

# INDEPENDENT DEVELOPMENT TRUST

## REQUEST FOR QUOTATION (RFQ)

IDTECRFQ 01/2022/23

## PROCUREMENT OF ARCHITECTURAL SERVICES

APRIL 2022

### PHYSICAL ADDRESS

PALM SQUARE BUSINESS PARK  
SILVERWOOD HOUSE  
BONZA ROAD  
BEACON BAY  
EAST LONDON

### TECHNICAL ENQUIRIES

MR GM APRIL  
(043) 711 6034  
[grega@idt.org.za](mailto:grega@idt.org.za)

### SCM ENQUIRIES

MS N DYASI  
(043) 711 6024  
[nomnikelod@idt.org.za](mailto:nomnikelod@idt.org.za)

**MAGUBUNGELA SPS, NTABANKULU**

**EASTERN CAPE**

**-30.9095311, 28.99087888**

## Contents

1	PROJECT BACKGROUND.....	4
2	STATUS REPORT .....	4
3.	OBJECTIVES .....	4
3.1	Objective of this document .....	4
4.	SCOPE OF WORK.....	5
4.1	General: .....	5
	The scope of work will be in terms of the Gazetted rates and services as contained in the Engineering Council of South Africa and South African Council For The Architectural Profession. ...	5
4.2	Assessment of site.....	5
4.3	Project Implementation .....	5
5.	APPROACH AND METHODOLOGY .....	5
7.	GOVERNANCE AND ACCOUNTABILITY .....	7
8.	COMPULSORY REQUIREMENTS .....	7
f.	A minimum of 5 years' experience in the field of Architecture is required from the resource to be allocated unto the project.....	7
g.	Professional Indemnity required is of value not less than R1 million. ....	7
10.	SCHEDULE OF DELIVERABLES .....	7
	• Approach .....	7
	• Methodology .....	7
	• Relevant Experience with project descriptions.....	7
11.	EVALUATION CRITERIA.....	8
13.	ADDITIONAL INFORMATION.....	11
	<b>General</b> .....	11
14.	DISCLAIMER .....	11

## **1 PROJECT BACKGROUND**

Magubungela SPS project was under the Eradication of inappropriate Structures Program. The project was handed over on 12 March 2013 with a contractual construction period of 10 Months. The project was concluded and handed over however due to the insolvency of the project Principal Agent, there is a gross lack of documentation to facilitate a well founded closing of the project as required by legislation. Therefore the appointment of an Architectural Consultant to provide required architectural services on stage 6 (close out) to the project is requisite.

## **2 STATUS REPORT**

### **2.1 Magubungela Senior Primary School**

The school is located in Nyanisweni Administrative Area which falls in the Mhlontlo Local Municipality under the OR Tambo District Municipality, though borders to Ntabankulu area. The scope of works to be implemented are as follows:

<b>Discipline</b>	<b>Deliverables but not limited to</b>
Architect	<ul style="list-style-type: none"><li>• Field assessment in conjunction with Engineers</li><li>• Confirmation of structural integrity due to absence of certificates of compliance (CoCs) &amp; test results, for the purpose of taking final completion and submit final account</li><li>• Development of as built drawings</li><li>• Comprehensive quality report</li></ul>

## **3. OBJECTIVES**

### **3.1 Objective of this document**

The document calls for professional Architects to submit prices to undertake architectural and engineering services work for the above schools as per SACAP guidelines and scope of services.

### **3.2 Ethical Consideration**

SACAP Guidelines on code of ethics shall apply.

## **4. SCOPE OF WORK**

### **4.1 General:**

The scope of work will be in terms of the Gazetted rates and services as contained in the Engineering Council of South Africa and South African Council For The Architectural Profession.

### **Deliverables**

### **4.2 Assessment of site**

The Architect must assess the site compile a comprehensive report on status of achieving final completion on the scope of work executed by the Contractor. Develop as built drawings.

### **4.3 Project Implementation**

On confirmation of structural integrity having passed minimum quality requirements that would have led to issuing of final completion certificate, the consultant will, be expected to but **NOT LIMITED** to facilitating Stage 6 (Close out). Compile and present a comprehensive quality report of site findings; Provide letters of approval speaking to the structural integrity of the existing structures noting recommendations where necessary.

## **5. APPROACH AND METHODOLOGY**

The successful Architect will be appointed as a matter of urgency and required to start investigations immediately, these investigations will include, but not be limited to:

- Confirmation of structural integrity to take final completion and submit final account
- Site investigations;
- Development of as built drawings
- Consultations with Stakeholders;

As the process aims to be as independent as possible to deliver results that might good to achieve project closure, or bad to an extent subject to Arbitration and Litigation, the appointed bidder will under no circumstances, divulge information from one stakeholder to the next without explicit written consent of the IDT.

## 6. PRICING INSTRUCTIONS

6.1.1 The services will be on time basis

6.1.2 The service provider is can propose a percentage discount in line with the National Department of Public Works Government Gazette.

6.1.3 Please note that price for Professional Service Providers would be based on the calculated time based fees as per the relevant Gazette given plus discount expressed as a percentage.

6.1.3 Disbursement costs are not part of pricing and will be remunerated in accordance to the publication by DPWI

6.1.4 Please note that the base town to be used by the Professional Service Providers, as the furthest point of departure for claiming disbursement travel will be **KOKSTAD** or **UMTHATHA** depending on the geographical location of bidder.

## 6.2 PRICING TABLES

### 6.2.1 SCHEDULE OF PRICES – ARCHITECTURAL SERVICES

Table 1: Architectural Professional Services

Competitive discount basis: Architectural Services as per the South African Government Gazette					
BASIC FEE (Gazette No. 38863, Board Notice 122 of 2015)					
Standard Service		Proportion of fee (As per Gazette)		% Discount offer	% Proposed Fee
		Rate/h	Hours		
Item 1	Field Assessment				
Item 2	Drawings				
Item 3	Assessment report				
Item 4	Close out Facilitation				
Fee Offer					
Sub-Total					R
Add Vat@15%					R
Total					R

## **7. GOVERNANCE AND ACCOUNTABILITY**

The IDT's Supply Chain Management Policy and Procedures will apply. The successful Architect will be held to the strictest letter of the law when complying with the governing body for the respective professional group, in this case the **South African Council for Architectural Services (SACAP)**, and **Act 46 of 2000**. As a matter of principle for the successful outcome of the project, impeccable and scrupulous **professional conduct** will be expected at all times.

## **8. COMPULSORY REQUIREMENTS**

- a. The bidding firm must have majority of shareholding in favor of Professional Architects, that is shareholding at minimum 50%+1%
- b. Attach an appropriate B Degree qualification in Architectural qualification, from a reputable faculty of Architecture with SAQA approval; original certification of a copy must be within 3 months prior closing date; for the resource to be allocated unto the project
- c. Attach a copy of professional registration with South African Council Of Architectural Professions (SACAP); original certification of a copy must be within 3 months prior closing date; for the resource to be allocated unto the project
- d. A valid letter of good standing with COIDA
- e. Curriculum Vitae of a resource to be allocated unto the project
- f. A minimum of 5 years' experience in the field of Architecture is required from the resource to be allocated unto the project
- g. Professional Indemnity required is of value not less than R1 million.
- h. All qualifications above will be required inter alia for any appointed sub-consultants.
- i. SBD 1 and 4, marked as "Annexure A".

## **9. NON COMPULSORY REQUIREMENTS**

- a. CSD report.
- b. A valid Tax pin number

## **10. SCHEDULE OF DELIVERABLES**

The following is a Schedule of deliverables, and is by no means exhaustive, should the bidder feel obliged to give additional information, the list can be added to:

- Approach
- Methodology
- Relevant Experience with project descriptions

## 11. EVALUATION CRITERIA

The tender evaluation criteria will be functionality and priced based. It will be in two folds

- a. Stage 1 which is functionality at total of 100 points with a minimum of 70 points for further evaluation.
- b. Stage 2 which is price at a total of 20 points.

### Stage 1 - Functionality

Functionality Evaluation	Points
<b>Total functionality points attainable</b>	<b>100</b>
Relevant Project Specific Track Record	30
References	20
Approach & Methodology	15
Competences (updated CV)	15
Qualifications & Professional Registration	20
<b>Minimum points for further evaluation is 70</b>	

### Stage 2

Price to a maximum of **20 points**

## 12. BREAKDOWN OF FUNCTIONALITY POINTS

### 12.1 Relevant Project Specific Track Record

The bidder must attach a list of completed building projects with in past 7 years, that is between 2014 and to date. Attached projects must have a clearly described scope of work to ascertain whether it is a building project or not. Client letter of appointment and final completion certificate must be attached as a proof of exposure to nature of work. Contractor letter of appointment with a value as proof of project value. The table below illustrates how points to a maximum of the 30 are allocated.

Criteria	Points
4 or above relevant projects with average value equals or above R20 million, within a period of 7 years	30
3 relevant projects with average value equals or above R20 million, within a period of 7 years	25



2 relevant projects with average value equals or above R20 million, within a period of 7 years	20
4 relevant projects with average value equals or above R15 million, within a period of 7 years	15
3 relevant projects with average value equals or above R15 million, within a period of 7 years	10
2 relevant projects with average value equals or above R15 million, within a period of 7 years	5
1 project submitted irrespective of the average value	3
No submission	0

## 12.2 References

All projects listed for relevant project specific track record must be substantiated by references from the Client to ascertain the performance of the bidder. An IDT reference template is attached, marked as "Annexure B". Please stick to this template in this regard.

Criteria	Points
Good references for all 4 projects listed	20
Good references for 3 projects listed	15
Good references for 2 projects listed	10
Good references for 1 projects listed	5
No submission	0

## 12.3 Approach & Methodology

The bidder must attach a proposal as to how the project that achieved practical completion in 2014 could be moved to final completion. Taking into cognizance that not all test results and compliance certificates are in place however the built facilities are still there and still utilized by the end-user. It is stipulated at the beginning of the document that investigation of structural integrity amongst other things is essential, however it is prudent that the bidder stipulates approach and methodology to achieve final completion.

Criteria	Points
Very Good – Approach & Methodology that address the project specifics considering Scope, course of actions to follow, documents to be provided and others on the project specifics	15

Good – Approach & Methodology that address majority but not all of the following: project specifics considering Scope, course of actions to follow, documents to be provided and others on the project specifics	10
Fair – Approach & Methodology that address minority of the following: project specifics considering Scope, course of actions to follow, documents to be provided and others on the project specifics	5
Poor – Approach & Methodology that does not address what the RFQ seeks in terms of: project specifics considering Scope, course of actions to follow, documents to be provided and others on the project specifics	3
No submission	0

#### 12.4 Competencies

Bidders must submit competencies by means of an updated curriculum vitae (CV)

Criteria	Points
An updated CV of a professional registered Architect with 5 years of experience	15
An updated CV of a professional registered Architect with less than 5 years of experience	10
Non updated CV	5
No submission	0

#### 12.5 Qualifications

Copies of all relevant qualification and professional registration; certified within 3 months prior the closing date of this RFQ. The table below illustrates how points to a maximum of the 30 are allocated.

Criteria	Points
Bachelor of Architecture and Professional Registration obtained in line with 5 years of experience	20
B-Tech in Architecture and Professional Registration obtained in line with 5 years of experience	10
No submission	0

### 13. ADDITIONAL INFORMATION

#### Technical Enquiries

MR GM April

(043) 711 6034

[grega@idt.org.za](mailto:grega@idt.org.za)

#### SCM Enquiries

MS N Dyasi

(043) 711 6024

[nomnikelod@idt.org.za](mailto:nomnikelod@idt.org.za)

#### General

a. Also attached are the following SBDs, for your further attention:

- SBD 1
- SBD 4

b. You are requested to submit your quotations by no later than **11H00** on Tuesday the **29<sup>th</sup> April 2022**. Any quotation documents received after closing date and time will not be considered.

c. No late quotations, or faxed documents will be considered.

### 14. DISCLAIMER

**The IDT reserves the right not to appoint a service provider.**

**ANNEXURE "A"**

**SBD 1 & 4 FORMS**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER: IDTECRFQ01/2022/23		CLOSING DATE: 29 APRIL 2023		CLOSING TIME: 11:00	
DESCRIPTION: MAGUBUNGELA SPS : ARCHITECTURAL SERVICES ON STAGE 6 (CLOSE OUT STAGE)					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
IDT, PALM SQUARE BUSINESS PARK, SILVERWOOD HOUSE, BONZA BAY RAOD, BEACON BAY, EAST LONDON					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS N DYASI		CONTACT PERSON	MR GM APRIL	
TELEPHONE NUMBER	043 711 6024		TELEPHONE NUMBER	043 711 6034	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nomnikelon@idt.org.za		E-MAIL ADDRESS	grega@idt.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....  
 .....

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

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

\_\_\_\_\_



**ANNEXURE "B"**  
**CLIENT REFERENCE TEMPLATE**

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Relevant Experience" returnable schedule. Uncompleted and Unsigned forms by the client will score zero points.

The following are to be completed by the Client

**PROJECT 1:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:**.....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (1)	Good (2)	Excellent (3)
Cost management				
Timeous compilation of final account/as-built				
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:**.....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp