



BID SPECIFICATION

INVITATION FOR BIDS

APPOINTMENT OF A PANEL OF CONSULTANTS/ SERVICE PROVIDERS ON TERM CONTRACT FOR VARIOUS DISCIPLINES

BID NUMBER:	MTPA/20222023/05
NAME OF THE BIDDER	
ADVERTISEMENT DATE:	
CLOSING DATE:	
CLOSING TIME:	11H00
BID DOCUMENT DELIVERY ADDRESS:	SUPPLY CHAIN MANAGEMENT UNIT PROCUREMENT OFFICE HALLS' GATEWAY, MATAFFIN MTPA FINANCE BLOCK E MBOMBELA, 1200

BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE ADVERTISEMENT DATE)
TECHNICAL RELATED QUERIES	tekani.shilenge@mtpa.co.za 013 759 5328
SCM RELATED QUERIES	zanele.ngobeni@mtpa.co.za 013 759 5414
DESCRIPTION OF THE BID	APPOINTMENT OF A PANEL OF CONSULTANTS/ SERVICE PROVIDERS ON TERM CONTRACT FOR VARIOUS DISCIPLINES FOR A PERIOD OF THREE (3) YEARS

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other MTPA staff in the context of this BID other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by MTPA if submitted in any manner other than as prescribed above.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MPUMALANGA TOURISM AND PARKS AGENCY					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	11h00
APPOINTMENT OF A PANEL OF CONSULTANTS/ SERVICE PROVIDERS ON TERM CONTRACT FOR VARIOUS DISCIPLINES FOR A PERIOD OF THREE (3) YEARS					
DESCRIPTION					
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
MPUMALANGA TOURISM AND PARKS AGENCY					
SUPPLY CHAIN MANAGEMENT UNIT, PROCUREMENT OFFICE HALLS' GATEWAY, MATAFFIN					
MTPA FINANCE BLOCK E, MBOMBELA, 1200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zanele Ngobeni		CONTACT PERSON	Tekani Shilenge	
TELEPHONE NUMBER	013 759 5414		TELEPHONE NUMBER	013 759 5328	
E-MAIL ADDRESS	Zanele.Ngobeni@mtpa.co.za		E-MAIL ADDRESS	Tekani.Shilenge@mtpa.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

**PART B
INVITATION TO BID
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

1. INFORMATION AND NOTES

1.1 Overview

The MTPA hereby invite eligible and interested professional service providers to participate in its database for consultancy services in various disciplines for a period of Three (3) years.

These professional services are required to assist and support the MTPA in fulfilling its service delivery mandate and vision in providing both social and economic infrastructure.

1.2 Enquiry

All enquiries should be directed to the under listed officials:-

TECHICAL ENQUIRIES –



1. T SHILENGE
PROJECT MANAGEMENT UNIT



013 759 5328 tekani.shilenge@mtpa.co.za

BID ENQUIRIES

2. Ms. Zanele Ngobeni
3. SCM
013 759 5414 zanele.ngobeni@mtpa.co.za

1.3 Closing Date

As per the bid advertisement (Refer to E- tender Portal, Provincial Bid Bulletin and Departmental website)

1.4 Clarification Meeting

Not applicable

1.5 Database Validity

The selected bidders shall be valid on the database for a period of Three (03) years from the date the database comes into effect.

1.6 Bid Conditions

All bidders shall take note of the following conditions:

- 1) The MTPA Supply Chain Management Policy will apply.
- 2) Bidders who do not meet the eligibility criteria shall not be considered.
- 3) The MTPA does not bind itself to accept the bidders with the highest score or any other bid and reserves the right to accept the whole or part of the bid.
- 4) Bids which are late, incomplete, not completed in black ink, unsigned or submitted by facsimile or electronically will not be accepted.
- 5) All bind documents **must be ring bound**. No other binding mechanism will be accepted. The use of lever arch files is also prohibited.
- 6) Bidders who cannot demonstrate possession of the necessary professional and technical qualifications, professional and technical competence, resources, experience will not be considered.
- 7) Successful bidders will be registered as a service provider / supplier on the MTPA Professional Service Provider Database for a period of Three (03) years.
- 8) The successful bidders will be registered as a service provider / supplier on the Database under their Service Category and graded as large, medium and small based on the total pre-qualification point scored.
- 9) Registration of the Professional Service Provider Database does not entitle the service provider / supplier to any business opportunities offered by the MTPA nor will it place any obligation the MTPA whatsoever.
- 10) Allocation of work on the database shall be done through standard procurement procedures for profession services or as specified on the MTPA Supply Chain Management Policy.

1.7 Eligibility Criteria

Bidders offering the following professional services **are eligible** to register on the Database:-

NOTE:

- *Please tick relevant box of professional services offered*
- *In cases of multi-disciplinary services, the service providers are required to tick more than one box.*

- ☐ Architecture
- ☐ Civil Engineering (to include Water and Sanitation)
- ☐ Electrical Engineering
- ☐ Structural Engineering
- ☐ Industrial Engineering
- ☐ Mechanical Engineering
- ☐ Electro Mechanical
- ☐ Programme and Project Management
- ☐ Conveyancers
- ☐ Geo-hydrological Engineering
- ☐ Geotechnical Engineering
- ☐ Social Facilitation
- ☐ Traffic Engineering
- ☐ Training Providers for Built Environment Projects
- ☐ Training providers for Treatment Works Process Controllers
- ☐ Environmental Management
- ☐ Land Surveying
- ☐ Mechanical Engineering
- ☐ Occupational Health and Safety
- ☐ Town Planning
- ☐ Quantity Surveying
- ☐ Property Valuation

- ☐ Telecommunication
- ☐ Transaction Advisor
- ☐ Occupational Health and Safety
- ☐ Land user advisor
- ☐ Landscaping
- ☐ Interior design
- ☐ GIS Technician

1.7 Eligibility Criteria....cont'd

The bidder will **not be eligible** to enlist on the database if:

- 1) The bidder is under restrictions or has principals who are under restriction to participate in the Employer's procurement due to corrupt or fraudulent practices;
- 2) The bidder does not comply with the legal requirements stated in the Employer's procurement policy;
- 3) The bidder cannot demonstrate possession of the necessary professional and technical qualifications and competency, financial resources, equipment and other physical facilities, managerial capability, personnel, experience and reputation to perform the contract;
- 4) The bidder cannot provide proof of being registered on the Central Supplier Database, in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract.
- 5) The bidder cannot demonstrate proof of professional registration of **at least one** if its Directors / Shareholders / Partners / Sole Proprietor with the relevant professional regulatory council under which they practice.
- 6) Key personnel not registered with the relevant professional body.

1.8 Returnable Documents

All bidders who wish to be registered on the database are required to submit the following documents together with the fully completed Database Registration Form.

Compulsory Returnable Documents

No	Documents Required
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1	Company Registration Certificate
2	Valid Tax Clearance Certificate issued by SARS with a PIN ➤ Tax clearance certificates must be valid for each party of a Joint Venture.
3	Joint Venture Agreement and Certificate for Authority for signature (in case of joint ventures) and Joint BBBEE certificate
4	Certified copies of the ID documents of Directors / Shareholders / Partners / Sole Proprietor (not older than 3 months)
5	Certified copies of Professional Registration Certificate of at least one of the Directors / Shareholders / Partners / Sole Proprietor (not older than 3 months) and all key personnel
6	Completed and signed SDB Forms 1, 4, 6.1, and 6.2
7	Non-South Africans must submit proof of work permit.
8	CSD Registration

Returnable Documents required for evaluation scoring only

No	Documents Required
1	Evaluation Form: Schedule of relevant personnel (in the format provided)
2	Evaluation Form: Schedule of company's experience (in the format provided)
3	Curriculum vitae of key personnel
4	Certified copies of academic qualifications of key personnel – <i>Foreign qualifications must be validated to South African Standard and proof thereof.</i>
5	Certified copies of registration of key personnel with professional (statutory) bodies
6	Valid BBBEE Certificate
7	Proof of residence, utility bill or lease agreement to the name of the bidder

1.9 Evaluation Criteria for green shaded disciplines

The evaluation of the received bids will be based on:

1. Point for price (80 Points)
2. BBBEE Level Contributor (20 points)

1.9.1 Pre-compliance checklist (Returnable documents)

1. Evaluation process

Bidders are required to submit the following documents with their Bids.

Failure to submit will lead to disqualification of the Bid:

1.9.1. Phase one

- All SBD forms should be fully, and correctly completed and signed.
- Attendance of compulsory briefing session and signing of attendance register.
- The Bill of Quantities (BoQ) must be fully completed and signed by the bidder.
- Signed Joint Venture Agreement and Power of Attorney in case of Joint Ventures;
- Company Profile, including previous contract work done and contactable references per contract.
- Professional Indemnity Insurance
- CV's of personnel and certified qualifications on the proposal and a letter of consent from the owner.
- It is compulsory that the Consulting firms submitting proposals should have a fulltime overall Project Manager registered as a Professional Agricultural/Civil Engineer, with Engineering Council of South Africa (ECSA), or equivalent similar statutory body.

All bidders must be registered with the Central Supplier Database (CSD) failure to do so will be disqualified.

NB: It is the responsibility of the bidder to ensure that the following key information is in order to avoid any disqualification during/after the bid evaluations:

- The Business registration status

- Bid restrictions and defaulters status
- Identification number and the service of the state status

Each service provider must meet all the above set of requirement in order to proceed to the next phase of the evaluation process

1.9.2. Phase II: Functionality evaluation as per attached Terms of Reference

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference;
- Bidders must as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder;
- The panel responsible for scoring for the respective bids will evaluate and score all bids based on their submissions and the information provided;
- Bidders will not rate themselves, but need to ensure that all information is supplied as required. The Bid Evaluation committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders; and
- The panel members will individually evaluate the responses received against the following criteria as set out below:

Functionality

Functionality will be scored on 70 point scale. Bidders must at least meet **70%** of the total points.

The sub-criteria is listed below:-

(a) Number of Registered Personnel in Company (30 Points)

(a.1) Number of Professionals

No.	Number of Professionals	Points
1	5 or more professional registered personnel	30
2	4 professional registered personnel	20
3	2 professional registered personnel	10
4	1 professional registered personnel	05

*Means of verification: Proof of registration with relevant Professional Bodies, academic qualification **must** be attached (certified copies should not be older than 6 months)*

(b) Company's work experience (40 Points)

Value of projects performed in the past **Five (05) years** for the following category of works:-

Consulting value	Points
Above R 30 million	40
> R 21 million – R 30 million	30
> R 10 million – R 20 million	25
> R 3 million – R 10 million	10
Below R 3 million	05

(c) Value of professional indemnity liability cover (20 points)

professional indemnity liability cover	Points
> R 20 million and Above	20
> R 15 million – R 20 million	15
> R 10 million – R 15 million	10
> R 5 million - R 10 million	08
Below - R 5 million	05

Means of verification: Schedule of company experience (including the description of the project, name of client, role in project, status of the project, planned/actual completion date, construction value, reference contact details) and authentic appointment letters/**completion certificates** of all projects included in the schedule of company experience.

1.9.2 Company Locality of the Economic Contributor

Ten (10) points will be awarded to a tenderer who have a proof of local residence status, the Tender must attach the proof of residence:-

Locality of the Economic contributor	Number of Points
Local Municipality	10
Within the Mpumalanga province	5
Outside the Mpumalanga province	1
Outside the RSA	0

1.9.3 Minimum Threshold for functionality

A minimum of 70% points is required for tenders to be meet the minimum required threshold. All tenderers scoring lower the minimum threshold will not be considered.

1.9.3. Phase III: Price / Financial stage

1.9.3.1. Price / Financial proposal must be submitted in South African Rand;

1.9.3.2. The following formula will be used to calculate the points for price in respect of this bid :

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

P min

Where

P_s= Points scored for comparative price of bid under consideration

P_t= Comparative price of bid under consideration

P min = Comparative price of lowest acceptable bid

- 1.9.3.3. The responsive bids will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:

The bid price (maximum 80 points)

Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)

- 1.9.3.4. The Preferential Procurement Policy Framework Act 2000 (PPPFA) Preferential Procurement Regulations 2017, Regulations were gazetted on 20 January 2017 (No. 40553) and effective from 01 April 2017. These bid will be evaluated as per above mentioned regulations. Bidders are required to submit B-BBEE status level certificate issued by an authorized body or person; a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act and in case a Joint Venture, a combined BBEE certificate for the service providers must be provided, and subcontracting, the regulations will be followed.

- 1.9.3.5. A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and / or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations of 2017. For this bid the maximum number of Broad-based black Economic Empowerment status that could be allocated to a bidder is indicated below:

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
8	2
NON-COMPLIANT CONTRIBUTOR	0

NB: Failure to capture the required status level on the SBD 6.1 and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

- 1.9.3.6. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price;
- 1.9.3.7. Bidders are requested to complete the various preference claim forms in order to claim preference points;
- 1.9.3.5. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE status;
- 1.9.3.6. Supply Chain Management may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to B-BBEE status;
- 1.9.3.7. Points scored will be rounded off to the nearest 2 decimals;
- 1.9.3.8. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots;
- 1.9.3.9. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points. ;
- 1.9.3.10. The bidder must submit copies of identity documents of all directors or shareholders of the company with the bid documents at the closing date and time of the bid
- 1.9.3.11. The responsive Bid with the highest combined total points for Financial Offer and Preferences is the preferred Bidder.

2. Vetting

Shortlisted bidders will be required to undergo the vetting procedure to verify the authenticity of the submitted documents during the submission period and a bidder can be eliminated if discovered that false information was submitted. Vetting does not mean that the bid is automatically awarded to the vetted bidder.

3. Price Negotiations

- a) Rates will be negotiated whereby a standard rate will apply to all successful bidder(s) in terms of the market related price.
- b) If the price offered by the bidder scoring the highest points is not market related, the department will negotiate a market related price with the bidder scoring the highest points or cancel the bid.
- c) If the bidder scoring the highest points does not agree to a market related price the department shall negotiate a market related price with second bidder, if the bidder scoring the second highest points does not agree to a market related price the department shall negotiate a market related price with the bidder scoring the third highest points.
- d) If the market related price is not agreed to as envisaged by the first, second and third bidder the department shall cancel the bid.

2. Evaluation Criteria for yellow shaded disciplines

Compulsory Documents	Total Allocable Score	Score Earned by Bidder	Comments
NUMBER OF REGISTERED PERSONNEL IN COMPANY	50		
Number of Professional Registered Personnel in Company			
5 or more professional registered personnel	30		
3 – 4 professional registered personnel	20		
1 – 2 professional registered personnel	10		
None	0		
Others i.e. Technicians, Technologist and in-training professionals			
5 or more Technicians, Technologist and in-training professionals	20		
3-4 Technicians, Technologist and in-training professionals	10		
1- 2 Technicians, Technologist and in-training professionals	5		
None	0		
COMPANY'S WORK EXPERIENCE	40		
Above R 10 million	40		
> R 5 million – R 10 million	30		
> R 3 million – R 5 million	20		
> R 1 million – R 3 million	10		
Locality of the Economic contributor	Number of Points (10)		
Local Municipality		10	
Within the Mpumalanga province		5	
Outside the Mpumalanga province		1	
Outside the RSA		0	

Minimum Threshold for functionality

A minimum of 70% points is required for tenders to be meet the minimum required threshold.

3. BIDDER'S INFORMATION

Please note that all information will be treated confidentially. Provide details regarding the organization. Where organization is a joint venture the individual members of the joint venture are to separately provide information of their organization

i	Registered Name of the Bidder / Firm	
ii	Trading Name	
iii	Contact Person	
iv	Postal Address	
	Postal Code	
v	Physical Address	
	Postal Code	
vi	Telephone Number	
vii	Cell Phone Number (Contact Person)	

viii	E-mail	
ix	WWW webpage	
x	Type of Organization (<i>Tick where appropriate</i>)	
	Close Corporation	(Pty) Ltd
	Sole Trader	Joint Venture
	Partnership	Others Specify
xi	Company Registration Number	
xii	Income Tax Registration Number	
xiii	VAT Registration Number	
xiv	Previous Name of Business	

4. BILL OF QUANTITY

Project Team

Professional Fees – Time Based Fee Rates

NB: Rates must be inclusive of VAT @ 15%

NO	Staff Member	RATE (Per hour) VAT Incl
	Key Personnel	
1	Project Manager (registered professional Civil engineer with 3 or more years of experience post registration)	
2	Hydrologist/Hydrogeologist / Water Engineer	
3	Geotechnical Engineer	
4	Mechanical Engineer	
5	Civil Engineer	
7	Electrical Engineer	
8	Civil / Construction Technician	
9	Engineering Technologist	
10	Engineering Technician	
11	Construction Supervisor / Manager	
12	Quantity Surveyor	
13	Land Surveyor	
14	Environmental Specialist	
15	Structural engineer	
16	Architect	
17	Electro mechanical	
18	Structural Engineer	
19	GIS Professional	
20	GIS Technician	
21	Social facilitation	
22	Conveyancers	
23	Property Valuation	

NO	Staff Member	RATE (Per hour) VAT Incl
24	Occupational Health and Safety	
27	Training providers for Built Environment Projects	
28	Industrial engineering	
29	Telecommunication	
30	Land user advisor	
31	Transaction Advisor	
32	Landscaping	
33	Interior Design	

Bidders are expected to submit CVs of the key personnel proposed for the above positions, to indicate experience and suitability. Each member should sign his/her CV with certification, to indicate availability. The bidders may opt to sub-contract or hire other team members.

REIMBURSABLE EXPENSES

NB: Rates must be inclusive of VAT @ 15%

	DESCRIPTION	RATE
34	Accommodation per night	
35	Travelling Costs (max. of 800 km return trip to a project will be reimbursed)	
36	Typing, Duplicating and Printing costs (self)	
37	Toll Fees	
38	Telephone, cell-phone and data	

DISBURSEMENTS

NB: Rates must be inclusive of VAT @ 15%

	DESCRIPTION	RATE
39	Printing (colour) A4 and binding Contract Documents per page	
40	Typing, Duplicating per page	
41	Printing drawings A3 (colour) per page	
42	Printing drawings A1 (colour) per page	

SKILLS TRANSFER

NB: Rates must be inclusive of VAT @ 15%

	DESCRIPTION	RATE (Per hour)
44	Transfer of skills to internal engineers/programme	
45	Development of assessment tools/programme	
46	Development of skills transfer report/programme	
	Total Price For All Items (Year 1)	
	Annual Escalation (_____ %) for Year 2 on above price.	
	Total Price Year 2	
	Annual Escalation (_____ %) for Year 3 on above price.	
	Total Price for Year 3 to Form Total Bid Price	

**ATTACH HERE: Company Registration
Certificate**

**ATTACH HERE: Valid Tax Clearance
Certificate**

ATTACH HERE: BBBEE Certificate

ATTACH HERE: Proof of Residence

ATTACH HERE: Joint Venture Agreement and Certificate for Authority for Signature (*if applicable*)

2.1 Professional Registration of Directors / Shareholders / Partners/ Sole Proprietors

Name	ID Number	Shareholding (%)	Professionally registered under one of the statutory recognized regulatory councils? [Yes / No]	Name of Affiliated Professional Council	Professional Registration Number	Professional Discipline Bidding for

ATTACH HERE: SUPPORT INFORMATION

**(i.e. certified copies of the ID documents of
Directors/Shareholders/Partners/Sole Proprietor and
Proof of Professional Registration)**

ATTACH HERE: SBD Forms

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

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 consortium¹ 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

¹ 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.

SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **80** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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;
- (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
-------	----	-------

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

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 least 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-BBE 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:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract 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.

- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

X is the imported content in Rand

Y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) The bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered

Have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY:

NB

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

4. EVALUATION FORMS AND SUPPORT DOCUMENTS

3.1 Evaluation Form: Schedule of Relevant Personnel

NOTE: The bidder must fill in details of relevant personnel in the Form provided below.

Bidders are allowed to hand write or type the required information.

Proof of registration with the relevant professional body must be attached (*certified copies not older than 3 months*)

Curriculum vitae of the relevant personnel must be attached.

Academic qualifications of the relevant personnel must be attached (*certified copies not older than 3 months*)

Name	ID Number	Position in Organization [Director, Manager, Staff etc]	Discipline [Architect, Engineer, Quantity Surveyor]	Registered as a Professional? [Yes / No]	Professional Registration Number

**ATTACH SUPPORT INFORMATION HERE (i.e.
Curriculum Vitae, certified copies of the ID documents,
Proof of Professional Registration and Academic
qualifications)**

5. Evaluation Form: Schedule of Bidders Experience

NOTE: The bidder must fill in recent projects undertaken in last five (5) years in the Form provided below.

Bidders are allowed to hand write or type the required information.

No	Description of Project	Name of Client	Role in Project [Principal Agent , Agent]	Status [Completed / Ongoing] specify year of execution	Actual / Planned Completion Date	Construction Value
1						
2						
3						
4						

No	Description of Project	Name of Client	Role in Project [Principal Agent , Agent]	Status [Completed / Ongoing] specify year of execution	Actual / Planned Completion Date	Construction Value
5						
6						
7						
8						
9						
10						
11						

No	Description of Project	Name of Client	Role in Project [Principal Agent , Agent]	Status [Completed / Ongoing] specify year of execution	Actual / Planned Completion Date	Construction Value
12						
13						
14						

**ATTACH HERE SUPPORT INFORMATION (i.e.
Appointment letters, Completion Certificates)**