candidates after tender closure and will interpret the lack of any alternative candidate as an indication the tenderer accepts that it will be impossible to be awarded this project as well as one of the others listed on this form. The Employer reserves the right to select according to its best interest and not the tenderers.

[illegible]

**FORM A12: CERTIFICATE OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT,
1993 AND CONSTRUCTION REGULATIONS, 2014 AS WELL AS COID ACT, 1993**

CONTRACT SANRAL X.002-204-2023/1F

Notes to tenderer:

- 1. Discovery that the tenderer has failed to make proper disclosure may result in the Employer terminating a contract that flows from this tender on the ground that it has been rendered invalid by the tenderer's misrepresentation.**
- 2. The tenderer shall attach to this form evidence that he is registered and in good standing with the Compensation Fund in terms of Section 80 of the Compensation for Injury and Disease Act (COID) (Act 130 of 1993).**
- 3. The tenderer is required to disclose, by also attaching documentary evidence to this form, all inspections, investigations and their outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 (thirty six) months preceding the date of the tender.**
- 4. In the event of a Joint Venture (JV), all members shall comply with the above requirements.**

FORM A13: SBD1 – INVITATION TO BID AND TERMS AND CONDITIONS FOR BIDDING**CONTRACT SANRAL X.002-204-2023/1F****PART A: INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED					
BID NUMBER:	X.002-204-2023/1F	CLOSING DATE:	13 April 2023	CLOSING TIME:	11:00
DESCRIPTION	CONSULTING ENGINEERING SERVICES FOR THE ROUTINE ROAD MAINTENANCE OF NATIONAL ROUTE R37 FROM LIMPOPO/MPUMALANGA BORDER OVER MASHISHING TO MBOMBELA MUNICIPAL BORDER				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Northern Region Offices 38 Ida Street Menlo Park Pretoria 0081					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
E-MAIL ADDRESS : ProcurementNR5@nra.co.za					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)	☐ Yes	☐ No
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ Yes	☐ No
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ Yes	☐ No
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ Yes	☐ No
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ Yes	☐ No

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000, 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. THROUGH THE SARS WEBSITE, WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA/JJOINT VENTURES/SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS/PIN/CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

NB: FAILURE TO PROVIDE 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:

.....

FORM B1.1: CONTRACT ENGINEER'S TECHNICAL/MANAGERIAL RECORD

Note to tenderer:

- a. Must complete Form B1.1 provided in Microsoft Excel format.
- b. If this Form is omitted or incomplete or the proposed candidate does not meet the minimum experience, the tender will be declared non-responsive.

FORM B1.2: ALTERNATE TO CONTRACT ENGINEER'S TECHNICAL/MANAGERIAL RECORD

Note to tenderer:

- a. Must complete Form B1.2 provided in Microsoft Excel format (If Applicable).

Refer to EXCEL
file provided

FORM B2.1: CONTRACT ENGINEER'S QUALIFICATION AND REGISTRATION RECORD

Note to tenderer:

- a. Must complete Form B2.1 provided in Microsoft Excel format.
- b. The tender will be declared non-responsive if:
 - The proof of qualification and registration record are not submitted; or
 - The proposed key person does not have appropriate qualification; or
 - The proposed key person is not registered.

Refer to EXCEL
file provided

FORM B2.2:ALTERNATE TO CONTRACT ENGINEER'S QUALIFICATION AND REGISTRATION RECORD

Note to tenderer:

- a. Must complete Form B2.2 provided in Microsoft Excel format (If Applicable).

Refer to EXCEL
file provided

SANRAL – EXPLANATION OF CONSULTANT TENDER EVALUATION SCORING - RRM

This document does not look at the tenderer's eligibility, compliance and responsive requirements, but merely explains the scoring methodology that is applied to tenders deemed compliant and responsive.

The criterion for scoring is made up as follows:

Evaluation Criteria	Points
Technical Knowledge	35
Management Knowledge	20
Quality System	10
Past Performance	15
Sub-contracting to Targeted Enterprise	20
TOTAL	100

Dependent on the degree of complexity of the type of project and service requirements, the threshold is either a Category 1, 2 or 3, which equates to 65, 70 or 75 respectively. This is decided before the tender is let and is indicated in the tender document. Normally a Routine Road Maintenance (RRM) tender is a Category 1 type project, therefore 65.

For breakdown of individual components:

Technical Knowledge (35):

The tenderer, for each key position identified, may supply the 3 most recent relevant project experience to that which the tender is let for. This is done in the form of returnable schedules, such as the one below:

FORM B1:		POSITION = PL1		MANAGERIAL POSITION		CANDIDATE'S TECHNICAL/MANAGERIAL RECORD			
Personal Details of Candidate									
NAME		DATE OF BIRTH (yyyy/mm/dd)		POSITION IN TEAM		Description			
		Year ▼ Month ▼ Day ▼		Project Leader					
TECHNICAL / MANAGERIAL EXPERIENCE									
(List only the most recent 3 projects that the tenderer considers relevant to the specified scope of works)									
CLIENT & PROJECT NUMBER (Note 2)	CLIENT (coded)	PROJECT TYPE (coded) (Note 3) * Add additional info in Comments box below if required.	RELEVANT KEY PERSON'S EXPERIENCE STARTED (yyyy/mm/dd) (Note 4)	RELEVANT KEY PERSON'S EXPERIENCE ENDED (yyyy/mm/dd) (Note 4)	VALUE (in millions of Rand) (* ,000,000) (note 5)	POSITION HELD (Note 6)	POSITION HELD (coded)	Contact Person & Position (Note 7)	Contact Number
	Other ▼	NONE ▼	Year ▼ Month ▼ Day ▼	Year ▼ Month ▼ Day ▼			Undefined ▼		
	Other ▼	NONE ▼	Year ▼ Month ▼ Day ▼	Year ▼ Month ▼ Day ▼			Undefined ▼		
	Other ▼	NONE ▼	Year ▼ Month ▼ Day ▼	Year ▼ Month ▼ Day ▼			Undefined ▼		

For technical knowledge three (3) areas are evaluated:

- 1) Project Type Relevance
- 2) Period Relevance
- 3) Position Held

1) Project Type Relevance

The relevance of the project type is evaluated against a pre-determined key person specific matrix. For a comprehensive list of matrixes please refer to the Consultant Technical Submission Spreadsheet. Below an example of RRM matrix:

CE**RRM**

	1	2
	Project type	RRM - CE
	Experience	
1	NONE	
2	RRM	5
3	MO/MA (Excl. RRM)	5
4	MP/MS	5
5	DS	5
6	DI	5
7	DN	5
8	CD	5

ABBREVIATION**DEFINITIONS**

RRM	Routine Road Maintenance
MO/MA (Excl. RRM)	Maintenance Operations and Adhoc Maintenance (Excl. RRM Projects)
MP/MS	Periodic Maintenance and Special Maintenance
DS	Development Strengthening
DI	Development Improvement
DN	Development New Facilities
CD	Community Development

The score allocated (out of a maximum 5) from the matrix per project relevancy experience and fifteen (15) points overall for project type relevancy can be scored.

2) Period Relevance

For each project experience listed, a point is allocated for the time lapse between the experience gained and the tender closing date. If the experience is within 10 years of the tender closing a point of five (5) is allocated. If the experience is beyond 10 years but less than 15 years, half points, or two five (2,5) points are allocated. If the experience is longer than 15 years ago, zero (0) points are allocated.

If the experience is less than six months, a pro-rata point is allocated to that of the point that would have been achieved as the experience is of a limited duration.

A maximum of five (5) points per project period relevancy experience and fifteen (15) points overall for project type relevancy can be scored.

3) Position Held

The relevance of the position held during the technical experience against the position that is tendered for is evaluated:

Technical Experience

Position Rq Experience	PL	APL	DS	DA	CE	ACE	RE	ARE	RM	ARM	SMT	CM	SA	MT	ETS	DS(T)	CE(T)	CM(T)	ETS(T)	ES	MS	PE(E)	UNDEFINED
PL	5	5	3	5	5	5	5	5	5	5	3	3	3	3	0	0	3	3	0	0	0	3	0
APL	2.5	5	3	5	3.75	5	5	5	5	5	3	3	3	3	0	0	0	0	0	0	0	0	0
DS	2.5	3	5	5	3.75	5	3	3	3	3	3	3	3	3	0	3	0	0	0	0	0	3	0
DA	0	0	3	5	2.5	2.5	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0
CE	5	5	3	5	5	5	5	5	5	5	3	3	3	3	0	0	3	3	0	0	0	3	0
ACE	2.5	5	3	5	3.75	5	5	5	5	5	3	3	3	3	0	0	0	0	0	0	0	3	0
RE	2.5	3	3	3	4.5	2.5	5	5	5	5	3	3	3	3	0	0	0	3	0	0	0	3	0
ARE	2.5	3	0	3	2.5	0	3	5	5	5	3	0	0	3	0	0	0	0	0	0	0	0	0
RM	2.5	3	0	3	3.75	0	3	5	5	5	3	0	0	3	0	0	0	0	0	0	0	0	0
ARM	0	0	0	0	2.5	0	0	3	3	5	3	0	0	3	0	0	0	0	0	0	0	0	0
SMT	0	0	3	3	1.25	0	3	3	3	3	5	0	0	5	0	0	0	0	0	0	0	0	0
CM	2.5	5	2.5	5	5	2.5	5	5	5	5	3	5	5	3	0	0	3	3	0	0	0	3	0
SA	2.5	2.5	2.5	2.5	3.75	2.5	5	5	5	5	3	3	5	3	0	0	0	0	0	0	0	0	0
MT	0	0	2.5	2.5	0	0	3	3	3	3	5	0	0	5	0	0	0	0	0	0	0	0	0
ETS	0	0	2.5	2.5	0	0	0	0	0	0	0	0	0	0	5	0	0	0	3	0	0	3	0
DS(T)	0	0	2.5	2.5	0	0	0	0	0	0	0	0	0	0	0	5	3	3	0	3	3	0	0
CE(T)	2.5	2.5	2.5	2.5	5	5	3	5	3	5	0	5	3	0	3	3	5	5	3	3	3	3	0
CM(T)	2.5	2.5	2.5	2.5	5	5	3	5	3	5	0	5	3	0	3	3	3	5	3	3	3	3	0
ETS(T)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	5	3	3	0	0
ES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	5	3	0	0
MS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	3	5	0	0
PE(E)	2.5	5	2.5	5	5	2.5	3	5	5	5	0	3	3	0	0	3	3	3	0	0	0	5	0
Undefined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

A maximum score out of 5 (five) is available per project relevancy technical experience and fifteen (15) points overall for position held relevancy can be scored.

Therefore a total of 35 (thirty five) points can be scored for each key position listed in the tender document.

Management Knowledge (20:

The same returnable schedules as for the Technical Knowledge is used to evaluate the Managerial Knowledge.

For management knowledge up to two (2) areas are evaluated:

- 1) Client
- 2) Position Held (Only for managerial positions, e.g. PL; CE; RE)

1) Client

The tender is allocated points for the client the work experience was done for:

CLIENT CODE	POINT
National Roads Authority	5
Concessionaire	5
Provincial Authority	5
Relevant SOE	4.5
Metro Council	4.5
Municipality	4
Private	3.75
Other	3.75

A maximum score out of 5 (five) is available per project relevancy experience and fifteen (15) points overall for client relevancy can be scored.

2) Position Held (Only for managerial positions)

This is only used for certain key positions that are expected to perform a managerial function during the contract. The relevance of the position held during the managerial experience against the position that is tendered for is evaluated. For RRM contracts only CE position is considered:

Managerial Experience

Position Rq Experience	PL	CE	RE	RM	PL(T)	CE(T)	CM(T)
PL	5	5	5	5	2.5	2.5	2.5
APL	2.5	3.75	5	5	0	0	0
DS	2.5	2.5	2.5	2.5	0	0	0
DA	0	0	0	0	0	0	0
CE	5	5	5	5	0	2.5	0
ACE	2.5	3.75	5	5	0	0	0
RE	2.5	5	5	5	0	0	0
ARE	2.5	2.5	2.5	2.5	0	0	0
RM	2.5	5	2.5	5	0	0	0
ARM	0	2.5	0	2.5	0	0	0
SMT	0	0	2.5	2.5	0	0	0
CM	5	5	5	5	0	0	2.5
SA	2.5	5	5	5	0	0	0
MT	0	0	2.5	2.5	0	0	0
ETS	0	0	0	0	0	0	0
DS(T)	0	0	0	0	2.5	2.5	2.5
CE(T)	2.5	5	2.5	2.5	5	5	5
CM(T)	0	5	2.5	2.5	2.5	2.5	5
ETS(T)	0	0	0	0	2.5	2.5	2.5
ES	0	0	0	0	0	0	2.5
MS	0	0	0	0	0	0	2.5
PE(E)	2.5	5	2.5	2.5	2.5	2.5	2.5

PL Project Leader
 APL Alternate Project Leader
 DS Design Specialist
 DA Design Assistant
 CE Contracts Engineer
 ACE Alternate Contracts Engineer
 RE Resident Engineer
 ARE Assistant Resident Engineer
 RM RRM Route Manager
 ARM Assistant Route Manager
 SMT Senior Materials Technician
 CM Contracts Manager
 SA Site Agent
 PL(T) Project Leader (Toll)
 ETS Electronics Systems Engineer
 DS(T) Design Specialist (Toll)
 CE(T) Contracts Engineer (Toll)
 CM(T) Contracts Manager (Toll)
 ETS(T) Electronics Systems Engineer (Toll)
 ES Electrical Systems Engineer
 MS Mechanical Systems Engineer
 PE(E) Project Engineer (Client)

A maximum score out of 5 (five) is available per project relevancy managerial experience and fifteen (15) points overall for position held relevancy can be scored.

Therefore a total of 20 (twenty) points can be scored for each key position listed in the tender document.

Quality System (10):

The quality assurance system offered by the tenderer is evaluated as follows:

Quality Assurance System Type	
1 System has ISO Certification	10
2 System has been registered for certification	6
3 System is an in-house production	4

For full ISO certification, a tenderer is awarded ten (10) points, for a quality assurance system that has been submitted to ISO for certification, but not yet received, six (6) points are allocated. If the tenderer's quality assurance system is purely an in-house system, four (4) points are allocated.

The total number of points allocated are tallied and a score out of ten (10) is awarded.

Past Performance Experience (15):

Past Performance reports must be submitted by the tenderer for any 3 (three) completed projects in the last 10 (ten) years by the tenderer.

Past Performance Rating will be allocated on any one/or a combination of the following Past Performance reports:

1. For a completed project: ANNEX 1 - PSP PERFORMANCE REPORT

A maximum of 5 (five) points per project and 15 (fifteen) points overall can be scored for past performance experience.

CIDB rating	Poor $x < -0.1$	Adequate $-0.1 \leq x < 0.9$	Good $0.9 \leq x < 1.8$	Excellent $x \geq 1.8$
SANRAL score	1	3	4	5

2. Reference letters

A maximum of 5 (five) points per project and 15 (fifteen) points overall can be scored for reference letters as per table below.

Rating	Poor	Adequate	Good	Excellent
SANRAL score	1	3	4	5
Mark the relevant box with "x"				

3. Sworn Affidavit

For tenderers with less than 3 (three) completed projects, a sworn affidavit (refer to Returnable Schedule B6) shall be submitted stating that the tenderer has in the last 10 (ten) years only completed either 0 (zero), 1 (one) or 2 (two) projects, and as a result cannot submit the required 3 (three) past performance project reports. In the event of a submitted sworn affidavit, the following will apply:

- Submission of 0 (zero) past performance project reports, a rating of "*Adequate*" or 2 (two) points will be applied for all 3 (three) projects.
- Submission of 1 (one) past performance project reports, the rating as submitted will be applied, and a rating of "*Adequate*" or 2 (two) points will be applied for each of the other 2 (two) projects.
- Submission of 2 (two) past performance project reports, the ratings as submitted will be applied, and a rating of "*Adequate*" or 2 (two) points will be applied for the other 1 (one) project.

SUB-CONTRACTING TO TARGETED ENTERPRISE (20)

Sub-contracting evaluation ratings are based on a sliding scale with a minimum of 0 (zero) point for sub-contracting below 30% of Contract Price (excluding provisional and prime cost sums and the respective mark-up (if any) but including provision for site supervision (payment items 35.03(a) and (b)) to a maximum of 20 (twenty) points for sub-contracting 50% and above of Contract Price (excluding provisional and prime cost sums and the respective mark-up (if any) but including provision for site supervision (payment items 35.03(a) and (b)) that can be scored.

Points scored for sub-contracting between 30% and 50% of Contract Price (excluding provisional and prime cost sums and the respective mark-up (if any) but including provision for site supervision (payment items 35.03(a) and (b)) will be calculated as follows:

Points score* = (((Actual % x 100)-30)/20) x 10) +10

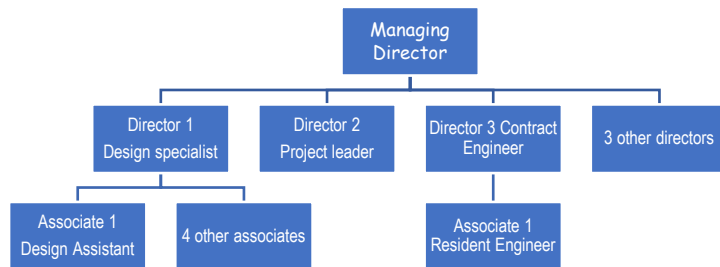
* min 0 (zero) and max 20 (twenty)

Conclusion:

The various scores for the 5 (five) criteria are added together to establish the final score for the tenderer and whether the tender makes the required threshold allocated to this project.

FORM B3: TENDERER'S PROJECT STRUCTURE**Notes to tenderer:**

1. Must complete Form B3 provided in Microsoft Excel format.
2. The intention of this form is to demonstrate the tenderer's project structure, as well as the lines of responsibility between members of the project team and between the project team and the overall company structure. The tenderer must attach his own organogram to this form.
3. Tenderers which are large companies may simplify the organogram by 'rolling up' portfolios e.g. combining directors/associates into one box of the organogram. However, the individual positions of the Key Persons within the structure must still be shown.
4. Joint Venture tenders will require each element of the venture to submit separate organograms that show the individual structure of each member company and the lines of responsibility of the proposed personnel involved in the project. In addition there must also be a combined organogram that indicates how the joint venture itself will function and the proposed share of the work. Joint Venture tenderers shall note that the share of work indicated will be used in the analysis of such a tenderers preference proposed on returnable form D1, and that if awarded the share of work shall become a contractual obligation between the members of the joint venture.
5. State the city or town where the company's head office is located. The locality of regional or satellite office, regardless of degree of autonomy or size is not required. Only submit the number of offices other than the head office. Do not count offices outside RSA
6. Registered professional engineers, technicians or technologists means those who are involved in the road construction/transport industry as well as allied fields such as environmental professionals. Registered professionals of other disciplines (e.g. mechanical) are considered as employees only.



FORM B4: CERTIFICATE OF QUALITY SYSTEMS

Notes to Tenderer:

- a. Must complete Form B1.2 provided in Microsoft Excel format.
- b. Attach to this form a current ISO, or similar system, certificate or brief summary of the in-house systems used.
- c. Sufficient detail must be provided to clearly identify management systems for which accreditation has been issued, in the case of a certificate, or are being applied in the case of in-house programmes.
- d. Summaries shall not be more than 2x A4 pages.
- e. Only relevant ISO accreditation contemplated for the work specified shall score maximum points.
- f. Attach a copy of the relevant certificate (pdf.) to the flash drive or on ARIBA.

FORM B5: MANAGEMENT PROPOSAL

The tenderer is required to submit his Project Management Proposal and attach it to this page.

The Management Proposal including a description of the methodology and workplan for performing the duties shall follow the headings and sub-heading as listed below:

Design Methodology

Provide information on process that will be followed to carry out evaluation and produce road condition report.

Supervision Methodology

Provide a breakdown of the personnel and time allocation to ensure that the requirements of Clauses C3.5.3 and C3.5.6 are met.

Supervision Structure

Provide an organogram indicating staff that will be permanently allocated to this project as well as ad-hoc specialists that will be available to provide support.

Refer to
EXCEL file
provided

FORM B6: PAST PERFORMANCE EXPERIENCE

Notes to Tenderer:

1. The tenderer is required to submit evidence of past performance for 3 (three) projects completed by the tenderer in the last 10 (ten) years.
2. Evidence of past performance can be in the form of the following:
 - * CIDB Annexure 1: PSP Performance Report
 - * Reference letters from Client or Client's representative (see template below)

Performance reports and Reference letters should be signed by all relevant parties.
3. For tenderers with less than 3 (three) completed projects, the following will be acceptable:
 - * Sworn affidavit (see template below)
4. Failure to submit a completed and signed CIDB Annexure 1 Performance Report, or a signed Reference letter from the Client/Client's representative, or a Sworn Affidavit will result in 0 (zero) points for past performance.
5. For Consortiums and Joint Ventures, the CIDB Annexure 1: PSP Performance Report or Reference letters must be in one of the companies or JV partner names.

Refer to
EXCEL file
provided

AFFIDAVIT FOR PAST PERFORMANCE

Notes to tenderer:

- 1. Complete the Affidavit provided in MS Excel format.**
- 2. A copy of the Affidavit must be printed and signed.**

REFERENCE LETTER FOR PAST PERFORMANCE**Note to tenderer:****1. Letter to be on Client's letterhead stating the following:**

South African National Roads Agency SOC Ltd
 Northern Region
 38 Ida Street
 Menlo Park
 Pretoria
 0081

ATTENTION: Procurement Department

REFERENCE LETTER FOR PAST PERFORMANCE RELATED TO *(insert project number)* **FOR THE** *(insert project description)*

This letter serves to confirm that *(insert name of tenderer)* completed the subject project to the value of R..... *(insert value of project)* on *(insert date)*.

Rate the performance of the tenderer for the reference project on the table below:

Rating	Poor	Adequate	Good	Excellent
SANRAL score	1	3	4	5
Mark the relevant box with "x"				

Were the quality /specifications complied with?
 NO*

YES /

* If no, please furnish details:

.....

.....

.....

Will you recommend this supplier to anyone without reservations? YES / NO

Any enquiries relating to this project can be addressed to (*insert the name, contact number and e-mail address of reference*).

Signed by:

.....

.....

(Print Name of signatory)

Date

Designation of signatory:

FORM B7: TARGETED ENTERPRISE/SUB-CONTRACTOR DETAILS AND DECLARATION**Notes to Tenderer:**

1. Must complete Form B7 provided in Microsoft Excel format and include supporting documents to score points.
2. The Form B7 must be complete for each and every Targeted Enterprise/Sub-contractor to be utilised.
3. A signed duplicate Form B7 of the excel version must be printed and signed by both the Tenderer and the Targeted Enterprise / sub-contractor and submitted / uploaded as pdf.
4. Targeted Enterprise/Sub-contractor will be limited to participate in a maximum of 6 (six) concurrent projects with Service Provider and the Employer.
5. When selecting a Targeted Enterprise/Sub-contractor, ensure that the following requirements are adhered to:
 - a) Compliance with the definition of a Targeted Enterprise as stated in the Conditions of Contract in Clause 1: Definitions
 - b) Compliance with Treasury Regulations – refer to Clause 11.2 Contract Data
 - c) Targeted Enterprises from the Province in which the project is located must participate in a minimum of $\frac{1}{3}$ (one third) of the tender percentage for sub-letting in Clause 5.1.7 of Contract price (excl. provisional & prime cost sums and the respective mark-up) but including provision for site supervision staff and the respective mark-up). Proof of address must be attached.
 - d) Compliance with Clause C.2.13.1 of Tender Data with regards to a single tender submission.
6. The tender will score zero (0) points if:
 - a) the Form is not submitted.
 - b) No supporting documents (listed in point 7 below) for the proposed TE(s) not provided.
 - c) The proposed subcontractor does not comply with the definition of a Targeted Enterprise and or Local Targeted Enterprise as stated in the Conditions of Contract in Clause 1: Definitions.
 - d) The Financial information (full pricing schedule) is included in technical envelope; or
 - e) Part of the Pricing Schedule information is included in the technical envelope – cope of sub-contracted values
7. Supporting documents required

Local TE - Proof of address older than 3 months and Proof of BBBEE status

TE - Proof of BBBEE status

FORM B8: JOINT VENTURE AGREEMENT

Note to Tenderer:

In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement