



**SBD 1**  
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE  
MINE HEALTH AND SAFETY COUNCIL**

<b>RFP NUMBER:</b>	<b>MHSC011/2022-23</b>
<b>CLOSING DATE:</b>	<b>04 April 2023</b>
<b>CLOSING TIME:</b>	<b>11:00 AM</b>
<b>BRIEFING SESSION:</b>	<b>N/A</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 days (commencing from the RFP Closing Date)</b>
<b>DESCRIPTION OF BID:</b>	<b>Appointment of a project management company to provide a turnkey solution for space planning, advisory, design, refurbishing services and transfer of the property according to MHSC specific office requirements</b>
<b>PHYSICAL ADDRESS</b>	<b>MHSC OFFICES SITUATED AT B7; MAPLE NORTH; 145 WESTERN SERVICE ROAD; WESTWOOD BUSINESS PARK; WOODMEAD.</b>
<b>BID DOCUMENTS DELIVERY ADDRESS</b>	<b>SAME AS ABOVE</b>
<b>ENQUIRIES</b>	<b>tenders@mhsc.org.za</b>
<b>For Attention:</b>	<b>THE SCM MANAGER</b>
<b>NB: Bidders must ensure that they sign the register at the reception when submitting the bids.</b>	

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

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 generally open 8 hours a day, 5 days a week.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER .....  
POSTAL ADDRESS .....  
STREET ADDRESS .....  
TELEPHONE NUMBER CODE.....NUMBER.....  
CELLPHONE NUMBER .....  
FACSIMILE NUMBER CODE.....NUMBER.....  
E-MAIL ADDRESS .....  
VAT REGISTRATION NUMBER .....

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?  
YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....  
DATE .....  
CAPACITY UNDER WHICH THIS BID IS SINED .....

TOTAL BID PRICE: R..... (Total bid price including VAT and any other charges)

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management  
**Tel:** 011 656 1797  
**E-mail address:** tenders@mhsc.org.za

## CONDITIONS AND UNDERTAKINGS BY BIDDER

- 1.1 **The Bid forms should not be retyped or redrafted but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
- 1.1.1 Black ink should be used when completing Bid documents.
- 1.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. MHSC will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 1.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to MHSC on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.
- 1.3 I/We agree that -
- 1.3.1 The offer herein shall remain binding upon me/us and open for acceptance by MHSC during the validity period indicated and calculated from the closing hour and date of the Bid;
- 1.3.2 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 1.4 **NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 1.5 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 1.6 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

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Signature(s) of Bidder or assignee(s)

Date

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Name of signing person (in block letters)

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Capacity

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Are you duly authorized to sign this bid?

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Name of Bidder [company name] (in block letters)

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Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

.....

.....

.....

.....  
Telephone Number:..... Fax Number .....  
Cell Number: ..... Email Address .....

## INSTRUCTIONS TO BIDDER

### 1 Confidential information disclosure notice

- 1.1 This document may contain confidential information that is the property of Mine Health and Safety Council (MHSC).
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from MHSC.
- 1.3 All copyright and Intellectual Property herein vests with MHSC.

### 2 Introduction

#### 2.1 Purpose

- 2.1.1 The purpose of this Request for Bid (RFP) is an invitation to potential suppliers (hereinafter referred to as "Bidders") to submit Bids for the items/products/solutions as detailed under Annex A: Technical/solution specification.

#### 2.2 Objectives

- 2.2.1 The following objectives must be achieved with the implementation of the above required solution:
- 2.2.1.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, MHSC intends to select a preferred bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful bidder. The Bid shall be evaluated in terms of the PPR 2022 (80/20).

#### 2.3 Queries

- 2.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer queries, in writing, to the contact person(s) listed below. Under no circumstances may any other employee within MHSC be approached for any information. Any such action may result to disqualification of a response submitted in response to the RFP. MHSC reserves the right to place responses to such queries on the website.

Name	Type of Query	Email address
Molau Ramabu	Bid Queries	<a href="mailto:tenders@mhsc.org.za">tenders@mhsc.org.za</a>

Enquiries should reference specific paragraph numbers, where appropriate.

All questions/enquiries must be forwarded in writing not later than **28 March 2023 at 11h00**.

Questions/enquiries received after 11h00 on **28 March 2023** will not be considered.

***Bidders are not allowed to contact any other MHSC staff in the context of this tender other than the indicated official under 2.3.1.***

## **2.4 Bid Documents**

- 2.4.1 Bids must be **hand delivered or (if couriered) reach** to **MHSC** by **24** hours before closing date and time.
- 2.4.2 Bid documents must contain **one original document, initialled on each page, and signed where required** and **02 (Two)** copies thereof. (Separate envelopes: one for financials (Pricing), one original for Technical document and two copies).

## **3 General rules and instructions**

### **3.1 Confidentiality**

- 3.1.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFP. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.
- 3.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 3.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of MHSC (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 3.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent MHSC’ confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, MHSC shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 3.1.5 Any documentation, software or records relating to confidential information of MHSC, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:
  - 3.1.5.1 Shall be deemed to form part of the confidential information of MHSC;
  - 3.1.5.2 Shall be deemed to be the property of MHSC;
  - 3.1.5.3 shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and

- 3.1.5.4 Shall be surrendered to MHSC on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.
- 3.2 News and press releases**
- 3.2.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with MHSC.
- 3.3 Precedence of documents**
- 3.3.1 This RFP consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 3.3.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter and which appears in the PPR 2022 shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that MHSC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by MHSC.
- 3.3.3 It is acknowledged that all stipulations in the PPR 2022 are not equally applicable to all matters addressed in this RFP. It however remains the exclusive domain and election of MHSC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the MHSC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.
- 3.4 Preferential Procurement Reform**
- 3.4.1 MHSC supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, MHSC insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 3.4.2 MHSC shall apply the principles of the Preferential Procurement Regulation 2022 to this proposal.
- 3.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and subcontractors, the CSD report must be attached for each legal entity.
- 3.5 Security clearances**
- 3.5.1 Employees and subcontractors of the Bidders **may** be required to be in possession of valid security clearances to the level determined by NIA or/and MHSC commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The Bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.
- 3.6 Occupational Injuries and Diseases Act 13 of 1993**
- 3.6.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 ("COIDA") and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. MHSC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to MHSC.

### **3.7 Instructions for submitting a proposal**

- 3.7.1 One (1) original, two (2) hard copies of the Bid shall be submitted on the date of closure of the Bid.
- 3.7.1.1 The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.
- 3.7.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.
- 3.7.3 Bid must be submitted in a prescribed response format herewith reflected as **Response Format**, and be sealed in an envelope. The envelope must be marked clearly (on the outside) with the Bid Number and be addressed to **The SCM Manager**.
- 3.7.4 Bid must be submitted on or before **04 April 2023 not later than 11h00**. The bids must be dropped in the tender box at the **MHSC Offices; B7; Maple North; 145 Western Service Road Westwood Business Park; Woodmead**, MHSC receives a lot of correspondence on a daily basis. Bidders are therefore urged to ensure that they clearly mark their bids with the Bid Number; register their bids and sign the register that will be provided at the reception. Failure to sign the register will lead to the bid being disqualified. Failure to submitted sealed bids could result to disqualification of bids. The onus is on the bidder to ensure that their bids get registered in the bids received register. Bidders must advise their courier companies of this instruction.
- 3.7.5 All Bids in this regard shall only be accepted if they have been registered on the bids received register before or on the closing date and stipulated time.
- 3.7.6 Bids received after the time stipulated shall not be considered.
- 3.7.7 Bid responses sent by courier must reach this office at least **24 hours** before the closing date to be registered on the bids received register. Failure to comply with this requirement shall result in your proposal being treated as a "late proposal" and shall not be entertained. Such proposal shall be returned to the respective Bidders.
- 3.7.8 **No proposal shall be accepted by MHSC if submitted in any manner other than as prescribed above.**

### **4 Reasons for disqualification**

- 4.1 MHSC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
  - 4.1.2 Bidders who submitted incomplete information and documentation according to the requirements of this RFP;
  - 4.1.3 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, experience, etc.
  - 4.1.4 Bidders who received information not available to other bidders through fraudulent means;
  - 4.1.5 Bidders who do not comply with *mandatory requirements* as stipulated in this RFP.
  - 4.1.6 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or
  - 4.1.7 Bidders who are listed on the National Treasury's database of restricted suppliers

### **5 Closing of Bid**

- 5.1 There shall be **public opening** of the Bids received on request. There shall be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of MHSC. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

5.2 No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. However Bids from international bidders with no office or representation in the RSA shall be accepted if received via the Internet or e-mail before the closing date and time.

5.2.1 Such Bids shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the proposal shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.

## 6 Bid preparation

6.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the solution offered etc. shall be neatly bound as part of the schedule concerned.

6.2 All responses regarding questions posed in the annexes attached herewith shall be answered in accordance with the prescribed **RFP Response Format**.

## 7 Oral presentations and briefing sessions

7.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to MHSC. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. MHSC shall schedule the time and location of these presentations. Oral presentations are an option of MHSC and may or may not be conducted.

## 8 Evaluation Criteria for specific goals

8.1 Points awarded for specific goals specified in SBD 6.1.

8.2 The value of this bid is estimated not to exceed R 50 000 000 00 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

8.3 In terms of Regulation paragraph 6 (2) of the Preferential Procurement Regulation 2022, maximum of 20 points may be awarded to a tender for specific goal specified for the tender.

8.4 A total of 80 points will be allocated to the lowest price bidder.

8.5 The 20 points for specific goals to be allocated as follows:

- (a) Price; and
- (b) Specific goal

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)
Disability	6
Women	6
Black ownership	4
Youth	4



## **9 Evaluation criteria and methodology**

### **9.1 Functional evaluation criteria**

“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service.

When inviting bids, MHSC indicates: -

- (i) Whether the bids will be evaluated on functionality;
- (ii) The evaluation criteria for measuring functionality;
- (iii) The weight of each criterion; and
- (iv) The applicable values as well as the minimum threshold for functionality



**MHSC**

**Mine Health and Safety Council**

Established in terms of Section 41(1) of the Mine Health and Safety Act, 1996 (Act 29 of 1996)  
Western Woods Office Park, 145 Western Service Road, B7 Maple Place, Woodmead  
Tel. No. (011) 656 1797 | Fax: (011) 656 1796

enquiries: SCM  
Email: [tenders@mhsc.org.za](mailto:tenders@mhsc.org.za)

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A PROJECT MANAGEMENT COMPANY TO PROVIDE A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN, REFURBISHING SERVICES, AND TRANSFER OF THE PROPERTY ACCORDING TO MHSC SPECIFIC OFFICE REQUIREMENTS**

### **1 BACKGROUND**

The Mine Health and Safety Council (MHSC) is a national public entity (Schedule 3A) established in terms of the Mine Health and Safety Act no. 29 of 1996, as amended. The MHSC is mandated to advise the Minister of Mineral Resources and Energy (DMRE) on Occupational Health and Safety (OHS) issues in the mining industry; including the development and implementation of the MHSC annual OHS research programme, reviewing and development of mining OHS legislation and dissemination (knowledge and technology transfer) of MHSC research outcomes to improve OHS performance in the South African Mining Industry.

The Mine Health and Safety Council has entered into a lease agreement which will expire on the 31 July 2023. The lease is for the use of approximately 2046m<sup>2</sup> of office space located at 145 Western Service Road, Western Woods Office Park, Woodmead.

MHSC requires a service provider to Project Manage the transfer of the building to be purchased as well as to provide space planning, advisory, design and refurbishing services of the property according to MHSC specific office requirements.

## **2 REQUIREMENTS**

MHSC requires a service provider to Project Manage the transfer of a building purchased as well as to provide space planning, advisory, design and refurbishing services of the property according to MHSC specific office requirements.

Consideration of technologies that are developing in the world to facilitate the embracing elements of the Fourth Industrial Revolution (4IR) should be kept in mind.

This project needs to be compliant with all relevant regulations.

The winning bidder must provide compliance electrical certificate on completion of work in each building.

## **3 SCOPE OF WORK**

MHSC requires a service provider to Project Manage the transfer of a building to be purchased as well as to provide space planning, advisory, design and refurbishing services of the property according to MHSC specific office requirements.

3.1.1 Space planning, design, layout and refurbishment.

3.1.2 Furnishing new and existing furniture

3.1.3 Manage the Transfer of the Property

3.1.4 Manage all subcontractors during the refurbishing

3.2 The prospective service provider is expected to:

- I. Demonstrate on how to manage the implementation of the project.
- II. Provide a detailed project plan and methodology.
- III. Assist MHSC in transferring the building to MHSC.
- IV. Provide design layout for offices and boardrooms as per MHSC specific needs.
- V. Manage all subcontractors on site during the refurbishing.

3.3 The appointed service provider is expected to Project Manage the entire process which entails:

- I. Refurbishment of the building and ensuring compliance with relevant municipality by-laws and legislations, including the physical security design and occupational health and safety standards.

- II. Ensuring that the application of the Code of Practice of the National Building Regulations, SANS 10400 is adhered to at all times.
- III. Engagements with State Security Agency (SSA) in terms of Information Security, the South African Police Service and the Government Security Regulator in terms of Minimum Physical Security Standards.

On completion of the project, a file with all required compliance certificates must be handed over to the MHSC.

Below are the proposed activities; however, further engagements will be conducted with the appointed service provider.

### **3.3.1 Space planning, design, layout and refurbishment.**

3.3.1.1 Design the layout of required offices and boardrooms and produce a final plan for approval. The design must include offices and the provisions for the following:

- I. A boardroom that can accommodate 40 people,
- II. 2x boardrooms to accommodate 20 people each.
- III. 3x boardrooms to accommodate 10 people, (one with sound proofing)

3.3.1.2 Demolition and alteration.

3.3.1.3 Erection and partitioning.

3.3.1.4 Ceiling bulkheads and skirting.

3.3.1.5 Supply and install air-conditioning equipment's as per the size of the building requirements.

3.3.1.6 Install industrial aluminium glass doors in all main entrances (sliding and censoring).

3.3.1.7 Shared or cluster offices to be partitioned with frameless glass.

3.3.1.8 All floors must be covered with carpet except common areas such as kitchen, ablution, reception etc. which must be tiled.

3.3.1.9 The structure accommodates disabled people by erecting ramps in all appropriate areas.

3.3.1.10 Total glazing and MHSC logo branding.

3.3.1.11 Building must be fitted with energy saving fitting and equipment (including installation of solar panels).

3.3.1.12 All electrical appliances and materials must be SABS approved.

- 3.3.1.13 All plumbing, carpentry, glazing or any other materials equipment should be SABS approved.
- 3.3.1.14 Tiling where required must be done with porcelain tiles.
- 3.3.1.15 Installation of blinds (wooden blinds in all boardrooms and fabric in offices).
- 3.3.1.16 Installation of firefighting systems and equipment including safety signs (e.g emergency escape route signs). As required by regulation.
- 3.3.1.17 Provide a general advisory service in relation to space planning (Details of open plan and offices to be agreed).
- 3.3.1.18 Provide furniture where required.
- 3.3.1.19 Install all relevant signage as existing in current building and additional where necessary.
- 3.3.1.20 Compliance with OHS Act.
- 3.3.1.21 Remove and re-install the 2 flag poles from current office block to new premises.
- 3.3.1.22 Manage the installations of ICT cabling and all related ICT infrastructure (To be done by appointed Service provider)
- 3.3.1.23 Manage the supply and installations of security systems (CCTV camera system, biometric access control system, intruder alarm system, fire alarm system, x – ray machine and arc metal detector)
- 3.3.1.24 The layout of the registry office, two (2) storerooms for archiving and dissemination including the Library should be located on the ground floor closer to the reception area.

### **3.3.2 Furnishing and existing furniture**

- 3.3.2.1 Consider existing furniture and audio visual (AV) facilities where possible and replacement or new additions with MHSC Management approval.
- 3.3.2.2 The 40-person capacity main boardroom will require 40 black leather upper swivel high back chairs, a boardroom table with a standard sound proofing and audio visual (AV) facilities.
- 3.3.2.3 The 3X Boardrooms of 20, and 2 boardrooms of 10 which will **EACH** require the following:
  - I. 20/10 black leather upper swivel chairs. (respectively)
  - II. A meeting boardroom table with sound proofing and AV facilities. (as indicated in **3.2.1**)
- 3.3.2.4 As far as reasonable emerging technologies to be considered in the furnishing of the building to facilitate flexibility and seamless transition to the current dynamics of the ever changing world of work (e.g. the 4th Industrial Revolution – 4IR) as and when required.

- 3.3.2.5 The Project Manager must also assist MHSC with moving to the new office. The MHSC will move to the new offices in August 2023, and refurbishments will be carried out when we are at the new building.

#### **4 PROJECT OUTPUT**

The following are the expected primary outcomes of the project:

- 4.1 A Management report in line with the scope of work. Emphasis must be placed on the following headings in the proposed management report:
- 4.1.1 Introduction.
  - 4.1.2 Weekly and monthly reports.
  - 4.1.3 Challenges.
  - 4.1.4 Risks identified and possible mitigations.
  - 4.1.5 Adherence and compliance to PFMA, by-laws and other related legislative requirements.
  - 4.1.6 Tracking of the procurement process with MHSC SCM Office.
  - 4.1.7 Crime stats analysis with regard to the area of the prospective purchase.
  - 4.1.8 Frequency of update with the Building Steering committee.
  - 4.1.9 Transfer Deeds to the property to be presented to MHSC upon Transfer.
- 4.2 Detailed project management and methodology for a period of 7 months (Gantt chart, milestones, resources and costing). The report must be very specific with timelines for the office to move in August 2023
- 4.3 A file with all required compliance certificates.

#### **5 DURATION**

The duration of the project is expected to take 7 (seven) months.

#### **6 EVALUATION PROCESS**

The Bids will be evaluated in accordance with PPPFA of 2022 in line with the following 80/20 principle.

The bids will be evaluated on the following phases:



- Phase 1: Functionality Evaluation;
- Phase 2: Pricing and Specific Goals Evaluation;

## 6.1 FUNCTIONAL EVALUATION

The tender will be evaluated in accordance with PPPFA 2022 in line with the following functional criteria on 80/20 principle.

NO	CRITERIA	WEIGHTING SCORE
1	<b>SIGNED AND VERIFIABLE REFERENCE LETTERS ON VALID LETTER HEADS WITH CONTACTABLE DETAILS FROM ORGANISATIONS WHERE BUILDING PROJECT MANAGEMENT WAS CONDUCTED. THE LETTERS MUST NOT BE OLDER THAN 5 YEARS. (ATTACH VERIFIABLE REFERENCE LETTERS):</b> <ul style="list-style-type: none"> <li>• Seven or more reference letters indicating value of project = 5 points</li> <li>• Four to six reference letters indicating value of the project = 4 points</li> <li>• Three reference letters indicating value of the project = 3 points</li> <li>• Two reference letters indicating value of the project = 2 points</li> <li>• One reference letter indicating value of the project = 1 point</li> <li>• No reference letter indicating value of the project = 0 point</li> </ul>	20
2	<b>CONTENT, METHODOLOGY TECHNICAL APPROACH IN EXECUTING BUILDING PROJECT MANAGEMENT:</b> <ul style="list-style-type: none"> <li>• The methodology and technical approach is comprehensive and address the entire scope of work in detail and the service provider has aligned the approach with the requirements of the ToR and include innovative ideas = 5 points</li> <li>• The methodology and technical approach is standard and address the entire scope of work in detail and the service provider has aligned the approach with the requirements of the ToR = 3 points</li> <li>• The methodology and technical approach that does not meet the entire scope of work = 1 point</li> </ul>	20



NO	CRITERIA	WEIGHTING SCORE
	<ul style="list-style-type: none"> <li>No methodology and no technical approach to address the entire scope of work = 0 point</li> </ul>	
3	<b>EXPERIENCE OF AT LEAST ONE TEAM MEMBER IN PROJECT MANAGEMENT IN THE TURNKEY SOLUTION ENVIRONMENT (DETAILED CVS MUST BE ATTACHED):</b> <ul style="list-style-type: none"> <li>15 years and more experience = 5 points</li> <li>8 years' experience but less than 15 years' experience = 4 points</li> <li>6 years' experience but less than 8 years' experience = 3 points</li> <li>4 years' experience but less than 6 years' experience = 2 points</li> <li>Less than 4 years' of experience = 1 point</li> </ul>	15
4	<b>EXPERIENCE OF AT LEAST ONE TEAM MEMBER IN SPACE PLANNING / EQUIVALENT (DETAILED CVS MUST BE ATTACHED):</b> <ul style="list-style-type: none"> <li>15 years and more experience = 5 points</li> <li>8 years' experience but less than 15 years' experience = 4 points</li> <li>6 years' experience but less than 8 years' experience = 3 points</li> <li>4 years' experience but less than 6 years' experience = 2 points</li> <li>Less than 4 years' of experience = 1 point</li> </ul>	15
5	<b>COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY FROM START TO COMPLETION. SERVICE PROVIDERS ARE EXPECTED TO PROVIDE A SAFETY PLAN:</b> <ul style="list-style-type: none"> <li>Detailed safety plan attached = 5 points</li> <li>Not detailed safety plan attached = 2 point</li> <li>No safety plan = 0 point</li> </ul>	10
6	<b>COMPANY MUST SUBMIT A PROJECT PLAN WITH CLEAR TIMELINES, ACTIVITIES AND COSTS (GANTT CHART TO BE PROVIDED):</b> <ul style="list-style-type: none"> <li>Detailed project plan with timelines, costs and activity = 5 points</li> <li>Not detailed project plan = 3 points</li> <li>No project plan = 0 point</li> </ul>	20

NO	CRITERIA	WEIGHTING SCORE
		100

N.B Bidders must obtain a minimum of 70% overall to qualify for the next level pricing and Specific Goals evaluation.

## 6.2 PRICING SCHEDULE

Bidders must only quote as per the below table. Price must be in SA rand and Vat Inclusive and fixed for the duration of the project.

Description/ Projects	frequency	Rate per Hour (Inc VAT)	Total for the entire 7 months (Inc VAT)	Once fee (Inc VAT)	off (Inc VAT)	Total Including Vat
Project Management fee as per the entire scope of work	Per milestone					
Transfer	Once Off					
Design and layout	Per milestone					
Advisory	Hourly					
Refurbishment	Per milestone					
<b>Total</b>						

MHSC reserves the right to choose between the hourly rate, full prices for the 7 months, and once off fee.

## 7 SPECIAL CONDITIONS OF THE BIDS

- i. The bidders are required to complete the SBD 6.1 and adhere to all phases of evaluation. It is the responsibility of the bidder to supply all necessary documentation / information to support the evaluation process. Bidders must provide the following documents:
  - CIPC / CIPRO, CSD document.
  - Copy of ID documents for directors.

- ii. MHSC reserve the right to request a presentation.
- iii. MHSC may conduct the reference checks based on the references provided.
- iv. The MHSC reserves the right to terminate the contract during the first week after work has commenced should the appointed service provider have misrepresented themselves and/or their product and will not be in a position to fulfil the requirements as contained in the contract, which might result in the MHSC failing to deliver on its mandate timeously.

## 8 STANDARD CONDITIONS OF THE BIDS

- i. **Bidders must complete and sign all the SBD forms.**
- ii. Only suppliers who are registered with the Central Supplier Database (CSD) will be considered for this bid.
- iii. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender.
- iv. The MHSC reserves the right to award or not to award this bid.
- v. The MHSC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory.
- vi. Bids received after closing time and date will be classified as LATE and will not be considered.
- vii. Although adequate thought has been given in the drafting of this document, errors may occur which the MHSC will not be responsible for.
- viii. Any change of information provided in the tender document that may affect delivery of the service should be brought to the MHSC's attention as soon as possible. Failure to comply with this may result in the contract being terminated.
- ix. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified.
- x. Service providers who have been declared insolvent and wish to do business with the MHSC must have been rehabilitated and provide the necessary proof thereof.
- xi. The MHSC reserves the right to award, cancel or partially award this contract.
- xii. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website).
- xiii. **All prices quoted must be VAT inclusive.**

- xiii. All prices quoted must be VAT inclusive.
- xiv. Only those bidders who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders who may be invited for presentations, may have their technical scores re-evaluated.
- xv. For those bidders who have met the minimum functional criteria, as stipulated above, the MHSC has the right to visit the business premises to verify the information provided in the tender documents.
- xvi. The price as per the proposal submitted will form part of the contract for the successful bidder.
- xvii. All prices must be valid for 90 days from date of closing.

## 9 CLOSING DATE

- 9.1 The closing date and time for the bid will be communicated through the advert.

## 10 ADVERTISING AND BRIEFING DATE

- i. The bid will be advertised in the e-tender portal, MHSC internet and newspaper.
- ii. A briefing session will not be required for this bid.

## 11 ENQUIRIES

For any technical enquiries and commercial enquiries please contact: the MHSC Supply Chain Unit at [tenders@mhsc.org.za](mailto:tenders@mhsc.org.za)

## **ANNEX A: SCOPE OF WORK: APPOINTMENT OF A PROJECT MANAGEMENT COMPANY TO PROVIDE A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN, REFURBISHING SERVICES AND TRANSFER OF THE PROPERTY ACCORDING TO MHSC SPECIFIC OFFICE REQUIREMENTS.**

### **1. Special instructions to Bidders**

- 1.1 Scope of work shall form part of the contract.
- 1.2 Should a vendor have reasons to believe that the Technical Specification is not open and/or is written for a particular service or work; the vendor shall notify Procurement Services within seven (07) days after publication of the bid.
- 1.2 All documents as indicated must be supplied as part of the submission.

### **2. Requirements Background**

#### **2. 1. BACKGROUND**

The Mine Health and Safety Council is a national public entity (Schedule 3A) established in terms of the Mine Health and Safety Act, No 29 of 1996, as amended. The entity comprises a tripartite board represented by State, Employer, and Labour members under chairmanship of the Chief Inspector of Mines. The MHSC is funded by public revenue and is accountable to Parliament.

The main task of the Council is to advise the Minister of Mineral Resources on occupational health and safety legislation and research outcomes focused on improving and promoting occupational health and safety in South African mines. The Council also oversees the activities of its committees; promotes a culture of health and safety in the mining industry; arranges a summit every two years to review the state of occupational health and safety at mines; and liaises with the Mining Qualifications Authority and any other statutory bodies about mining health and safety.

A competitive bidding process will be embarked upon. It is also important for MHSC to assist Government in its key objective of socio-economic development, especially in rural areas, where many of the national parks are located.

### **10. SUBMISSION OF BIDS**

Bidders are required to submit **One (01)** original plus **Two (02)** copies of the bid document and a disc.

MHSC may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours or unless otherwise indicated after the request has been made.

### **11.EVALUATION PHASES**

**The received bid proposals will be evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:**

#### **11.1 PHASE ONE (01): MINIMUM REQUIREMENTS SCREENING**

*In this phase All bids received will be verified for **compliance** and **completeness** of the submitted proposal per the below set of requirements. Bidders will progress to functional evaluation and those who meet the minimum threshold of 70% will be considered in the next phase of price and specific goal points evaluation.*

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.
- Submission of the bid document must be **binded** and is without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of an CSD to verify Tax Status (SBD 2) – Bidders whom their Tax matters are not in order and no proper arrangements have been made with SARS to meet their tax obligations will not be considered for this bid. *7 days from the bid closing date is afforded to any bidder who already made necessary arrangements with SARS (attached proof as obtained from SARS Branch) of when the necessary arrangements have been made to meet your Tax obligation and be issued with Tax certificate. Failure to submit a valid and original Tax Clearance within 7 days after the bid closing date, your submitted bid proposal will be considered non-responsive and shall be invalidated or disqualified and not considered for further evaluation.*
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Specific goal Claim Certificate)
- Submission of fully completed Contract Form (Purchases – Goods/Works - SBD 7.1), (Rendering of Services – SBD 7.2). In case of purchases of goods other than services, bidders should complete and sign SBD 7.1 of the Firm price only. In case of rendering of services, bidders should complete and sign SBD 7.2 for services only. Bidders to complete and sign PART ONE (01) only.
- Business Registration Certificate e.g. CK 1, certificate of incorporation
- Familiarise yourself and Initial every page of the General Condition of Contract

**NB: Any bidder who did not declare and submit any of the requested documents may be disqualified.**

## **11.2 PHASE TWO (02): DETAIL EVALUATION CRITERIA AND POINT ALLOCATION**

*In this phase All bids received will be verified for **compliance** and **completeness** of the submitted proposal per the below set of requirements. Bidders who fails to comply with the below requirements will be eliminated and bidders who comply with the below will be evaluated further on price and specific points.*

## **12. QUALIFICATION THRESHOLD TO PROGRESS TO THE NEXT PHASE OF EVALUATION**

**Threshold – Bidders must achieve 70% an average score for consideration to the final stage evaluation of price and specific goals.**

**NB: Bidder who obtains highest total points on PRICE and specific goals claimed points shall be awarded the contract. MHSC reserves the right to appoint one or more service providers for this project.**

### 13. EVALUATION CRITERIA AND WEIGHTING:

The RFP stipulated that the responses to be evaluated using the **80/20** preference points system in accordance with the PPR 2022 guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20
<b>Total</b>	<b>100</b>

### EVALUATION FORMULA

The following formula will be applied to calculate the scores:

#### Price Formula

The following PPR 2022 formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price as per par. 10.1 of this submission.

$$PS = 80 (1 - \frac{Pt - Pmin}{Pmin})$$

Pmin

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

### 14. FINAL AWARD

Bidder who obtains highest total points on PRICE and specific goals claimed points shall be awarded the contract. MHSC reserves the right to appoint one or more service providers for this project.

## BIDDER'S DISCLOSURE

**SBD 4**

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
.....

---

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



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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

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

---

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## SPECIFIC GOALS

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (c) Price; and
- (d) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20                      or                      90/10

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Disability		6		
Women		6		
Black ownership		4		
Youth		4		

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One-person business/sole propriety
  - ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**SURNAME AND NAME:** .....

**DATE:**.....

**ADDRESS:**.....

.....

.....

.....





## **ANNEX O: COMPANY REGISTRATION DOCUMENTS (CIPC/CIPRO)**

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- Certified copies (**copy with original stamp**) of your CIPC (CIPRO) company registration documents listing all members with percentages, in case of close corporation
- Certified copies (**copy with original stamp**) of all latest share certificates, in case of a company

## ANNEX U: GENERAL CONDITIONS OF CONTRACT

### PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

#### General conditions of bid and conditions of contract

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ✓ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

**NOTE: It is mandatory for bidders to complete or answer this part fully; failure to do so result to their bid to be treated as incomplete and shall be disqualified. Refer to paragraph 4 of this document (reasons for disqualification).**

1.

This bid is subject to the General Conditions of Contract stipulated below.	<b>Accept</b>	<b>Do not accept</b>

2.

The laws of the Republic of South Africa shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	<b>Accept</b>	<b>Do not accept</b>

3.

MHSC shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Accept</b>	<b>Do not accept</b>

4.

MHSC may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty four <b>(24) hours</b> after the request has been made, otherwise the proposal may be disqualified.	<b>Accept</b>	<b>Do not accept</b>

5.

In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	<b>Accept</b>	<b>Do not accept</b>

6

In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.	<b>Accept</b>	<b>Do not accept</b>

7

MHSC reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	<b>Accept</b>	<b>Do not accept</b>

8

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	<b>Accept</b>	<b>Do not accept</b>

9

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	<b>Accept</b>	<b>Do not accept</b>

10

Where applicable, MHSC reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	<b>Accept</b>	<b>Do not accept</b>

11

MHSC reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	<b>Accept</b>	<b>Do not accept</b>

12

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	<b>Accept</b>	<b>Do not accept</b>

13

The bidder should not qualify the proposal with own conditions. <b>Caution:</b> If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	<b>Accept</b>	<b>Do not accept</b>

14

Should the bidder withdraw the proposal before the proposal validity period expires, MHSC reserves the right to recover any additional expense incurred by MHSC having to accept any less favourable proposal or the additional expenditure incurred by MHSC in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	<b>Accept</b>	<b>Do not accept</b>

15

Delivery of and acceptance of correspondence between the MSHC and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	<b>Accept</b>	<b>Do not accept</b>

16

Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. MHSC shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.  Such cancellation shall mean that MHSC reserves the right to award the same proposal to next best bidders as it deems fit.	<b>Accept</b>	<b>Do not accept</b>

17

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	<b>Accept</b>	<b>Do not accept</b>

18

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by MHSC signatory and added to this RFP as an addendum.	<b>Accept</b>	<b>Do not accept</b>

19

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	<b>Accept</b>	<b>Do not accept</b>

20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Accept</b>	<b>Do not accept</b>

21

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	<b>Accept</b>	<b>Do not accept</b>

22

<p>Evaluation of Bids shall be performed by an evaluation panel established by MHSC.</p> <p>Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is <b>80</b>, and the maximum number of preference points that may be claimed for specific goals (according to the PPR 2022) is <b>20</b>.</p>	<b>Accept</b>	<b>Do not accept</b>

24

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	<b>Accept</b>	<b>Do not accept</b>

25

The bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	<b>Accept</b>	<b>Do not accept</b>

26

Should the evaluation of this bid not be completed within the validity period of the bid, MHSC has discretion to extend the validity period.	<b>Accept</b>	<b>Do not accept</b>

27

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	<b>Accept</b>	<b>Do not accept</b>

28

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.	<b>Accept</b>	<b>Do not accept</b>

## ANNEX Q: JOINT VENTURE AGREEMENT

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- To provide Joint Venture Agreement signed under Commissioner of Oath.
- To provide above documentation for both companies that form the JV.

### **NB: Joint venture agreement and performing the work**

The primary bidder needs to have major responsibilities in this project and both parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.

## ANNEX S: LIST OF REFERENCE OF RELEVANT SERVICES (PROJECTS)

PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH. ANNEXURE R OR 18

Current and Previous Projects

No	Project/Company name	Extent of contract/relationships			Contact person	Contact number	Contract amount	Date of commencement	Scheduled date of completion	Contract period (No of years)
		National	No of Provinces	Other						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

Invitation to Bid/ Appointment of a project management company to provide a turnkey solution for space planning, advisory, design, refurbishing services and transfer of the property according to MHSC specific office requirements Bid MHSC/011/2022-23.



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