

TENDER NO: DFFE-T083 (22/23)

FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNAGE, DELIVERY, AND INSTALLATION WITHIN FOUR (4) COASTAL PROVINCES AS FOLLOWS: WESTERN CAPE PROVINCE; EASTERN CAPE PROVINCE; KWAZULU-NATAL PROVINCE AND NORTHERN CAPE PROVINCE OVER FOUR (4) MONTHS.

PROJECT NAME:

FORESTRY, FISHERIES AND THE ENVIRONMENT:

VOLUME 1 – TENDERING PROCEDURES (THIS DOCUMENT)

VOLUME 2 – RETURNABLE DOCUMENTS

VOLUME 3 – THE CONTRACT

TENDER DOCUMENT

NOVEMBER 2022

ISSUED BY:

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
PRIVATE BAG X447
473 ENVIRONMENTAL HOUSE, STEVE BIKO ROAD
PRETORIA
0001

NAME OF THE TENDERER:

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1 THE TENDER

PART T1: TENDERING PROCEDURES

T1.1: TENDER NOTICE AND INVITATION TO TENDER

Appointment of suitably qualified service provider for the printing of off-road vehicle (ORV) signage, delivery and installation within four (4) coastal provinces as follows:

1. Western Cape Province
2. Eastern Cape Province
3. Kwazulu-Natal Province
4. Northern Cape Province

Department of Forestry, Fisheries and the Environment (DFFE), invites qualified service provider with a CIDB registered Contractor grading designation of **4SK or higher** for the printing of Off-Road Vehicle (ORV) signage, delivery and installation within four (4) coastal provinces.

Bid documents will be available on the e-tender website at www.etenders.gov.za, CIDB website at www.cidb.gov.za, and DFFE website at www.dffe.gov.za from 24 November 2022.

Queries relating to the issue of these documents may be addressed to:

Name: Ms Makwarela Mnwana

Tel. No. (072) 034 6698

E-mail: mmnwana@dffe.gov.za

A non-compulsory clarification and presentations meeting will take place as follows:

Venue: MS Teams link below

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWU4ZTg5MWEtYTRiZS00ZDZkLWI1ZTYtNGIzYzEwYjQxZjQz%40thread.v2/0?context=%7b%22id%22%3a%224ce253e7-3961-428c-ab62-1f96cf3a9fd9%22%2c%22oid%22%3a%22fdc37ebd-f3a0-4c35-8151-9e66559b6a48%22%7d%22%7d

Date: 6 December 2022

Time: 11:00

The bids will be evaluated on using four phase system with phase one focusing on initial screening on SCM returnable requirements, phase two focusing on mandatory requirements and phase three focusing on responsiveness to the functionality criteria and phase four focusing on price and B-BBEE as outlined in this bid document. Bidders who fail to obtain a minimum 75% for functionality (phase 3) will not be considered further.

THE CLOSING TIME FOR RECEIPT OF TENDERS IS 11:00. Tenders should be submitted at the DFFE Offices (in the tender box)

Only Tenders complying with the following requirements will be considered:

- i) The tender is for Consortiums with a contractor who shall have a CIDB contractor rating of **4 SK or higher**.

- ii) Tenders submitted on the prescribed Letter of Tender
- iii) Tenders sealed in envelope conspicuously marked as follows:

Tender Bid No DFFE-T083 (22-23)

Department of Forestry, Fisheries and the Environment, DFFE Head Office Reception

Physical address: The Environment House 473 Steve Biko Road, cnr Soutpansberg and Steve Biko Road,
Pretoria, 0083

Bid Box is situated on Ground Floor, DFFE Office at the above-mentioned address.

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

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

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE)

| | | | | | |
|--------------------|--------------------------|----------------------|-------------------------|----------------------|--------------|
| BID NUMBER: | DFFE-T083 (22/23) | CLOSING DATE: | 15 DECEMBER 2022 | CLOSING TIME: | 11:00 |
|--------------------|--------------------------|----------------------|-------------------------|----------------------|--------------|

| | |
|-------------|---|
| DESCRIPTION | Appointment of suitably qualified service provider for the printing of off-road vehicle (ORV) signage, delivery and installation within four (4) coastal provinces as follows: Western Cape Province Eastern Cape Province Kwazulu-Natal Province Northern Cape Province. |
|-------------|---|

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) OR AGREEMENT OF FORM OF OFFER AND ACCEPTANCE.

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT DFFE Head Office, Reception
Physical address: The Environment House 473 Steve Biko Road, cnr Soutpansberg and Steve Biko Road, Pretoria, 0083

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 | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | OR | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | |
|--|--|--|---|
| 1. 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 PART B:3] |
| 2. TOTAL NUMBER OF ITEMS OFFERED | | 3. TOTAL BID PRICE | R |
| 4. SIGNATURE OF BIDDER | | 5. DATE | |
| 6. CAPACITY UNDER WHICH THIS BID IS SIGNED | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | |
| DEPARTMENT | DFFE | CONTACT PERSON | Ms. Makwarela Mnwana |
| CONTACT PERSON | Ms. Ncumisa Mabece | TELEPHONE NUMBER | (072) 034 6698 |
| TELEPHONE NUMBER | 021-493 7239 | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | E-MAIL ADDRESS | mmnwana@dfre.gov.za |
| E-MAIL ADDRESS | nmabece@dfre.gov.za | | |

PART B
TERMS AND CONDITIONS FOR BIDDING

| |
|---|
| 1. BID SUBMISSION: |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.</p> |
| 2. TAX COMPLIANCE REQUIREMENTS |
| <p>2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3. APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.</p> <p>2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS |
| <p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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 ABOVE.</p> |

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

IMPORTANT NOTICE

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is open, 5 days a week, Monday to Friday, between 08h00 – 16h00.

The bid box is located at DFFE Head Office Reception

Physical address: The Environment House 473 Steve Biko Road, cnr Soutpansberg and Steve Biko Road, Pretoria, 0083

All bids must be submitted on the official forms – **(not to be re-typed)**

All bidders must sign a security tender register when submitting their tender documents

Writing must be in block letters and black ink.

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, The FIDIC Conditions of Contract (The Yellow Book 2017) and, any other special conditions of contract specified by DFFE.

TECHNICAL ENQUIRIES

Should you require any further information in this regard, please do not hesitate to contact:

Name: Ms. Makwarela Mnwana

Work Tel No: (072) 034 6698

Email: mmnwana@dffe.gov.za

T1.2 PROJECT DESCRIPTION

DESCRIPTION OF THE WORKS

Appointment of suitably qualified service provider for the printing of off-road vehicle (ORV) signage, delivery and installation within four (4) coastal provinces as follows:

1. Western Cape Province
2. Eastern Cape Province
3. Kwazulu-Natal Province
4. Northern Cape Province

The conditions of tender are the Standard Conditions of Tender as contained in Annexure C of Standard for Uniformity in Engineering and Construction Works Contracts (**Board Notice 423 Government Gazette No 42622 of 8 August 2019**), bound into Section T1.2.

The Standard Conditions of Tender makes several references to the Tender Data. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender to which it mainly applies.

PART T1: TENDERING PROCEDURES

T1.3 TENDER DATA

| Clause number | Tender Data |
|---------------|--|
| | <p>The conditions of tender are the Standard Conditions of Tender (Annex C as published/ amended by CIDB in August 2020) contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019) as published in Government Gazette No 42622, Board Notice 423 of 2019 of 08 August 2019. (See www.cidb.org.za).</p> <p>The standard conditions of tender for procurements make several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.</p> <p>Each item of tender data given below is cross-referenced to the clause in the standard conditions of tender to which it mainly applies.</p> |
| C.1.1 | The employer is the Department of Forestry, Fisheries, and the Environment |
| C.1.2 | <p>For this contract, the three-volume approach is adopted:</p> <p>This procurement document has been formatted and compiled under the headings as contained in the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>Volume 1: Tendering procedures</p> <p>T1.1 - Notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p>Volume 2: Returnable documents</p> <p>T2.1 - List of returnable documents</p> <p>C1.1 - Form of offer and acceptance</p> <p>C2.2 - Bills of Quantities / Lump sum document</p> <p>T2.2 - Returnable schedules</p> <p>Volume 3: Contract</p> <p>Part C1 - Agreements and Contract data</p> <p>C1.1 – Form of offer and acceptance</p> <p>C1.2 – Contract data</p> <p>C1.3 – Construction form of guarantee</p> |

| Clause number | Tender Data |
|---------------|---|
| | <p>Part C2 - Pricing Data</p> <p>C2.1 – Pricing Instructions</p> <p>C2.2 – Bills of Quantities / Lump sum document</p> <p>Part C3 - Scope of Works</p> <p>C3.1 – Description of the works</p> <p>C3.2 – Construction</p> <p>Part C4 - Site Information</p> |
| C.1.4 | <p>The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer:</p> <p>Name: Ms. Makwarela Mnwana</p> <p>Tel No. (072) 034 6698</p> <p>Email: mmnwana@dfe.gov.za</p> |
| C.1.5 | Cancellation and Re-Invitation of Tenders |
| C.1.5.1 | <p>An employer may, prior to the award of the tender, cancel a tender if-</p> <ul style="list-style-type: none"> a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation. b) funds are no longer available to cover the total envisaged expenditure; or c) no acceptable tenders are received. d) there is a material irregularity in the tender process. |
| C.1.5.2 | <p>The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised</p> |
| C.1.5.3 | <p>An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.</p> |
| C.1.6 | Procurement procedures |
| C.1.6.1 | <p>Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.</p> |

| Clause number | Tender Data |
|---------------|--|
| C.1.6.2 | Competitive negotiation procedure |
| C.1.6.2.1 | Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply. |
| C.1.6.2.2 | <p>All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.</p> <p>Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.</p> |
| C.1.6.2.3 | At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer. |
| C.1.6.2.4 | The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer. |
| C.2 | Tenderer's obligations |
| C.2.1 | <p>Eligibility</p> <p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <p>a) CIDB registration</p> <p>Registered with the CIDB, at close of tender, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019, for a 4SK or Higher class of construction work.</p> <p>Tenderers whose CIDB registration expires within the tender validity period, need to demonstrate that there is a reasonable chance of being registered in the appropriate grading designation during the tender evaluation period, by submitting a copy of their timely application for CIDB registration, with their tender submission.</p> |

| Clause number | Tender Data |
|---------------|--|
| | <p>Tenders received from such tenderers who are not capable of being registered in the required contractor designation, within 10 working days after either expiry of their registration or after being requested to provide proof of registration, will be considered non-responsive. Note that in terms of the Construction Industry Development Board Act, 2000 (Act No. 38 of 2000) a registered contractor must apply for renewal of registration three months before the existing registration expires.</p> <p>Tenderers registered as potentially emerging enterprises but with a CIDB contractor grading designation lower than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019, are not eligible to have their tenders evaluated.</p> <p>Joint Ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> every member of the joint venture is registered with the CIDB; the lead partner has a contractor grading designation of not lower than one level below the required grading designation in the class of construction works under consideration and possesses the required recognition status, and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 4SK or higher class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019. |
| C.2.1.1 | <p>Only those bidders who satisfy the following eligibility criteria are eligible to submit bids:</p> <ol style="list-style-type: none"> Availability of resources Availability of skills to manage and perform the contract – including staff which satisfies EPWP requirements (see further requirements under C.3.1.4) Previous experience on contracts of a similar value and nature A letter on the companies' letterhead stating that the contractor has sufficient capacity to execute the project |
| C.2.2 | <p>Eligibility</p> <p>Risk to Employer</p> <p>Provisions applicable to Evaluation Method 1 and 2:</p> |

| Clause number | Tender Data |
|---------------|--|
| | <p>Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on proposals presented to the Evaluation Committee. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.</p> <p>For the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on the form for the (Particulars of tender's projects). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over, and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Project Manager, failing which the tender offer will mutatis mutandis be declared non-responsive.</p> <p>Technical risks:</p> <p>a) Criterion 1: Quality of current and previous work</p> <p>Quality of current and previous work performed by the Tenderer in the class of construction work stated above as per the evaluation report prepared by the Professional Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form for the (Particulars of tender's projects).</p> <p>b) Criterion 2: Contractual commitment</p> <p>Adherence to contractual commitments, demonstrated by the Tenderer in the performance on current and previous work, evaluated in terms of:</p> <ol style="list-style-type: none"> 1) the level of progress on current projects in relation to the project Programme or, if such is not available/applicable, to the contractual construction period in general. 2) the degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto; and 3) general contract administration, e.g., compliance with contractual aspects such as laws and regulations, insurances, security, written contract instructions, subcontractors, time delay claims, etc as can generally be expected in standard/normal conditions of contract. <p>c) Criterion 3: Commercial risks</p> |

| Clause number | Tender Data |
|---------------|---|
| | The level to which agreement with the Tenderer is reached in respect of the adjustment of rates which are imbalanced or unreasonable and to eliminate errors or discrepancies, without changing the tendered total amount / final offer, over and above the correction of arithmetical errors as provided for in C.2.2.1. and C.3.9 |
| C.2.2.1 | The tenderer must be notified of all arithmetic errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of the rates / prices as corrected by the Department professional team without changing the tender amount / final offer. |
| C.2.2.2 | <p>Cost of Tender</p> <p>The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. The Employer will not compensate the tenderer for any costs incurred in attending the meetings or making any submissions in the office of the Employer.</p> |
| C.2.3 | <p>Check documents</p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> |
| C.2.4 | <p>Confidentiality and copyright of documents</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p> |
| C.2.6 | <p>Acknowledge addenda</p> <p>Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p> |
| C.2.7 | <p>Seek clarification</p> <p>Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.</p> |
| C.2.8 | <p>Insurance</p> <p>Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.</p> |
| C.2.9 | Pricing the tender offer |

| Clause number | Tender Data |
|---------------|--|
| C.2.9.3 | This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain fixed, final and binding for the full duration of this contract. |
| C.2.11 | <p>Alterations to documents</p> <p>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations (refer to the standard condition of Tender).</p> |
| C.2.12 | <p>Alternative tender offers</p> <p>No alternative tender offers will be considered</p> |
| C.2.13 | Submitting a tender offer |
| C.2.13.1 | Submit one tender offer only as a single tendering entity to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data. |
| C.2.13.2 | Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink. |
| C.2.13.3 | Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer. |
| C.2.13.4 | Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. |
| C.2.13.5 | Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" . Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address. |
| C.2.13.6 | <p>Bidders are requested to deliver the submission in one envelope. The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Title to appear on envelope:</p> <p>1. CONTRACT NO.: (TECHNICAL PROPOSALS)</p> <p>The appointment of a suitably qualified service provider for the printing of off-road vehicle (ORV) signage, delivery and installation within four (4) coastal provinces as follows:</p> <p>Western Cape Province</p> |

| Clause number | Tender Data |
|---------------|--|
| | <p>Eastern Cape Province KwaZulu-Natal Province Northern Cape Province</p> <p>This envelope must contain the Returnable, SCM Documentation, Pricing Schedules (Bill of Quantities), Contract Management and Relevant Annexures. This envelope must contain printed copies of all the pages in this document, duly completed and signed.</p> <p>Location of tender box: Ground Floor of the Department of Forestry, Fisheries and Environment</p> <p>Physical address: Location of tender box: DFFE Head Office Reception</p> <p>Physical address: 473 Steve Biko Road, Arcadia, 0083</p> <p>Identification details: TENDER BOX</p> |
| C.2.13.7 | Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data. |
| C.2.13.8 | Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated. |
| C.2.13.9 | Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer. |
| C.2.14 | <p>Information and data to be completed in all respects</p> <p>Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.</p> |
| C.2.15 | <p>Closing time</p> <p>The closing time for submission of tender offers is 11:00</p> <p>The Department of Forestry, Fisheries and the Environment is not obliged to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.</p> |
| C.2.16 | The tender offer validity period is 120 days from the closing date. |
| C.2.17 | <p>Clarification of tender offer after submission</p> <p>Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.</p> |
| C.2.18.2 | The Tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements. |
| C.2.19 | Inspections, tests and analysis |

| Clause number | Tender Data |
|---------------|--|
| | Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data. |
| C.2.20 | <p>Submit securities, bonds and policies</p> <p>If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.</p> |
| | Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data. |
| C.2.23 | The Tenderer is required to submit with his/her tender all documents and schedules listed under T2.1 and T2.2. |
| C.2.24 | <p>Canvassing and obtaining of additional information by tenderers</p> <p>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</p> <p>The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</p> |
| C.2.25 | <p>Prohibitions on awards to persons in service of the state</p> <p>The Employer is prohibited to award a tender to a person -</p> <ol style="list-style-type: none"> who is in the service of the state; or if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or a person who is an advisor or consultant contracted with the Department. <p>In the service of the state means to be -</p> <ol style="list-style-type: none"> a member of:- <ul style="list-style-type: none"> any municipal council; any provincial legislature; or the National Assembly or the National Council of Provinces; a member of the board of directors of any municipal entity; an official of any municipality or municipal entity; an employee of any national or provincial department; provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); a member of the accounting authority of any national or provincial public entity; or |

| Clause number | Tender Data |
|---------------|---|
| | <p>g) An employee of Parliament or a provincial legislature.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p> |
| C.3 | The employer's undertakings |
| C.3.1 | <p>Respond to requests from the tenderer</p> <p>The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.</p> |
| C.3.2 | <p>Issue Addenda</p> <p>Addenda will be issued until five (5) working days before the tender closing time.</p> |
| C.3.5 | <p>The time and location for opening of the tender offers is:</p> <p>15 DECEMBER 2022 at 11:00 at the Department of Forestry, Fisheries and the Environment:</p> <p>Head Office Reception Physical address: 473 Steve Biko Road, Arcadia, 0083</p> |
| C.3.9 | Arithmetical errors, omissions and discrepancies |
| C.3.9.1 | <p>Check the highest ranked tenders or tenderers with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or the summation of the prices. |
| C.3.9.2 | <p>The arithmetical errors shall be corrected in the following manner:</p> <ul style="list-style-type: none"> a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern. b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected. c) Where there is an error in the total of the prices either as a result of other |

| Clause number | Tender Data |
|---------------|---|
| | <p>Corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</p> <p>The Tender Offer will be rejected if the tenderer does not correct or accept the Correction of the arithmetical error in the manner described above.</p> |
| C.3.11 | <p>Functionality, Price and Preference</p> <p>The purpose of the evaluation is to ensure and promote compliance with the Constitution, specifically Section 217, which provides that when organs of state contract for goods or services, they must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective.</p> <p>The evaluation of bids will be undertaken in four (4) phases.</p> |
| Additional | <p>The Tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> 1) A valid Tax Clearance / Compliance Certificate, or a unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors / Sub-consultants are involved, each party to the association must submit a separate Valid Tax Clearance / Compliance Certificate or a unique security personal Identification number; 2) A Certificate of the Contractors Registration issued by the Construction Industry Development Board for grading 4SK or higher or a copy of the application Form for Registration in terms of the Construction Industry Development Board Act (Form F006) 3) Refer to Part T2.1 of this Procurement Document for a list of all additional documents that are to be returned with the tender. 4) The CV and qualifications of the proposed resources or expert proposed on Forms below. 5) Standard bidding documents 6) Vendor Number Registration with Central Supplier Database. 7) Letter of good standing with COIDA or FEMA 8) Joint venture/ Sub- Contracting- (if applicable) <p>All the companies operating as Joint Ventures, the following must be complied to:</p> <p>A sub-contracting or joint venture agreement signed by all parties must be submitted. This agreement must explain the roles and responsibilities of all parties including the nominated signatory on behalf of the JV.</p> <ul style="list-style-type: none"> • All parties to submit all relevant <u>documents listed above</u>. • Every member of the joint venture must be registered with CIDB and submit proof that their CIDB registration is active |

| Clause number | Tender Data | | | | | | | | | | | | | | | | |
|------------------------------------|---|------------------------------------|---------------------------------|---|----|---|----|---|----|---|----|---|---|---|---|---|---|
| | <ul style="list-style-type: none"> The lead partner must have a contractor grading designation of 4SK or higher class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations must be equal to or higher than a contractor grading designation for a 4SK or higher class of construction work. <p>NB: It is the condition of this bid that the successful bidder will continue with same contractor or JV partner for the duration of the contract.</p> | | | | | | | | | | | | | | | | |
| Additional | <p>Method 2 Functionality, Price and Preference</p> <p>The procedure for the evaluation of responsive tenders is Method 2 and bidders will be expected to meet the minimum threshold of 75% in order to be further evaluated on Price and Preference Points</p> <p>The financial offer will be scored using the 80/20 preference points systems as the bid is less than R50 000 000 and will be calculated as follows:-</p> <p>THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS</p> | | | | | | | | | | | | | | | | |
| | <p>A maximum of 80 or 90 points is allocated for price on the following basis:</p> <p>80/20</p> $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <p>Where</p> <p>P_s = Points scored for price of bid under consideration</p> <p>P_t = Price of bid under consideration</p> <p>P_{min} = Price of lowest acceptable bid</p> <p>In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:</p> <table border="1" data-bbox="393 1497 1328 1923"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th><th>Number of points (80/20 system)</th></tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> </tbody> </table> | B-BBEE Status Level of Contributor | Number of points (80/20 system) | 1 | 20 | 2 | 18 | 3 | 14 | 4 | 12 | 5 | 8 | 6 | 6 | 7 | 4 |
| B-BBEE Status Level of Contributor | Number of points (80/20 system) | | | | | | | | | | | | | | | | |
| 1 | 20 | | | | | | | | | | | | | | | | |
| 2 | 18 | | | | | | | | | | | | | | | | |
| 3 | 14 | | | | | | | | | | | | | | | | |
| 4 | 12 | | | | | | | | | | | | | | | | |
| 5 | 8 | | | | | | | | | | | | | | | | |
| 6 | 6 | | | | | | | | | | | | | | | | |
| 7 | 4 | | | | | | | | | | | | | | | | |

| Clause number | Tender Data | |
|---------------|---|---|
| | 8 | 2 |
| | Non-compliant contributor | 0 |
| Additional | <p>Bid offers will only be accepted on condition that:</p> <ul style="list-style-type: none"> a) The bidder is not under restrictions, or has principals who under restrictions, preventing participating in the employer's procurement. b) The bidder can as necessary, and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competencies, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract. c) The bidder has in his or her possession a unique security personal identification number (PIN) issued by the South African Revenue Services. d) The bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation. e) The bidder has the legal capacity to enter into the contract. f) The bidder is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of the foregoing. g) The bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. h) The bidder has not: <ul style="list-style-type: none"> i. abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect. | |
| Additional | <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> i) This Project is estimated to have a cost of LESS than R50, 000, 000.00 and consequently the Tender proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) as amended in 2017. ii) The points out of 80 will be calculated on the basis of price and 20 points on BBB-BEE status as shown below. iii) Experience of the Company and Project Team in terms of the stated requirements of the project. iv) Track record/ potential of the tendering company/ firm to serve as a stable contractual partner. | |

| Clause number | Tender Data |
|---------------|--|
| | <p>v) Price as per proposal submission, the B-BBEE Preference Benefit and Financial Plans of the Bidders who pass the FUNCTIONAL EVALUATION Phase will be evaluated for ward of the contract.</p> <p>vi) The point out of 20 will be allocated as contemplated in in the Preferential Procurement Policy Framework Act, 2017 and in line with the Construction Sector Codes.</p> <p>vii) The evaluation of Bids will be undertaken in terms of the PFMA</p> <p>The tender process requires the technical and pricing proposals to be submitted. Weighting with respect to response evaluation will be applied according to the following broad guidelines:</p> |
| C.3.13.1 | <p>Tender offers will only be accepted on condition that:</p> <ul style="list-style-type: none"> i) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation; j) the bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; k) the bidder has not: <ul style="list-style-type: none"> ii. abused the Employer's Supply Chain Management System; or iii. failed to perform on any previous contract and has been given a written notice to this effect. l) Has completed the SBD4, SBD6.1, SBD6.2 and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process m) Has submitted the documentation listed in T2.21 and T2.22 |
| C.3.18 | The number of paper copies of the signed contract to be provided by the employer is ONE. |

T1.4 QUALIFICATION OF ELIGIBILITY

- a) A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/ copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.
- b) In case of bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MA supplier Number together with the bid.
- c) Bidder should submit a valid Tax Clearance Certificate/ Tax Compliance Status Pin/copy of CSD/ MA Number.
- d) A foreign recommended bidder with neither South African tax obligation nor history of doing business in South Africa must complete Standard Bidding Document (SBD 1) and the information must be submitted to SARS on

the following email governmentinstitute@sars.gov.za to issue a confirmation of the tax obligation letter in terms of paragraph 3.6 of the instruction note no 9 of 2017/18.

- e) Please take note that DFFE is not bound to select any of the firms submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- f) Bidders must score a minimum of 75% (The minimum qualifying score that must be obtained for functionality in order for a tender to be considered further should not be generic. It should be determined separately for each tender on a case-by-case basis. The minimum qualifying score must not be prescribed so low that it may jeopardize the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the SCM system).
- g) The bid proposals should be submitted with all required information containing technical information.
- h) Tenderers must submit two identical proposals (**one envelope**) clearly marked “**original**” and “**copy**”. The envelope **marked original** to include technical proposal (**original and copy of technical**) and the financial proposal (**original and copy of financials**).

The technical proposal including the following:

- A valid copy of the Tax Clearance Certificate or Tax Compliance Status Pin issued by SARS or copy of CSD/ MA Number.
- Entity registration Certificate (CK1).
- Valid COIDA certificate issued by the Department of Labour OR Federated Employers Mutual Assurance Company FEMA Certificate of compliance with Occupational Health and Safety Act 1993 and Construction Regulations 2014.
- A response to the terms of reference.
- Profile of the company and description of similar work undertaken.
- Numbers, names and CVs of proposed experts assigned to the project, including their roles and responsibilities, supported by certified copies of qualifications where required.
- Agreement between service providers in the case of a joint venture/ Consortium.
- Letter of authority to sign documents on behalf of the company/ joint venture/ consortium.

The financial proposal (pricing schedule or other spreadsheets with all cost related items, cost breakdown) (original).

The following information must be endorsed on the envelope:

- Bid number: DFFE-T083 (22-23)
- Closing date: 15 DECEMBER 2022
- Name of the Bidder:
- Technical Proposal and Financial Proposal.

- i) The evaluation of bids can only be done on the basis of information required by the DFFE.

- j) The tenderer is required to submit a BEE Verification Certificate in accordance with the Construction Sector Codes of Practice promulgated in Gazette 32305 on 5 June 2009 (see Returnable Schedule). See also www.sanas.co.za for details of accredited Verification Agencies. Up to 100 tender evaluation points will be awarded to tenderers who submit responsive tenders and who are found to be eligible for the preference claimed. 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) and the Regulations (2017) to the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000).
- k) Tenderers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by South African National Accreditation System (SANAS) only or DTI SWORN Affidavit certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.
- l) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid to substantiate their B-BBEE rating claims.
- m) Prospective suppliers and / or public entities interested in pursuing opportunities with the DFFE and within the South African government, should be registered on the National Treasury Central Supplier Database.
- n) Prospective suppliers and / or public entities must provide the DFFE with their CSD registration number on submission of their bid proposals including those of sub-contractors and/ or joint venture companies.
- o) Any supplier who is not registered on CSD during an award stage of the tender will not be considered.
- p) Only Bidders with a construction arm registered with **CIDB 4SK** or higher will be considered eligible for the bid.

SUB-CONTRACTING CONDITIONS/ REQUIREMENTS

- i) In a case whereby sub-contracting is not set as a pre-qualification criterion, however the tenderer is intending to sub-contract portion of work, such tenderer awarded a contract may only enter into sub-contracting arrangements with the approval of the department.
- ii) In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- iii) A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- iv) A contractor is not allowed to sub-contract more than 25% of the contract value after award to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

EVALUATION CRITERIA

The purpose of the evaluation is to ensure and promote compliance with the Constitution, specifically Section 217, which provides that when organs of state contract for goods or services, they must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective.

- i) The 80/20-point system will apply. 80 Points max will apply to Price (Ps) and 20 points will apply to B-BBEE status.
- ii) The evaluation of bids will be undertaken in terms of the PFMA.
- iii) The bid will be evaluated in four (4) phases:

Phase 1: Pre-Compliance.

Bidders will have to complete and submit all returnable documents requested in the bidding document to determine their eligibility to participate in the bid. Failure of this may result in the bid being set aside and may not be evaluated any further. Only those bidders that are responsive to the submission requirements at this stage may be further evaluated at phase 2.

Pre-Compliance Requirements

- A valid copy of the Tax Clearance Certificate or Tax Compliance Status Pin issued by SARS or copy of CSD/ MA Number.
- Entity registration Certificate (CK1).
- Valid COIDA certificate issued by the Department of Labour OR Federated Employers Mutual Assurance Company FEMA Certificate of compliance with Occupational Health and Safety Act 1993 and Construction Regulations 2014.
- Completed and signed standard bidding documents (SBD1, SBD3.1, SBD4, SBD6.1 and SBD6.2).
- Agreement between service providers in the case of a joint venture/Consortium.
- Letter of authority to sign documents on behalf of the company/joint venture/Consortium.

Phase 2: Local content and production

In terms of the stipulated minimum threshold for local production and content for: • steel added value products is 100%. DFFE shall only accept the specifications which meets minimum threshold percentage and requirements for local production and content as referred to in the Preferential Procurement Regulations on Local Content and the relevant National Treasury designated sectors' circulars.

The following items in this table have a minimum threshold of 100% local content:

| PRODUCT FOR DESIGNATION | MINIMUM LOCAL CONTENT |
|---|-----------------------|
| Steel Products and Component for Construction | 100% |

Phase 3: Technical Evaluation

The Functional Evaluation will be carried out to assess the Bidder's suitability to undertake the project, the Bidder's Company Experience, Current Resource and Current Expertise will be evaluated. Phase 3 will be carried out in two stages: -

- i) Stage 1: Mandatory Requirement
- ii) Stage 2: Functional Evaluation

Stage 1: Mandatory Requirement

The following Mandatory Requirement shall apply to this bid: -

- a) Main contractor must have a CIDB contractor grading designation of 4SK or higher.

| CRITERIA | MEETS YES/NO |
|---|-----------------|
| Contractor Registered with CIDB 4SK or higher | |

This is a mandatory requirement of the Bid and only bidders that satisfies these criteria 100% will proceed to Stage 2 Functional Evaluation.

Stage 2: Functional Evaluation

DFFE shall not be held responsible for incorrect judgement misled by unclear written letters/words on the forms below, to be completed by the Bidder(s). **DO NOT COMPLETE THE FORMS BY WRITING "SEE ATTACHED"**, Bidder(s) who refer to attachment **WILL BE SCORED ZERO**. Attachment shall strictly be made where specified and at the correct location, any attachment other than what has been requested by DFFE, shall be completely ignored, and scored zero, where points allocation is required.

When completing Forms, Bidder(s) may make copies of the original Forms, should the provided forms be inadequate for their completion of the information required. Forms must be hand completed in black ink, no computer regenerated forms will be accepted. Forms must be completed in full, forms not completed in full shall be rejected by scoring zero.

Functional Evaluation Criterion Summary

The maximum points allocation per criterion is summarised in the following table:-

| CRITERION | POINTS |
|---|------------|
| Experience of contractor completed projects | 50 |
| Experience and qualification of Expertise | 50 |
| TOTAL POINTS | 100 |

Bidders are requested to provide evidence of complying with these Functional Criteria by completing the relevant forms in the bid document (Forms) as well supplying completion certificates for completed projects as proof. Failure to supply completion certificates as required will mean that the project will not be contributing towards experience of the company and bidders will lose points on this criterion, under completed projects.

Detailed Methodologies and Plans:

The bidder must note that a quality proposal detailing the following is not required for now but a letter committing to submit when required by DFFE should be attached to the Bid:

i) Construction Methodologies (Method Statements)

The example methodologies provided should be in line and reflect all items that will typically be completed during the construction of the new roads and associated storm water systems.

ii) Safe Work Procedures:

The bidder has to give a description of items that will be addressed in his or her safety plan. All activities in the construction programme to be discussed and to be in line with the Occupational Health and Safety Act and the Construction Regulations. Full details to be supplied on successful appointment.

iii) Quality control plan:

The bidder has to give a description of how the quality control procedures for all activities will be enforced and he has to give a brief description of his or her abilities and qualifications of his quality control personnel.

EVALUATION MATRIX

Bidder's **Company Experience, Current Resources and Current Expertise** will be evaluated as per the matrix below.

The following values/ indicators will be applicable when evaluating functionality:

| CRITERIA | SUB-CRITERIA/CLAUSE | | MAX SCORE | EVIDENCE |
|---|--|-----------|-----------|--|
| Experience of Contractor Completed Projects | <p>This sub criterion covers the experience of the company in the installation of road traffic signs and maintenance works.</p> <p>This is reflected by the number of road traffic signs and maintenance works projects completed by the company to the value of R900 000 each or more in the past 15 years</p> <p>The completion certificates or reference letters must on the client letter head clearly indicating the contract value with the clear indication of the start and end date of the assignment</p> | Indicator | 30 | Copies of Completion Certificates/ /Reference Letters |
| | 5 or more similar projects successfully completed | 5 | | |
| | 4 similar projects successfully completed | 4 | | |
| | 3 similar projects successfully completed | 3 | | |
| | 2 similar projects successfully completed | 2 | | |
| | 1 similar project successfully completed | 1 | | |
| | No similar project successfully completed | 0 | | |
| The experience of the Company in the fields of printing, delivery and sign installation | <p>The bidder (s) are required to demonstrate relevant past experience and competency in the fields of printing, delivery and sign installation.</p> <p>The completion certificates or reference letters must on the client letter head clearly indicating the contract value with the clear indication of the start and end date of the assignment</p> | Indicator | 20 | Copies of Completion Certificates/Reference Letters |
| | 5 years' experience and more | 5 | | |
| | 4 and less than 5 years' experience | 4 | | |
| | 3 and less than 4 years' experience | 3 | | |
| | 2 and less than 3 years' experience | 2 | | |

| CRITERIA | SUB-CRITERIA/CLAUSE | | MAX SCORE | EVIDENCE |
|--|--|------------------|-----------|---|
| | 1 and less than 2 years' experience | 1 | | |
| | Less than 1 year experience | 0 | | |
| Qualifications and Experience of Construction Manager | This sub criterion covers the general experience of the proposed ~Construction Manager (total duration of professional activity as a Construction Manager) who has Degree/ Diploma in Engineering (Civil or Structural) | | 20 | Copies of Qualifications and the detailed CV of work previously performed with the clear start and end date of the assignment |
| | The Construction Manager must be able to read and interpret the contractual documents, the National Road Traffic Act (Act 93 of 1996), as well as the South African Road Traffic Signs Manuals | Indicator | | |
| | 5 years' experience and more | 5 | | |
| | 4 and less than 5 years' experience | 4 | | |
| | 3 and less than 4 years' experience | 3 | | |
| | 2 and less than 3 years' experience | 2 | | |
| | 1 and less than 2 years' experience | 1 | | |
| | Less than 1 year experience | 0 | | |
| Qualifications and Experience of the Site Supervisor | This sub criterion covers the proven Experience of the Site Supervisor in Road Traffic Sign Management with at least National Certificate (NQF Level 5) in Construction and/or Built Environment | | 15 | Copies of Qualifications and the detailed CV of work previously performed with the clear start and end date of the assignment |
| | Site Supervisor must be able to read and interpret contractual documents and drawings. | Indicator | | |
| | 5 years' experience and more | 5 | | |
| | 4 and less than 5 years' experience | 4 | | |
| | 3 and less than 4 years' experience | 3 | | |
| | 2 and less than 3 years' experience | 2 | | |
| | 1 and less than 2 years' experience | 1 | | |
| | Less than 1 year experience | 0 | | |
| Qualifications and Experience of the OHS Agent | This sub criterion covers the experience of the proposed OHS Agent (total duration of professional activity as an OHS Agent). It is a requirement that the OHS Agent should have a Diploma in Safety Management (NADSAM) and SACPCMP. (NOTE: SAMTRAC will not be accepted.) | | 15 | As requested in Form Copies of Certificates and Professional Registrations attached |

| CRITERIA | SUB-CRITERIA/CLAUSE | | MAX SCORE | EVIDENCE |
|--------------|--|-----------|------------|--------------------|
| | The Safety Officer must be able to carry out his or her tasks in line with the Health and Safety Act (Act 85 of 1993), the latest Construction Regulations as well as the COVID-19 Risk adjusted strategy. | Indicator | | (NADSAM & SACPCMP) |
| | 5 years' experience and more and NADSAM & SACPCMP | 5 | | |
| | 4 and less than 5 years' experience and NADSAM & SACPCMP | 4 | | |
| | 3 and less than 4 years' experience and NADSAM & SACPCMP | 3 | | |
| | 2 and less than 3 years' experience and NADSAM & SACPCMP | 2 | | |
| | 1 and less than 2 years' experience and NADSAM & SACPCMP | 1 | | |
| | Less than 1 year experience and NADSAM & SACPCMP | 0 | | |
| TOTAL | | | 100 | |

Bidders scoring **75%** or more in Functionality will then proceed to Phase 4 **B-BBEE and Financial Plans Evaluation**.

Phase 4: B-BBEE and Financial Plans Evaluation.

Bidders that scored the minimum of 75% or more on functionality will be further evaluated on the 80/20 preference point principle. B-BBEE and Financial Plans Evaluation will be in accordance with the 80/20 preference points system of the PPPFA Regulations.

80/20

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

B-BBEE preference benefit and Financial offers of the Bidder Who's Technical (functionality) Plan scored minimum 75% will be evaluated further for the award of contract.

Award of Tender

- Bidders should note that DFFE is not bound to select any of the firms submitting proposals.
- DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- Bidders should note well that before award of tender, any personnel not meeting the minimum required criterion shall be replaced with a suitably qualified and experienced person.

T1.1 SCHEDULE OF CONTRACT DOCUMENTS

The following documents form part of this Contract:

THE TENDER

PART 1: TENDER PROCEDURE

SANS 294: 2015 – Standard Conditions of Tender (Annex F). This publication is available from Standards South Africa (a division of SABS) Tel (012) 428-6929/33.

THE TENDER

PART 2: RETURNABLE DOCUMENTS AND SCHEDULES

Schedule of Returnables

THE CONTRACT

PART C.1: AGREEMENT AND CONTRACT DATA

FIDIC® Conditions of Contract for PLANT and DESIGN-BUILD FOR ELECTRICAL & MECHANICAL PLANT, AND FOR BUILDING AND ENGINEERING WORKS, DESIGNED BY THE CONTRACTOR (The Yellow Book 2017). This Second Edition of the Conditions of Contract for Plant and Design-Build has been published by the Fédération Internationale des Ingénieurs-Conseils (FIDIC). This publication is available from the South African Institution of Civil Engineering (Tel: (011) 805-5949).

PART C.2: PRICING DATA

The pricing Data and Schedule of Rates; Yellow pages

PART C.3: SCOPE OF WORKS

The Standard Specifications for Road and Bridge Works for State Road Authorities (COLTO) published by South African Institution of Civil Engineering (SAICE) and also Standard Specifications for Civil Engineering Construction of the South African Bureau of Standards (SABS 1200). This publication is available from the South African Bureau of Standards.

PART C.4: SITE INFORMATION

This will be provided by the bidder.

PART T2: RETURNABLE DOCUMENTS AND SCHEDULES

T2.1 LIST OF RETURNABLE DOCUMENTS

The following documents must be returned by the Bidder for evaluation purposes in addition to the Schedule listed in previous paragraphs. **Failure to supply the documents listed below may result in disqualification.**

| THE FOLLOWING DOCUMENTS MUST BE FURNISHED (FAILURE TO SUBMIT COMPULSORY DOCUMENTATION MAY RESULT IN YOUR BID BEING DISQUALIFIED) | | YES | NO |
|--|--|------------------------------|-----------------------------|
| 1 | Tax Compliance (Provide PIN) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2 | B-BEE Certificate issued by SANAS accredited verification agent/ OR AFFIDAVIT FOR EME/QSE ON DTI FORMAT | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3 | Proof of valid registration with CIDB | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4 | Completion of Form T for completed projects | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5 | CV's and copies of qualifications and Registrations for Project Staff as per Form U | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6 | Signed Bidders Disclosure | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7 | Certified Joint Venture Agreement (In case of Joint Ventures and Consortium) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8 | Valid COID certificate issued by the Department of Labour | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9 | Submit an original Briefing session certificate of attendance, if applicable | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10 | Fully Completed and Signed all SBD forms | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**ATTACH EVIDENCE OF
ATTENDANCE OF THE BRIEFING
SESSION**

FORM C: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the DFFE or their Agent 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. | | |

Attach additional pages if more space is required

Signature _____

Date _____

Name _____

Capacity _____

Tenderer _____

FORM D: VENDOR NUMBER REGISTRATION WITH CENTRAL SUPPLIER DATABASE

1. Bidders must submit Vendor Number Registration with Central Supplier Database
2. Failure to submit the Vendor Number Registration with Central Supplier Database may result with the bidder being disqualified.

ENTITY NAME

VENDOR NUMBER

REGISTRATION

NAME

SIGNATURE OF

BIDDER

DATE

CAPACITY UNDER WHICH

BID IS SIGNED

FORM E: AUTHORITY FOR SIGNATORY

Signatories for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors, to this form.

By resolution of the board of directors passed at a meeting held on 20.....

Mr/Ms

whose signature appears below, has been duly authorised to sign all documents in connection with the Tender for Contract No..... and any Contract which may arise therefrom on behalf of

(block capitals).....

.....

.....

.....

SIGNED ON BEHALF OF THE COMPANY :

IN HIS/HER CAPACITY AS :

DATE :

SIGNATURE OF SIGNATORY :

WITNESSES : 1).....

: 2).....

CONDITIONS PERTAINING TO TAX**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. Any person who requires his or her tax compliance status to be disclosed to a Government institution or department, for purposes of submitting a bid or to confirm its good standing after the phasing out of paper based TCCs must request a unique security personal identification number (PIN) from SARS.
2. Very important to note is that the disclosure of a bidder's tax compliance status is an express condition for all acceptable Government bids. Failure to make the relevant disclosures will invalidate your bid and your response will be null and void.
3. The Government institution or department must use the PIN referred to above to verify a person's tax compliance status with SARS.
4. Bidders to complete the table below and provide a unique security personal identification number (PIN) from SARS which will enable the DEFF to access online real-time verification of a person's tax compliance status with the electronic Tax Compliance Status (TCS) system. Failure to submit the PIN may result in the bid being disqualified.

| Full name of bidder: | Electronic Tax Compliance Status System PIN No: |
|-----------------------------|--|
| | |
| | |
| | |
| | |

NAME:

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH BID IS SIGNED

FORM G: PREFERENCE SCHEDULE

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated to less than R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
 - (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
 - (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
 - (g) **“prices”** includes all applicable taxes less all unconditional discounts;
 - (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
 - (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- PART 1**
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: _____ = _____ (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted _____ %?
- ii) The name of the sub-contractor _____
- iii) The B-BBEE status level of the sub-contractor _____
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at last 51% owned by: | EME √ | QSE √ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm :

8.2 VAT registration number :

8.3 Company registration number :

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1. :

2. :

.....

SIGNATURE(S) OF BIDDERS(S)

DATE

ADDRESS

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

FORM H: PROOF OF REGISTRATION WITH CIDB

1. Attach original or certified copy of CIDB registration certificate to this page.
2. In the case of a joint venture / consortium (excluding consulting engineering partners) parties must each attach original or certified copy of their CIDB registration certificate.

| Firm | CRS Number | CIDB Grading | Lead Partner (Indicate with X) |
|--|-------------------|---------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Combined CIDB Grading for Joint Venture / Consortium: | | | |

(Calculator is available at <https://registers.cidb.org.za/common/jvcalc.asp>)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the bid: _____

Full name (in BLOCK letters): _____

Signature: _____

Date: _____

FORM I: BIDDERS DISCLOSURE

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 3.1 Full Name of bidder or his or her representative:
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, shareholder²):
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:

'SCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of 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);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 3.6 VAT Registration Number:
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

- 3.8 Are you presently in the service of the state?..... **YES / NO**
- 3.8.1 If yes, furnish particulars.....
- 3.9 Have you been in the service of the state for the past twelve months?..... **YES / NO**
- 3.9.1 If yes, furnish particulars.....
- 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**
- 3.10.1 If yes, furnish particulars.....
.....
- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- 3.11.1 If yes, furnish particulars.....
.....
- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**
- 3.12.1 If yes, furnish particulars.....
.....
- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
- 3.13.1 If yes, furnish particulars.....
.....
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**
- 3.14.1 If yes, furnish particulars.....
.....

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

FORM J: OHS ACT DECLARATION AND SUBMISSION

The Bidder declares himself to be conversant with the following:

1. All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of the Act:
 - i) Section 8: General duties of Employers to their employees
 - ii) Section 9: General duties of Employers and self-employed persons to persons other than employees.
 - iii) Section 13: Duty to Inform
 - iv) Section 37: Acts or omissions by employees or mandatories
 - v) Sub-section 37(2) relating to the purpose and meaning of this Agreement
2. Construction Regulations, 2014 (Government Notice R.84) pertaining to the Contractor and to all his Subcontractors, or any amendments thereto.
3. Bid document Volume 5: Johannesburg Roads Agency's Specification for Occupational Health and Safety, including all the Annexures.
4. Bid document Volume 3: Project Specification PD: Supplement to Volume 5: Specification for Occupational Health and Safety.
5. Bid document Volume 3: C1.7 Agreement in terms of Occupational Health and Safety Act.

The Bidder declares that he has or will obtain the necessary knowledge, competence and resources to comply fully with all OHS requirements should he be awarded the contract.

The Bidder confirms that he has included with his bid a written proposal describing how he will comply with OHS requirements

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

FORM K: PROOF OF PROFESSIONAL INDEMNITY

The Bidder shall provide written proof of adequate Professional Indemnity (Attached to this page) to the value of at least R1 million.

The Bidder hereby certifies that the information provided as per the above is true.

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

FORM L: PLANT AND EQUIPMENT SCHEDULE

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) DETAILS OF MAJOR RELEVANT EQUIPMENT IMMEDIATELY AVAILABLE FOR THIS CONTRACT

| QUANTITY | DESCRIPTION, SIZE, CAPACITY, ETC |
|----------|----------------------------------|
| | |

(b) DETAILS OF MAJOR RELEVANT EQUIPMENT THAT WILL BE HIRED OR ACQUIRED FOR THIS CONTRACT
IF MY/ OUR TENDER IS ACCEPTABLE

| QUANTITY | DESCRIPTION, SIZE, CAPACITY, ETC |
|----------|----------------------------------|
| | |

Signature _____

Date _____

Name _____

Capacity _____

Bidder _____

FORM M: COIDA CERTIFICATE ISSUED BY DEPARTMENT OF LABOUR

The Bidder must submit ***COIDA CERTIFICATE FROM DEPARTMENT OF LABOUR***.

The Bidder hereby certifies that the COIDA CERTIFICATE as required by the Bid, has been submitted and is attached after this page

Signature _____

Date _____

Name _____

Capacity _____

Bidder _____

ATTACH AFTER THIS PAGE

FORM O: JOINT VENTURE AGREEMENT

The Bidder hereby certifies that the JOINT VENTURE AGREEMENT as required by the Bid, have been submitted and are attached after this page

Signature _____ Date _____

Name _____ Capacity _____

Bidder

FORM P: SCHEDULE OF BIDDER'S EXPERIENCE IN CONSTRUCTION PROJECTS

DFFE shall not be held responsible for incorrect judgement misled by unclear written letters/words on the forms below, to be completed by the Bidder(s). **DO NOT COMPLETE THE FORMS BY WRITING "SEE ATTACHED"**, Bidder(s) who refer to attachment will be scored zero. Attachment shall strictly be made where specified and at the correct location, any attachment other than what has been requested by DFFE, shall be completely ignored, and scored zero, where points allocation is required.

When completing Forms, Bidder(s) may make copies of the original Forms, should the provided forms be inadequate for their completion of the information required. Forms must be hand completed in black ink, no computer regenerated forms will be accepted. Forms must be completed in full, forms not completed in full shall be rejected by scoring zero.

i) In order to qualify for maximum points, the bidder's Contractor must have completed construction of ***more than five (5) in related projects with a minimum value of R900 000, excluding VAT over the last 15 years.***

ii) Main contractor must have a CIDB contractor grading designation of **4SK** or higher.

iii) Company experience

Proof of completed road traffic signs maintenance works

- The tenderer must have a minimum of CIDB 4SK.
- Three successful completed projects, of which main projects must not be less than R900 000 of the contract amount (Corresponding Letters of appointment and completion certificates on letterheads from employers must be attached to the tender document as proof).

iv) Key Staff

- Construction Manager
- Site Supervisor
- Safety Officer

Curriculum Vitae including road traffic signs experience, level of education and training, and positions held for each of the key staff including certified copies of the qualifications. **NOTE: BIDDERS FAILING TO ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL SCORE ZERO**

- The Construction Manager must have at least a National Diploma in Civil Engineering (NQF Level 6). The Construction Manager must be able to read and interpret the contractual documents, the National Road Traffic Act (Act 93 of 1996), as well as the South African Road Traffic Signs Manuals, and the Site Supervisor must be able to read and interpret contractual documents and drawings. The Safety Officer must be able to carry out his or her tasks in line with the Health and Safety Act (Act 85 of 1993), the latest Construction Regulations as well as the COVID-19 Risk adjusted strategy.
- The Site Supervisor must have at least a National Certificate (NQF Level 5) recognized by South African Qualifications Authority (SAQA). The Site Supervisor must be able to record all relevant information pertaining to the contract, produce the relevant reports using software programmes as well as produce the payment certificates in a format that will be agreed with DFFE once appointment has been made.
- The Safety Officer must have the relevant Health and Safety qualification and be registered with South African Council for the Project and Construction Management Professions (SACPCMP).

FORM Q: COMPLETED PROJECTS

| | | |
|---|----------|----------|
| Name of the Bidder | | |
| NUMBER OF YEARS' EXPERIENCE IN THE INSTALLATION OF ROAD TRAFFIC SIGNS AND MAINTENANCE WORKS. | | |
| PROJECT No. | 1 | 2 |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (Name, Tel/ Cell no and Fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (Name, Tel/ Cell no and Fax no) | | |
| Appointment Value (at least R20m) | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Completion certificate attached (Yes or No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Main Contractor (Yes/No) | | |

| PROJECT No. | 3 | 4 |
|---|----------|----------|
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (Name, Tel/ Cell no and Fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (Name, Tel/ Cell no and Fax no) | | |
| Appointment Value (at least R20m) | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Completion certificate attached (Yes or No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Main Contractor (Yes/No) | | |

| PROJECT No. | 5 | 6 |
|---|---|---|
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (Name, Tel/ Cell no and Fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value (at least R20m) | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Completion certificate attached (Yes or No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Main Contractor (Yes/No) | | |

| PROJECT No. | 7 | 8 |
|---|---|---|
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (Name, Tel/ Cell no and Fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (Name, Tel/ Cell no and Fax no) | | |
| Appointment Value (at least R20m) | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Completion certificate attached (Yes or No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Main Contractor (Yes/No) | | |

| PROJECT No. | 9 | 10 |
|---|---|----|
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (Name, Tel/ Cell no and Fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (Name, Tel/ Cell no and Fax no) | | |
| Appointment Value (at least R20m) | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Completion certificate attached (Yes or No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Main Contractor (Yes/No) | | |

FORM R: EXPERIENCE OF NOMINATED PERSONNEL

Bidders must have experienced staff, who have previously worked on similar projects. The information will be verified with the references provided. Any information found to be untruthful will lead to the immediate disqualification of the Service Provider. The bidder must have in its full-time employment a: -

- i) Construction Project with at most 5 years' experience in the fields of printing, delivery and sign installation management.
- ii) Site Supervisor with at most 5 years' experience in the fields of printing, delivery and sign installation management.
- iii) OHS Agent with at most 5 years' experience in site safety management of construction projects.

The bidder must have access to the services of the following employees (not necessarily in its full-time employment): -

Bidders are required to complete the forms attached as evidence and also submit detailed CVs as well as the qualifications and professional registrations of the above-mentioned personnel.

NB:

ONE INDIVIDUAL MAY NOT BE NOMINATED FOR MORE THAN ONE ROLE OR POSITION FOR THIS BID. IF AN INDIVIDUAL IS NOMINATED FOR MORE THAN ONE ROLE THEN THE POINTS WILL ONLY BE ALLOCATED FOR ONE OF THE ROLES AND THE BIDDER WILL SCORE ZERO ON ANY OTHER ROLE.

NOTE: BIDDERS FAILING TO ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL SCORE ZERO

It is **mandatory** to complete all fields in Form R for each project listed as this information will be deemed to be material to the award of the Contract. Failure to complete all fields for the project listed may lead to the bidder losing points during functional evaluation under the categories. Should the bidder choose to present the required information in the attachments, then the bidder must **COMPLETE FORM (R) FIRST and then** make a clear reference to such attachments so that they may be considered; and such attachments must provide the same information requested for in Form R.

FORMS TO BE COMPLETED BY THE BIDDERS

- **Form R (i) Construction Manager**
- **Form R (ii) Site Supervisor**
- **Form R (iii) Safety Officer**

FORM R (I) CONSTRUCTION MANAGER

Construction Manager in the Company

| Post | Name | Qualifications (Degree/Diploma in Civil) | Experience in years |
|----------------------|------|--|---------------------|
| Construction Manager | | | |

Bidders are required to submit as attachments after this page, e.g. qualifications and the detailed CV

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

Construction Manager

The Bidder must note that repeating the same year under different project will still be considered as one year's experience.

| CONSTRUCTION MANAGER | | |
|--|--|---------------------------------------|
| Name and Surname | | |
| Experience in years' experience as Construction Manager | | |
| EXPERIENCE AS CONSTRUCTION MANAGER | | |
| YEAR OF EXPERIENCE AS CONSTRUCTION MANAGER | Year 1 (.....) (e.g.2021 etc) | Year 2 (.....) (e.g.2020). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS CONSTRUCTION MANAGER | | |
|--|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS CONSTRUCTION MANAGER | Year 3 (.....) (e.g.2019 etc) | Year 4 (.....) (e.g.2018). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS CONSTRUCTION MANAGER | | |
|--|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS CONSTRUCTION MANAGER | Year 5 (.....) (e.g.2017 etc) | Year 6 (.....) (e.g.2016). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

Signature _____

Date _____

Name _____

Capacity _____

Bidder _____

FORM U (II) SITE SUPERVISOR

| Post | Name | National Certificate (NQF Level 5) | Experience in years |
|-----------------|------|------------------------------------|---------------------|
| Site Supervisor | | | |

Bidders are required to submit as attachments after this page, the qualifications and professional registrations

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

Site Supervisor

The Bidder must note that repeating the same year under different project will still be considered as one year's experience.

| SITE SUPERVISOR | | |
|--|----------------------------------|-------------------------------|
| Name and Surname | | |
| Experience in years' experience as Site Supervisor | | |
| EXPERIENCE AS SITE SUPERVISOR | | |
| YEAR OF EXPERIENCE AS THE SITE SUPERVISOR | Year 1 (.....) (e.g.2021 etc) | Year 2 (.....) (e.g.2020). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SITE SUPERVISOR | | |
|---|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS SITE SUPERVISOR | Year 3 (.....) (e.g.2019 etc) | Year 4 (.....) (e.g.2018). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SITE SUPERVISOR | | |
|---|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS SITE SUPERVISOR | Year 5 (.....) (e.g.2017 etc) | Year 6 (.....) (e.g.2016). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SITE SUPERVISOR | | |
|---|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS SITE SUPERVISOR | Year 7 (.....) (e.g.2015 etc) | Year 8 (.....) (e.g.2014). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SITE SUPERVISOR | | |
|---|----------------------------------|--------------------------------|
| YEAR OF EXPERIENCE AS SITE SUPERVISOR | Year 9 (.....) (e.g.2012 etc) | Year 10 (.....) (e.g.2011). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

FORM R (III) SITE OFFICER

| Post | Name | Qualifications (Health and Safety) & Professional Registrations | Experience in years |
|--------------|------|---|---------------------|
| Site Officer | | | |

Bidders are required to submit as attachments after this page, the qualifications and professional registrations

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

The Bidder must note that repeating the same year under different project will still be considered as one year's experience.

| Safety Officer | | |
|---|--|---------------------------------------|
| Name and Surname | | |
| Experience in years' experience as Safety Officer | | |
| EXPERIENCE AS SAFETY OFFICER | | |
| YEAR OF EXPERIENCE AS SAFETY OFFICER | Year 1 (.....) (e.g.2021 etc) | Year 2 (.....) (e.g.2020). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SAFETY OFFICER | | |
|---|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS SAFETY OFFICER | Year 3 (.....) (e.g.2019 etc) | Year 4 (.....) (e.g.2018). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SAFETY OFFICER | | |
|---|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS SAFETY OFFICER | Year 5 (.....) (e.g.2017 etc) | Year 6 (.....) (e.g.2016). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

| EXPERIENCE AS SAFETY OFFICER | | |
|--|----------------------------------|-------------------------------|
| YEAR OF EXPERIENCE AS SAFETY OFFICER | Year 7 (.....) (e.g.2015 etc) | Year 8 (.....) (e.g.2014). |
| Project Name | | |
| Nature of Project | | |
| Client (Responsible for supervision) | | |
| Client Contact person | | |
| Clients Contact Person (name, Tel/Cell no and fax no) | | |
| Clients Contact Person (email address) | | |
| Consulting Engineer (name, Tel no and fax no) | | |
| Appointment Value | | |
| Project Location (Province) | | |
| Project Duration(months) | | |
| Project Commencement Date (months/year) | | |
| Is the Project Completed (Yes/No) | | |
| Estimated Completion Date (If not yet Completed) | | |
| Completion Date (If Completed) (months/year) | | |
| Roles/Responsibilities performed by the Bidder on the project: | | |

Signature _____

Date _____

Name _____

Capacity _____

Bidder _____

FORM S LETTER OF COMMITMENT TO SUBMIT CONSTRUCTION METHODOLOGY, SAFE WORK PLAN AND QUALITY CONTROL PLAN

The bidder must **NOTE THAT a quality proposal detailing the following is not required for now but a letter committing to submit when required by the Department** should be attached to the Bid after this bid:

The quality proposal will comprise the following:

- Construction Methodologies (Method Statements):
The example methodologies provided should be in line and reflect all items that will typically be completed during the construction of the new roads and associated stormwater systems.
- Safe Work Procedures:
The bidder has to give a description on items that will be addressed in his safety plan. All activities in the construction programme to be discussed and to be in line with the Occupational Health and Safety Act and the Construction Regulations. Full details to be supplied on successful appointment.
- Quality control plan:
The bidder has to give a description on how the quality control procedures for all activities will be enforced and he has to give a brief description on his abilities and qualifications of his quality control personnel.

Signature _____ Date _____

Name _____ Capacity _____

Bidder _____

Bid No. ??? APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNAGE, DELIVERY AND INSTALLATION WITHIN FOUR (4) COASTAL PROVINCES AS FOLLOWS:

- 1) WESTERN CAPE PROVINCE;
- 2) EASTERN CAPE PROVINCE;
- 3) KWAZULU-NATAL PROVINCE; AND
- 4) NORTHERN CAPE.

Name and address of Employer: Department of Forestry, Fisheries and the Environment (DFFE) Physical address: **The Environment House 473 Steve Biko Road, cnr Soutpansberg and Steve Biko Road, Pretoria, 0083** (together with successors and assigns).

We have been informed that _____ (hereinafter called the "Contractor") is submitting an offer for such Contract in response to your invitation, and that the conditions of your invitation require his/her offer to be supported by a parent company guarantee.

In consideration of you, the Employer, awarding the Contract to the Contractor, we (name of parent company) irrevocably and unconditionally guarantee to you, as a primary obligation, the due performance of all the Contractor's obligations and liabilities under the Contract, including the Contractor's compliance with all its terms and conditions according to their true intent and meaning.

If the Contractor fails to so perform his/her obligations and liabilities and comply with the Contract, we will indemnify the Employer against and from all damages, losses and expenses (including legal fees and expenses) which arise from any such failure for which the Contractor is liable to the Employer under the Contract.

This guarantee shall come into full force and effect when the Contract comes into full force and effect. If the Contract does not come into full force and effect within a year of the date of this guarantee, or if you demonstrate that you do not intend to enter into the Contract with the Contractor, this guarantee shall be void and ineffective. This guarantee shall continue in full force and effect until all the Contractor's obligations and liabilities under the Contract have been discharged, when this guarantee shall expire and shall be returned to us, and our liability hereunder shall be discharged absolutely.

This guarantee shall apply and be supplemental to the Contract as amended or varied by the Employer and the Contractor from time to time. We hereby authorise them to agree any such amendment or variation, the due performance of which and compliance with which by the Contractor are likewise guaranteed hereunder. Our obligations and liabilities under this guarantee shall not be discharged by any allowance of time or other indulgence whatsoever by the Employer to the Contractor, or by any variation or suspension of the works to be executed under the Contract, or by any amendments to the Contract or to the constitution of the Contractor or the Employer, or by any other matters, whether with or without our knowledge or consent.

This guarantee shall be governed by the law of the same country (or other jurisdiction) as that which governs the Contract and any dispute under this guarantee shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with such Rules. We confirm that the benefit of this guarantee may be assigned subject only to the provisions for assignment of the Contract.

SIGNED by: _____

(signature)

(name)

(position in the company)

Date: _____

SIGNED by⁽¹⁾: _____

(signature)

(name)

(position in the company)

⁽¹⁾ Whether one or more signatories for the parent company are required will depend on the parent company and/or applicable law

1. THE CONTRACT

C1 AGREEMENT AND CONTRACT

FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017

| | |
|-----------------------|--|
| Project Name: | APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNAGE, DELIVERY AND INSTALLATION WITHIN FOUR (4) COASTAL PROVINCES AS FOLLOWS: 1) WESTERN CAPE PROVINCE; 2) EASTERN CAPE PROVINCE; 3) KWAZULU-NATAL PROVINCE AND 4) NORTHERN CAPE. |
| Reference no.: | DFFE-T083 (22-23) |

| | | | |
|----------------------------|------------------|----------------------|---------|
| Advertisement Date: | 24 NOVEMBER 2022 | Validity: | 120 |
| Closing Date: | 15 DECEMBER 2022 | Closing time: | 11:00am |

The FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017, published by the International Federation of Consulting Engineers, is applicable to this Contract and is obtainable from www.FIDIC.org.

The following contract specific data, referring to the FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017, are applicable to this Contract:

C1.1 FORM OF OFFER AND ACCEPTANCE OFFER

STAMP

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNAGE, DELIVERY, AND INSTALLATION WITHIN FOUR (4) COASTAL PROVINCES AS FOLLOWS:**

- 1) WESTERN CAPE PROVINCE;
- 2) EASTERN CAPE PROVINCE;
- 3) KWAZULU-NATAL PROVINCE; AND
- 4) NORTHERN CAPE.

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

| | |
|--------------------|---|
| Rand (in words): | |
| Rand (in figures): | R |

The award of the tender may be subjected to further price negotiation with the preferred tenderer(s). The negotiated and agreed price will be considered for acceptance as a firm and final offer.

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

THIS OFFER IS MADE BY THE FOLLOWING: (cross out block which is not applicable)

| | | |
|---|----|---|
| <p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p> <p>CSD supplier number:.....</p> | OR | <p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p> <p>CSD supplier number:.....</p> |
|---|----|---|

AND WHO IS (if applicable):

| |
|--|
| <p>Trading under the name and style of:</p> <p>.....</p> |
|--|

AND WHO IS:

| | |
|--|--|
| <p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms:</p> <p>.....</p> <p>In his/her capacity as:</p> <p>.....</p> | <p>Note:</p> <p>A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorizing the Representative to make this offer.</p> |
|--|--|

SIGNED FOR THE TENDERER:

| | | |
|------------------------|-----------|------|
| | | |
| Name of representative | Signature | Date |

WITNESSED BY:

| | | |
|-----------------|-----------|------|
| | | |
| Name of witness | Signature | Date |

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents ☐

The official alternative ☐

(N.B.: Separate Offer and Acceptance forms are to be completed for the main and for each alternative offer)

Own alternative (only if documentation makes provision therefore) .. ☐

SECURITY OFFERED:

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement, between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and Contract, (which includes this Agreement)
- Part C2 Pricing Data
- Part C3 Employers Requirements
- Part C4 Tender Drawings

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a letter of acceptance, contact the Employer's agent (whose details will then be given to the Tenderer) to arrange the proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties

| | | |
|--|-------|-------|
| NAME(s): (BLOCK LETTERS) | | |
| CAPACITY of authorized agents: | | |
| SIGNATURE(s) of authorized agents: | | |
| SIGNED at on this..... day of | | |
| WITNESSE(s): (Full name – BLOCK LETTERS – and signature) | | |
| 1. | | |
| 2. | | |

SCHEDULE OF DEVIATIONS

1 Subject

Details

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2 Subject

Details

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3 Subject

Details

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4 Subject

Details

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5 Subject

Details

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By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

DATA PROVIDED BY THE EMPLOYER

The FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017, published by the International Federation of Consulting Engineers, is applicable to this Contract and is obtainable from www.FIDIC.org.

The following contract specific data, referring to the FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017, are applicable to this Contract:

| Item | FIDIC Clause | |
|--|--------------|---|
| Employer's Name | 1.1.30 | The physical address of the Employer is: Department of Forestry Fisheries and the Environment Environmental House Ground Floor of the Department of Forestry, Fisheries and Environment 473 Steve Biko Road Arcadia, Pretoria 0083 E-Mail Address: mmnwana@dffe.gov.za Tel Number: (072) 034 6698 |
| Name and Address | 1.1.35 | To be appointed by the Employer at a later date prior to the commencement of this contract. |
| Time for completion of the works | 1.1.86 | Phase 1 – Completion date to be at the end of March 2023. Phase 2 – Completion date to be at the end of March 2024. |
| Defects Notification period | 1.1.27 | 365 calendar days |
| Laws | 1.1.49 | South Africa |
| Ruling Language, Language for Communication | 1.4 | English |
| Time for Access to the Site | 2.1 | 30 days the after Commencement Date |

| Item | FIDIC Clause | |
|--|----------------|--|
| Performance Security | 4.2 | 10% |
| Period for notification unforeseeable errors, faults, and defects in the Employers Requirements | 5.8 | 20 days |
| Normal Working Hours | 6.5 | 06:00 to 18:00 Monday to Friday, unless otherwise agreed with the Employer |
| Delay Damages for the Works | 8.7 & 14.15(b) | 0.1% of the final Contract Price per day |
| Maximum amount of Delay damages | 8.8 | 20% of the Contract Price |
| Total Advance Payment | 14.2 | 0% of the Accepted Contract Price against an acceptable bank guarantee |
| Currencies and proportions | 14.2 | Rand |
| Start repayment of loan | 14.2(a) | Not applicable |
| Percentage of Retention | 14.3 | 10% of each payment to be held by the Employer and paid to the contractor on the Date of Completion. |
| Schedule of Payments | 14.4 | As per payment conditions agreed during contract negotiations. |
| Sub Clause 14.5 | 14.5 | Not applicable |
| Minimum amount of Interim Payment Certificate | 14.6 | 5% of the Accepted Contract Price |
| Currency of Payment | 14.15 | Rands |
| Period for submission of insurance | 19.2.4 | 10 days |
| Maximum number of deductibles for insurance of Employer's Risks | 19.2.4 | R 10 000 |
| Minimum of Third Party / Public Liability Insurance | 19.2.4 | R 1 000 000 |
| DAB | 21.1 | One sole Member / adjudicator |
| Appointment to be made by | 21.1 | Dispute Arbitration Council of South Africa |

C1.3 CONTRACT DATA

DATA PROVIDED BY THE CONTRACTOR

The FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017, published by the International Federation of Consulting Engineers, is applicable to this Contract and is obtainable from www.FIDIC.org.

The following contract specific data, referring to the FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017, are applicable to this Contract:

| CLAUSE | COMPULSORY DATA |
|---------------------|--|
| 1.1.2.3 & 1.3 | The name of the Contractor is: _____ |
| 1.1.2.3 & 1.3 | The physical address of the Contractor is: _____ _____ _____ The postal address of the Contractor is: _____ _____ _____ Telephone: _____ Fax: _____ Email: _____ |

C1.4 PARTICULAR CONDITIONS OF CONTRACT

The following particular conditions of contract are applicable to this Contract:

C1.4.1 FIDIC section 4.19 – ELECTRICITY, WATER, GAS AND OTHER SERVICES AVAILABLE ON THE SITE

The Employer shall not make available temporary and permanent electricity or water for the construction works.

C1.4.2 FIDIC section 4.17 – EMPLOYER’S EQUIPMENT AND FREE-ISSUE MATERIAL

The Employer shall provide the following:

- Construction and demolition waste to be used as the fill for the composting platforms as it is brought to the site by the public.

C1.4.3 FIDIC section 5.2 – CONTRACTOR’S DOCUMENTS REQUIRED, AND WHETHER FOR CONSIDERATION

The documents to be provided by the Contractor.

C1.4.4 DRAWINGS

Drawings shall be produced according to **SANS** or equivalent standards. All drawings to be supplied by the Contractor have to be listed in the **MASTER DOCUMENT INDEX (MDI)**. All drawings shall be made available electronically and hard copy. As a minimum, the **MDI** has to indicate the following drawings for consideration:

- Signage drawings
- As-built drawings
- Documentation drawings for Maintenance Manuals.

Drawings shall be prepared specifically for this contract and not be marked-up drawings. Two bound A3 sets as well as an electronic copy, of the complete project, that shows the services and signage as built must be completed and handed over.

C2 PRICING DATA

FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering works, designed by the Contractor, Second Edition, 2017.

C2.1 PRICING INSTRUCTIONS

C2.1.1 GENERAL INSTRUCTIONS

The Contractor shall provide a rate for each item listed in the Bill of Quantities in Item C2.2. BoQ.

The quantities set out in the Bill of Quantities are indicative quantities on past contracts and will only be used to provide a method to evaluate the bids and is not a true reflection of the actual expected quantities of the Works, but the Contractor will be required to undertake whatever quantities may be directed by the Engineer from time to time. The appointment will be on tendered rates and as a result any rates found to pose a risk of non- performance will lead to disqualification.

The employer reserves a right to conduct service provider's capability to deliver on the contract and as such any service provider found to pose a risk of non-delivery on any material fact will and/or shall be disqualified.

All items in a Section must be priced.

C2.2 BILL OF QUANTITIES

The Contractor is required to complete the Bill of Quantities below taking into account the requirements as set out in the specifications of this tender document.

| Item | Province | Description | Unit | Signage board dimensions | Number of poles | Number of brackets | Rate | Amount (Excluding VAT) | VAT | Total Amount (Inclusive of VAT) |
|------|---------------|--|--------------|--------------------------|-----------------|--------------------|--------|------------------------|--------|---------------------------------|
| 1 | All | Provision of a Health and Safety Plan | Lump Sum | 1 | | | R..... | R..... | R..... | R..... |
| 2 | All | Provision of a Health and Safety File | Month | 1 | | | R..... | R..... | R..... | R..... |
| 3 | All | Provision of personal protective clothing and equipment | Lump Sum | 1 | | | R..... | R..... | R..... | R..... |
| 4 | All | Community Liaison Officer | Per day | 1 | | | R..... | R..... | R..... | R..... |
| 5 | All | Flagmen | Per day | 1 | | | R..... | R..... | R..... | R..... |
| 6 | All | Portable STOP and GO-RY signs | Per Location | 7 | | | R..... | R..... | R..... | R..... |
| 7 | KwaZulu-Natal | Signage board dimensions with poles and brackets (IsiZulu - English) | 39 | 2x2m | 117 | 234 | R..... | R..... | R..... | R..... |
| 8 | Western Cape | Signage board dimensions with poles and brackets - (English - Afrikaans) | 19 | 2x2m | 57 | 114 | R..... | R..... | R..... | R..... |
| 9 | | Signage board dimensions with poles and brackets - (English - Afrikaans) | 21 | 2x2m | 63 | 126 | R..... | R..... | R..... | R..... |
| 10 | | Signage board dimensions with poles and brackets - (English - Afrikaans) | 16 | 2x2m | 48 | 96 | R..... | R..... | R..... | R..... |
| 11 | | Signage board dimensions with poles and brackets - (IsiXhosa - English) | 1 | 2x2m | 18 | 36 | R..... | R..... | R..... | R..... |

| Item | Province | Description | Unit | Signage board dimensions | Number of poles | Number of brackets | Rate | Amount (Excluding VAT) | VAT | Total Amount (Inclusive of VAT) |
|--------------------------------------|---------------|--|------|---------------------------------|-----------------|--------------------|--------|------------------------|--------|---------------------------------|
| 12 | | Signage board dimensions with poles and brackets - (English - Afrikaans) | 5 | 2x2m | | | R..... | R..... | R..... | R..... |
| 13 | Eastern Cape | Signage board dimensions with poles and brackets - (IsiXhosa - English) | 7 | 7 signs to be 800mmx600 mm. | 14 | 28 | R..... | R..... | R..... | R..... |
| 14 | | Signage board dimensions with poles and brackets - (IsiXhosa - English) | 16 | 27 signs to be printed in 2x2m. | 81 | 162 | R..... | R..... | R..... | R..... |
| 15 | | Signage board dimensions with poles and brackets - (English - Afrikaans) | 11 | 27 signs to be printed in 2x2m. | | | R..... | R..... | R..... | R..... |
| 16 | Northern Cape | Signage board dimensions with poles and brackets - (English - Afrikaans) | 23 | All in 2x2m | 69 | 138 | R..... | R..... | R..... | R..... |
| TOTAL AMOUNT EXCLUDING VAT | | | | | | | | | | R..... |
| VAT @ 15% | | | | | | | | | | R..... |
| TOTAL AMOUNT INCLUSIVE OF VAT | | | | | | | | | | R..... |

PAYMENT TERMS

DFFE undertakes to pay out in full or as per deliverables within thirty (30) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Contractor until that outstanding information is submitted.

C3 SCOPE AND EXTENT OF WORK

C3.1 PROJECT SPECIFICATION

C3.1.1 PURPOSE

To appoint a qualified contractor to conduct service for the printing of off-road vehicle (ORV) signage, its delivery and installation within four (4) coastal provinces.

C3.1.2 EMPLOYER'S OBJECTIVES

This project is expected to achieve the following:

- 3.1.2.1. To define the scope and extent of work and the expected delivery outcomes of the project to be undertaken by the appointed service provider within the agreed timeframe and the allocated budget as well as to outline the conditions of appointment, with the following key deliverables
- 3.1.2.2. Printed ORV signage as per the layout and design provided by DFEE
- 3.1.2.3. Purchase 4.2 metres of tarred wooden poles treated in green with 100-120mm diameter
- 3.1.2.4. Delivery, installation, and erection of ORV signage within identified areas of the four (4) coastal provinces (inclusive of all materials for installation of signage).
- 3.1.2.5. Provide a report document (PDF/MS Word) with GPS coordinates and pictures of every sign installed and erected.

C3.1.3 SCOPE AND EXTENT OF WORK

The following areas of work are the expected to be covered in this project. The appointed Bidder shall undertake the following functions:

- 3.1.3.1. Print and submit two (2) samples of two sizes to the Department for approval;
 - (i) Sample one (01) must be in 2x2 metres
 - (ii) Sample two (02) must be in 800mmx600mm
 - (iii) Should the samples not meet the specification, the service provider will be required to print and re-submit revised samples for final approval in the sizes as described above.
- 3.1.3.2. Printing of one hundred and fifty-one (151), (2x2m) ORV signboards in chromadek board to be delivered and installed in several coastal areas mentioned in Table 1 below. DFEE will provide access points where signage will be installed.
- 3.1.3.3. Printing of seven (07) (800mmx600mm) of chromadek ORV signboards to be delivered and installed in Gqeberha under the jurisdiction of Nelson Mandela Municipality.
- 3.1.3.4. The text on the signboard must be big enough and visible from a vehicle in motion of at least 5m

- 3.1.3.5. Procurement of 467 tarred wooden poles treated in green with a length of 4.2 metres and a diameter of 120mm.
- 3.1.3.6. Procurement of nine hundred and thirty-four (934) sets of brackets galvanised with P4000 i.e, 6 sets of brackets per signboard
- 3.1.3.7. Delivery and installation/erection of 158 chromadek ORV signboards, 467 tarred wooden poles treated in green, 934 sets of brackets to the coastal provinces:
- Western Cape Province
 - Eastern Cape Province
 - KwaZulu-Natal Province
 - Northern Cape Provinces

Table 1 detailing the allocation of signboards, poles and brackets per coastal province and provision of temporary storage for signage prior installation to the given areas in the coastal areas. Appendix 1 contains the signage board design and Appendix 2 contains areas with GPS coordinates where signs must be installed.

| Province | Number of signage boards | Signage board dimensions | Languages | Number of poles | Number of brackets | Temporary delivery address provided by DFFE and Contact Person |
|---------------|--------------------------|--------------------------|------------------------|-----------------|--------------------|---|
| KwaZulu-Natal | 39 | 2x2m | IsiZulu English | 117 | 234 | 39 signboards to DFFE offices (All signs be printed in IsiZulu an English- 2 languages per signboard) Att: Mr Bongani Khuzwayo Email: bkhuzwayo@dffe.gov.za Cell: 067 417 3835 Corner Links and R102 Road KwaDukuza 4093 |
| Western Cape | 19 | 2x2m | English & Afrikaans | 57 | 114 | 19 signboards to, West Coast (19 signs be printed in English & Afrikaans- 2 languages per signboard) Att : Mr Charles Malherbe Email : cjmalherbe@wcdm.co.za West Coast District Municipality Langstraat 65 MOORREESBURG 7310 |
| | 21 | All in 2x2m | English & Afrikaans | 63 | 126 | 21 signboards to be delivered (21 signs be printed in English & Afrikaans- 2 languages per signboard) and installed at Overberg |

| Province | Number of signage boards | Signage board dimensions | Languages | Number of poles | Number of brackets | Temporary delivery address provided by DFFE and Contact Person |
|--------------|--------------------------|-----------------------------|--|-----------------|--------------------|---|
| | | | | | | Att: Mr Theodore Martin Email: tmartin@odm.org.za Tel: 028 050 0972 ODM Roads Department 11 Recreation Street Bredasdorp 7280 |
| | 16 | All in 2x2m | English & Afrikaans | 48 | 96 | 16 signboards to be delivered and installed at Garden Route (16 signs be printed in English & Afrikaans- 2 languages per signboard). Att: Ms Nina Viljoen Email: Nina@gardenroute.gov.za Tel: 044 803 1318 Disaster Management Garden Route District Municipality's Head Office at 54 York Street, George |
| | 6 | All in 2x2m | 1 sign be printed in IsiXhosa & English 5 signs be printed in English & Afrikaans | 18 | 36 | 6 signboards within City of Cape Town Municipality (5 signs be printed in IsiXhosa & English). 6 signs be printed in English & Afrikaans- 2 languages per signboard. Signs to be delivery and installed. Att: Sibusiso Mbethe East Pier Building, East Pier Road V&A Waterfront, Cape Town Email: smbethe@dffe.gov.za Cell: 073 804 5281 |
| Eastern Cape | 34 | 7 signs to be 800mmx600 mm. | 7 small signs to be installed in Gqeberha to be printed in English and Afrikaans. | 14 | 28 | 34 signboards for DEDEAT. Att: Mr. Mathongo Lamani Cell: 067 417 3738 Email: mlamani@dffe.gov.za 02 St Peters Road Southernwood |

| Province | Number of signage boards | Signage board dimensions | Languages | Number of poles | Number of brackets | Temporary delivery address provided by DFFE and Contact Person |
|---------------|--------------------------|---------------------------------|--|-----------------|--------------------|--|
| | | 27 signs to be printed in 2x2m. | 16 signs be printed in IsiXhosa and English- 2 languages per signboard. 11 signs to be printed in English and Afrikaans | 81 | 162 | East London 5201 |
| Northern Cape | 23 | All in 2x2m | English Afrikaans | 69 | 138 | 23 Signboards for DENC (23 signboards be printed in English and Afrikaans- 2 languages per signboard). Atten: Mr Bronwen Cornelissen E-mail: bronwen.dtec@gmail.com Telephone: 027 718 8800 Cell: 082 525 3288 Voortrekker and Magasyn Street Springbok 8240 |

C3.1.4 EXTENT OF WORKS

3.1.4.1 Work Plan

- i. The bidder is expected to submit a work plan detailing how it will execute the work. Such work plan will contain the bidder's articulation of the brief to ensure understanding and alignment.
- ii. It should contain a project plan, task analysis, an assignment organizational chart, operational schedule etc.
- iii. The work plan should also set out the bidder's approach to key project activities.

3.1.4.2 Expertise Required

- i. The service provider must have experience in printing, delivery, and sign installation. The service provider must produce a comprehensive portfolio detailing their experience in printing, delivery and installation of signage, or similar/related work.

3.1.4.3 Reporting

- i. The Bidder must facilitate regular and consistence interactions with the Departmental project manager.
- ii. The Bidder should present an inception report ($\pm 8-15$ pages) two (2) weeks after the inception meeting. This report will set out the Bidder's detailed work plan for the project
- iii. The Bidder must prepare an interim report by within three months of the inception report being submitted and approved by the department. This report should provide a detailed account of; the proposed project delivery alternatives considered, and the preferred alternative recommended for implementation to inform decision-making.
- iv. A final report must be prepared by the Bidder and must include GPS coordinates indicating all areas where signage was erected including pictures.

C3.1.5 PROJECT DELIVERABLES

Table 2: below is contrasting the scope and extent of work of the service provider vs the expected deliverables or outcomes of the project

| TIME-FRAME | SCOPE AND EXTENT OF WORK | EXPECTED DELIVERABLES / OUTCOMES |
|------------|--|---|
| | Project Inception meeting <ul style="list-style-type: none"> ➤ Meeting between project management team and bidder. ➤ Clarification of the project vision, the role of the bidder, timelines, and the expected outputs. ➤ Inception report | <p>Inception report within two (2) weeks of the project inception meeting.</p> <p>This report will include the bidder's detailed work plan for the project based on their initial conditions scan and period in the field.</p> <p>1 x Project Inception Report submitted to DFFE.</p> |
| | <ul style="list-style-type: none"> ➤ Print and submit two (2) samples of two sizes to the Department for approval; <ul style="list-style-type: none"> - Sample one must be in 2x2 metres - Sample two must be in 800mmx600mm ➤ Should the samples not meet the specification, the service provider will be required to print and re-submit revised samples for final approval in the same sizes as described above. | <ul style="list-style-type: none"> ➤ Printed samples of two different sizes, <ul style="list-style-type: none"> - Sample one must be in 2x2 metres - Sample two must be in 800mmx600mm |
| | <ul style="list-style-type: none"> ➤ Printing of one hundred and fifty-one (151) (2x2m) ORV signboards in chromadek board to be delivered and installed in several coastal areas mentioned in Table 1 above. | <ul style="list-style-type: none"> ➤ Printing of one hundred and fifty-one (151), (2x2m) ORV signboards printed in chromadek, delivered, and erected in coastal areas mentioned in Table 1 Above. |
| | <ul style="list-style-type: none"> ➤ Printing seven (7), (800x600mm) of chromadek ORV signboards to be delivered and installed in Gqeberha under the jurisdiction of Nelson Mandela Municipality. | <ul style="list-style-type: none"> ➤ Seven (7), (800x600mm) of chromadek ORV signboards delivered and installed in Gqeberha under the jurisdiction of Nelson Mandela Municipality |
| | <ul style="list-style-type: none"> ➤ Visibility and installation design- text on the signboard must be big enough and be visible from a vehicle in motion of at least 5m. ➤ The sign must be designed to accommodate 3 poles for increased stability. | <ul style="list-style-type: none"> ➤ Readable signage in at least 5m from a motion vehicle. |

| TIME-FRAME | SCOPE AND EXTENT OF WORK | EXPECTED DELIVERABLES / OUTCOMES |
|------------|--|---|
| | ➤ Procurement of 467 tarred wooden poles treated in green with a length of 4.2m and a diameter of 120mm. | ➤ 467 tarred wooded poles treated in green with a length of 4.2m and a diameter of 120mm purchased/manufactured. |
| | ➤ Procurement of 934 sets of brackets galvanised with P4000 i.e., 6 sets of brackets per signboard. | ➤ 934 sets of brackets galvanised with P4000 i.e., 6 sets of brackets per signboard purchased/manufactured. |
| | ➤ Delivery and Installation/Erection of 158 chromadek ORV signboards, 467 treated wooden poles, 934 sets of brackets coastal areas mentioned in Table 1 above. | ➤ The Bidder must make provisions for the purchase of cement for the installation of signage (2 bags of cement per signboard). All sign needs to be designed for long-term durability- 3 poles per board for 2x2m signboard and two poles per board and 800x600mm signboard for Gqeberha. ➤ Provide a report with GPS coordinates and pictures of every sign installed or erected together an affidavit detailing the date and time when a sign was erected. |

C3.2 LEGISLATIVE FRAMEWORK OF THE BID

3.2.1 Tax legislation

- 3.2.1.1 Bidder must at all time attempt to be compliant when submitting proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the income tax act, 1962 (act no. 58 of 1962) and value added tax act, 1991 (act no. 89 of 1991).
- 3.2.1.2 Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R500 000 has been exceeded in the past 12-month period.
- 3.2.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.
- 3.2.1.4 SARS Tax Status Pin requirements/or Central Supplier Database (CSD) number or report must be provided.

3.2.2 Procurement Legislation

- 3.2.2.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.
- 3.2.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.
- 3.2.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.

3.2.3 Privacy and Protection of Personal Information Act 4 Of 2013

- 3.2.3.1 Protecting personal information is important to the department of forestry, fisheries, and the environment. to do so, DFFE follows general principles in accordance with applicable privacy laws and the protection of personal information act 4 of 2013 (POPIA).
- 3.2.3.2 DFFE's role as the responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective service providers and third parties
- 3.2.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/respondent and will treat personal information which comes to its knowledge as

confidential and will not disclose it, unless so required by law or subject to the exception contained in the POPIA.

3.2.3.4 DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE

3.2.3.5 In responding to this bid, DFFE acknowledges that it will obtain and have access to personal information of the bidder/respondent. DFFE agrees that it shall only process the information disclosed by the bidder/respondent in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.