

INDEPENDENT DEVELOPMENT TRUST



TERMS OF REFERENCE FOR PROCUREMENT OF BUILT ENVIRONMENT PANEL OF PROFESSIONAL SERVICES FOR THE INDEPENDENT DEVELOPMENT TRUST (NORTH WEST OFFICE) FOR A PERIOD OF 36 MONTHS FOR:

- 1. PROJECT MANAGEMENT**
- 2. QUANTITY SURVEYING**
- 3. ARCHITECTURAL SERVICES**

BID NO.: IDT-NWPANELS-PSP 2026-2029

BIDDER'S INFORMATION (Must be completed by Bidder)

Company Name	
Contact Person	
Cell / Tel Number	
Professional Discipline <i>(Entities with multi disciplines must submit individual bids per discipline)</i>	
E-mail Address	
CSD Number	

PREPARED BY:

Independent Development Trust – North West
4071 Joule Street
Industrial site
Mafikeng
2745

SCM / Technical Enquiries

E-mail: Noxolod@idt.org.za / AndileM@idt.org.za

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Part T1: BIDDING PROCEDURES



Independent Development Trust

BID NO.: IDT-NWPANELS-PSP 2026-2029

T1.1 Tender Notice and Invitation to Submit Proposals

A CALL FOR PROFESSIONAL SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF PROFESSIONAL SERVICE PROVIDERS IN THE NORTH WEST REGION AT THE IDT FOR A PERIOD OF 36 MONTHS

The Independent Development Trust (IDT) in the North West Province hereby calls for Expression of Interest from suitably qualified and experienced service providers from the built environment profession to establish a pre-approved panel of Professional Service Providers (PSPs) for infrastructure projects in North West to be utilised for a period of 36 months. The following categories of professional service providers are invited:

- Project Managers;
- Quantity Surveyors;
- Architects;

Only PSP's/ consultants who are professionally registered with relevant professional bodies are eligible to submit expressions of interest. **Entities with multi disciplines must submit individual bids per discipline.** Proposals will be evaluated in terms of the Mandatory Requirements and Generic Functionality Criteria as follows:

PHASE ONE - MANDATORY REQUIREMENTS/ DOCUMENTATION MANDATORY RETURNABLE DOCUMENTS

1. Authority to Sign this Bid
2. Company Registration Documents (CIPC)
3. List of all shareholders/directors with Originally certified copies of their IDs (no older than 6 months from the tender closing date)
4. Active and Valid Professional Registration with at least one director of the company with each respective built environment council (i.e. SACAP, SACPCMP, SACQSP) as a Professional or Professional Technologist. (i.e. to be Pr. Arch/ Pr. Arch Technologist, Pr. QS, Pr. CPM)
5. Service Providers must be registered on Central Supplier Database (MAAA Number to be used to verify registration)
6. Valid letter of good standing, COIDA/FEM/RMA certificate recognised by Department of Labour
7. Fully completed and signed SBD Forms:
 - SBD1: Invitation to bid
 - SBD4: Declaration of interest
8. Confirmation of addendum (if applicable)

Failure to comply with the above requirement will result in automatic disqualification.

- (i) If any of the Directors are in the Employment of the State shall result in disqualification of the bid.
- (ii) If any of its Directors are listed on the Register of Defaulters shall result in disqualification of the bid.

RETURNABLE DOCUMENTS REQUIRED AT BID AWARD

The following returnable documents shall be submitted together with the tender documents. Validity of this documentation will be verified at the time of award.

- Proof of Central Supplier Database (CSD) registration full report
- Tax Compliance Letter with a unique pin

PHASE TWO – FUNCTIONALITY CRITERIA

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
A. Experience of the company on built environment projects not older than 10 years	30 Points
B. Quality of services based on Clients Reference Letter	20 Points
C. Qualifications, Experience and competencies of the key assigned personnel	50 Points
TOTAL	100 Points

Only bidders that score 70 points as minimum functionality threshold will qualify to be in the panel of professional service providers for a period of 36 months.

Tender documents must be downloaded from IDT website and National Treasury e-tender on the following link: • Etender – www.etenders.gov.za; IDT website - www.idt.org.za

All Enquiries may be addressed in writing to NoxoloD@idt.org.za / AndileM@idt.org.za by no later than **21 April 2026 at 17H00**

Bids must be submitted on the original documentation that is issued by IDT and delivered at the following address:

**Independent Development Trust
4071 Joule Street
Industrial site
Mafikeng
2745**

The closing time to receipt the Bids is Tuesday, **29 April 2026 at 12H00.**

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids **WILL NOT** be accepted.

CONTACT DETAILS

All bidders must furnish the following particulars and include it in their submission

Discipline:

.....

Name of bidder:

.....

Trading Name

.....

VAT registration number

.....

Tax Clearance Certificate
submitted

YES / NO

.....

Postal address:

.....

Street address:

.....

Contact Person

.....

Telephone number:

Code

.....

Number

.....

.....

.....

Cellular number:

.....

Facsimile number:

Code

.....

Number

.....

.....

.....

e-Mail address:

.....

T1.2 BID DATA

T1.2.1 Background

IDT is a Schedule 2 Public Entity governed by the PFMA and other applicable legislative frameworks as well as its Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; ("The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life"). In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programmes.

The IDT has representation in all provinces and is organized on the basis of regional offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids.

Copy of IDT's last Annual Report is available on request. Additional information with regards to the structure and functional activities of IDT can be obtained from IDT website (www.idt.org.za).

The Independent Development Trust (IDT) has been appointed as the Implementing Agent by various National and Provincial Department Clients to implement Social Infrastructure Service Delivery Programs, these includes but not limited to School Building Programme, Water and Sanitation, Fencing Programme, Special Schools Programme and Alternative Construction Methodology Programmes utilising conventional methods, however Alternative Building Technologies (ABTs) could be considered on client request or sites with no access to deliver the materials.

The IDT invites suitable qualified professional consultants from various disciplines (Project Managers, Architects and Quantity Surveyors), wishing to be on IDT database/panel PSP's for undertaking of infrastructure related works in the North West Region, located in Mafikeng, to submit proposals for expression of interest. The request for quotation will be issued to service providers on this panel as and when projects are allocated to the IDT.

The Database/panel will be valid for 36 months and will be subject to budget and project availability.

T1.2.2 Bid Details

Bid Data (including special conditions of Bid)

The conditions of bid are the Standard Conditions of Bid as contained in the CIDB Standard for Uniformity in Construction Procurement (August 2019). This standard is issued in terms of sections 4(f), 5(3)(c) and 5(4)(b) of the Construction Industry Development Board Act 38 of 2000 read with Regulation 24 of the Construction Industry Development Regulations, (as amended) issued in terms of section 33 refer to www.cidb.org.za.

The Standard Conditions of Bid make several references to the Bid Data for details that apply Specifically to this bid. The Bid Data shall have precedence in the interpretation of any ambiguity or Inconsistency between it and the Standard Conditions of Bid. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
F.1.1	The employer is Independent Development Trust
F.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p>Volume 1 - THE BID</p> <p>Part T1: Bidding procedures T1.1 - Bid notice and invitation to bid T1.2 - Bid data</p> <p>Part T2: Retournable documents T2.1 - List of returnable documents T2.2 - Returnable schedules</p> <p>Volume 2 - THE CONTRACT</p> <p>Part C1: Contracts and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Performance Bond</p> <p>Part C2: Pricing data C2.1 - Pricing instructions</p> <p>Part C3: Scope of work C3 - Scope of work</p> <p>Part C4: Site information C4 - Site information</p>
F.1.4	The employer’s agent will be confirmed if your company is appointed for projects.

<p>F.2.1</p>	<p>Bid offers will only be accepted if the bidder has:</p> <table border="1"> <thead> <tr> <th data-bbox="448 230 512 253">Item</th> <th data-bbox="564 230 1193 253">Description of Compulsory Returnable Document</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 264 512 286">1.</td> <td data-bbox="564 264 855 286">Authority to Sign this Bid</td> </tr> <tr> <td data-bbox="499 297 512 320">2.</td> <td data-bbox="564 297 1059 320">Company Registration Documents (CIPC)</td> </tr> <tr> <td data-bbox="499 331 512 353">3.</td> <td data-bbox="564 331 1334 387">List of all shareholders/directors with Originally certified copies of their IDs (no older than 6 months from the tender closing date)</td> </tr> <tr> <td data-bbox="499 398 512 421">4.</td> <td data-bbox="564 398 1362 544">Active and Valid Professional Registration with at least one director of the company with each respective built environment council (i.e. SACAP, SACPCMP, SACQSP) as a Professional or Professional Technologist. (i.e. to be Pr. Arch/ Pr. Arch Technologist, Pr. QS, Pr. CPM</td> </tr> <tr> <td data-bbox="499 555 512 577">5.</td> <td data-bbox="564 555 1362 611">Service Providers must be registered on Central Supplier Database (MAAA Number to be used to verify registration)</td> </tr> <tr> <td data-bbox="499 622 512 645">6.</td> <td data-bbox="564 622 1251 701">Valid letter of good standing, COIDA/FEM/RMA certificate recognised by Department of Labour Fully completed and signed SBD Forms: SBD1: Invitation to bid SBD4: Declaration of interest</td> </tr> </tbody> </table>	Item	Description of Compulsory Returnable Document	1.	Authority to Sign this Bid	2.	Company Registration Documents (CIPC)	3.	List of all shareholders/directors with Originally certified copies of their IDs (no older than 6 months from the tender closing date)	4.	Active and Valid Professional Registration with at least one director of the company with each respective built environment council (i.e. SACAP, SACPCMP, SACQSP) as a Professional or Professional Technologist. (i.e. to be Pr. Arch/ Pr. Arch Technologist, Pr. QS, Pr. CPM	5.	Service Providers must be registered on Central Supplier Database (MAAA Number to be used to verify registration)	6.	Valid letter of good standing, COIDA/FEM/RMA certificate recognised by Department of Labour Fully completed and signed SBD Forms: SBD1: Invitation to bid SBD4: Declaration of interest
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<p>F.2.3</p>	<p>Alternative offers are not applicable.</p>														
<p>F.2.4</p>	<p>Parts of each bid offer communicated on paper shall be submitted as an original.</p>														
<p>F.2.5</p> <p>F.2.5.1</p>	<p>The employer's details and address for delivery of bid offers and identification details that are to be shown on each bid offer package are:</p> <p>Location of bid box: Reception: Independent Development Trust North West Office</p> <p>Physical address: 4071 Joule Street Industrial site Mafikeng 2745</p> <p>Identification details:</p> <p>Bid reference number: BID No. IDTNW-PANEL 2026-2029 Title of Bid: TERMS OF REFERENCE FOR PROCUREMENT OF BUILT ENVIRONMENT PANEL OF PROFESSIONAL SERVICES FOR THE INDEPENDENT DEVELOPMENT TRUST (NORTH WEST OFFICE) FOR A PERIOD OF 36 MONTHS FOR:</p> <ol style="list-style-type: none"> <li data-bbox="389 1563 815 1585">1. PROJECT MANAGEMENT <li data-bbox="389 1597 788 1619">2. QUANTITY SURVEYING <li data-bbox="389 1630 858 1653">3. ARCHITECTURAL SERVICES <p>Closing date: 29 APRIL 2026 Closing time of the bid: 12H00.</p>														
<p>F.2.6</p>	<p>A two-envelope procedure is not required.</p>														
<p>F.2.7</p>	<p>Telephonic, telegraphic, telex, facsimile, e-mailed and late bid offers WILL NOT be accepted.</p>														

F.2.8	The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid.
F.2.9	The bid offer validity period is 120 days from the closing date
F.3.1	Bids will not be opened in public
F.3.2.2	Quality / functionality / technical evaluation will be applicable please refer to T1.2.3 for details.
F.3.3.1	The employer reserves the right to award the contract in whole or in part to the successful bidder or not to award the bid at all.
F.3.4	The number of paper copies of the signed contract to be provided by the employer is one.
F.4	<p>NOTES</p> <p>Appointments for projects will be as and when required and will be dependent on project and budget availability. PSP's who qualify to be in the panel can be invited to respond to projects specific bidding for price and Specific goals in line with project scope, complexity and value in accordance with the IDT SCM Policy. A second appointment letter will be provided for actual allocation of works.</p> <p>The full bid document must be filled with ink.</p> <p>Packaged proposals to render more than one service will not be accepted.</p> <p>Applicants are however free to submit separate proposals for any discipline they wish to be involved in provided they meet the required criteria.</p> <p>If applicants chose to bid for more than one discipline, they are required to download a document for each discipline they intend to bid for.</p> <p>Upon allocation of works you will be required to submit a Professional Indemnity covering the allocated works or twice your estimated fees, whichever is the highest and conclusion of the applicable Client/ Consultant Agreement CIDB Standard Professional Services Contract 3rd Edition of CIDB document 1015 (or latest version at appointment), together with the IDT addendums and any other special conditions of contract.</p> <p>Upon allocation of works applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.</p> <p>Upon allocation of works the bidders are required to take cognizance of the role of the other professionals that might be involved on the project.</p> <p>Upon allocation of works the IDT reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the IDT requirements.</p>

T1.2.3 Evaluation Procedure

Bid evaluation will be conducted as per the stages below:

Stage 1: Eligibility of Bidders.

Stage one (1) entails the process of ensuring compliance of the bidders. Bidders shall submit all mandatory returnable documents to qualify for stage two (2) of the evaluation processes. Failure to submit any of the compulsory returnable documents will lead to disqualification.

Table one (1) lists the compulsory returnable documents that shall be submitted by all bidders to be considered eligible for this bid. Certified copies of documents shall be submitted in original and not older than 3 months from the closing date.

Table 1: List of Returnable Compulsory Documents

Description of Compulsory Returnable Document
1. Authority to Sign this Bid
2. Company Registration Documents (CIPC)
3. List of all shareholders/directors with Originally certified copies of their IDs (no older than 6 months from the tender closing date)
4. Active and Valid Professional Registration with at least one director of the company with each respective built environment council (i.e. SACAP, SACPCMP, SACQSP) as a Professional or Professional Technologist. (i.e. to be Pr. Arch/ Pr. Arch Technologist, Pr. QS, Pr. CPM
5. Service Providers must be registered on Central Supplier Database (MAAA Number to be used to verify registration)
6. Valid letter of good standing, COIDA/FEM/RMA certificate recognised by Department of Labour
7. Fully completed and signed SBD Forms: <ul style="list-style-type: none"> • SBD1: Invitation to bid • SBD4: Declaration of interest
8. Confirmation of addendum (if applicable)

Stage 2: Evaluation on Functionality/Technical Requirements

Stage two (2) entails the process of evaluation of functionality/technical requirements. Only bidders who meet the 70% minimum functionality threshold will qualify to be in the panel for a period of 36 months.

The Table two (2) below, specifies in detail the functionality/technical criteria to be considered under the evaluation.

Table 2: Summary of Functionality / Quality Criteria

Functionality Criteria		Points Allocation
A1	Experience the company on projects not older than 10 years	30
A2	Company References	20
B1	Professional registration with the relevant profession	20
B2	Qualifications of the key assigned personnel	10
B3	Experience of Key assigned personnel more than 10 years of experience	20
TOTAL POINTS		100

A. EVALUATION SCHEDULE: FIRM'S EXPERIENCE (50 points)

A.1 Relevant Experience on Construction Projects (30 points):

A schedule of **completed** contracts of diverse nature (discipline bidding for) in relation to building construction works. The following details **must** be included in the schedule and to score points we need Appointment letters and final completion certificates: -

- Full description of the project
- Service rendered (Stages involved)
- Name of Employer / client and their representative contact details
- Cost of the works
- Fees obtained for services
- Date of completion
- Duration of the project and start date

A1 - Evaluation sub-criteria: Firm's Experience on Similar Projects (30 points)		
Sub Criteria	Category	Points Awarded
Bid has executed and completed no less than 10 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Very Good	30
Bidder has executed and completed at least 5-9 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Good	20
Bidder has executed and completed at least 3-4 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Fair	10
Bidder has executed and completed less than 2 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Poor	5
Not submission	Not submitted	0

A.2 Reference Form = (20 points)

Complete IDT Reference form REF (supplied in this document) for projects submitted as complete. The following details must be in the reference forms: -

- Fully signed and stamped forms by the client
- Clear client contact details

NB! Should bidders choose to submit their own format instead; their Client Reference Letters will only be evaluated to a maximum of 3 points for each project

A2 - Evaluation sub-criteria: Reference Form (20 points)		
Sub Criteria	Category	Points
Project A	Very Good (4), Good (3), Fair (2), Poor (1)	4
Project B	Very Good (4), Good (3), Fair (2), Poor (1)	4
Project C	Very Good (4), Good (3), Fair (2), Poor (1)	4
Project D	Very Good (4), Good (3), Fair (2), Poor (1)	4
Project E	Very Good (4), Good (3), Fair (2), Poor (1)	4
Not submission		0

B. EVALUATION SCHEDULE: KEY PERSONNEL (50 points)

Provide information on the individuals with qualifications, skills and experience of at least one key resource:

- Relevant Qualifications of key individuals (originally certified copies not older than 6 months from the tender closing date)
- Relevant registration with professional bodies (bidders are to include valid copies of the relevant registration certificates of individuals and originally certified ID Copies no older than 6 months from the tender closing date)
- Number of years of relevant experience in the industry **and** in the proposed role
- Detailed CV's for each member of the team noting their specific relevant project experience, **project description, role and responsibility and project value.**

B1 _ Evaluation sub-criteria: Professional Registration of key personnel (15 points)

Name of Proposed Key Personnel	Professional Registration (15 points)			
	Professional (Project Manager, Quantity Surveyor, Architect)	Professional Technologist (Architects)	Not registered	
1. Director	10	6	0	
2. Key resource	5	3	0	
Subtotal points	15	9	0	

B2 - Qualifications of proposed key personnel (15 points)

Name of Proposed Key Personnel	Qualification within the construction environment profession (15 points)			
	Master's Degree (NQF L-8 or above)	Bachelor of Degree (NQF L-7)	National Diploma (NQF L-6)	Not submitted
1. Director	10	7	4	0
2. Key resource	5	3	2	0
Subtotal points	15	10	6	0

B3 _ Evaluation sub-criteria: Experience of proposed key personnel (20 points)

Name of Proposed Key Personnel	Experience of proposed key personnel (20 points)			
	10 Years and above	Between 7 - 9 Years	Between 5 - 6 Years	Between 1 – 4 Years
1. Director	10	7	5	3
2. Key resource	10	7	5	3
Subtotal number of points	20	14	10	6

Only bidders who will obtain a 70% minimum functionality threshold will qualify to be in the panel for a period of 36 months.

Part T2: RETURNABLE DOCUMENTS

T2.A “Compulsory Commercial Documents”

Compulsory Commercial Documents shall be submitted by the bidders. If any of the below documentation is not supplied will lead to the immediate disqualification of the bidder. Certified copies of documents shall be submitted in original and not older than 6 months from the tender closing date.

Item	Description of Compulsory Returnable Document	Yes /No
T2.A1	Authority to Sign this Bid	
T2.A2	Company Registration Documents (CIPC)	
T2.A3	List of all shareholders/directors with Original certified copies of their IDs (no older than 6 months from the tender closing date)	
T2.A4	Professional registration of the director/s in the relevant discipline	
T2.A6	Valid COIDA or Letter of good standing with the Department of Labour/FEM/RMA	
T2.A7	Fully completed and signed SBD1: Invitation to bid	
T2.A8	Fully completed and signed SBD4: Declaration of interest	
T2.A12	Confirmation of Receipt of Addenda to Bid Documents (if applicable)	

T2.B List of other documents including Technical and Preferential Returnable Documents

The technical and preferential returnable documents are required for bid evaluation purposes (Note: If any of the below is not supplied, it will result in the deduction of bid evaluation points)

The table below lists other documents required including those required for technical and preferential returnable documents that should be submitted by the bidders.

OTHER REQUIRED DOCUMENTS		Yes /No
T2.B14	Complete full CSD report	
T2.B15	Tax Compliance Letter with a unique pin	
T2.B16	Experience of company on similar projects not older than 10 years	
T2.B17	Key personnel assigned to the project: Qualification, Experience, Professional registration	

Part T2.A Returnable Schedule

Important note to Bidder: The relevant supporting documents to the organisation bidding i.e. Registration Certificates for Companies, Close Corporations and Partnerships, or Contracts and Powers of Attorney were applicable, or ID documents for Sole Proprietors, all as referred to in the foregoing forms listed in Part T2.A, must be inserted here

INSERT HERE

T2.A1 AUTHORITY TO SIGN A BID

Fill in the relevant portion applicable to the type of organisation

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors

On.....20.....

Mr/Mrs..... (Whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

DATE:

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned.....
hereby confirm that I am the sole owner of the business trading as

.....

.....
DATE

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

We, the partners in the business trading as.....

hereby authorise

to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

Full name of partner	Residential address	Signature	Date

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:
 (PRINT NAME)

IN HIS/HER CAPACITY AS..... **DATE:**

SIGNATURE OF SIGNATORY:.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

.....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY

AS:.....

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:.....

NAME IN BLOCK LETTERS:.....

F. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by EACH member of a joint venture submitting a bid.

We, the undersigned, are submitting this bid offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company..... acting in the capacity of lead JV partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANISATION.....

ADDRESS:.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:.....

SIGNATURE **DATE:**.....

**T2.A2 FIRM'S COPY OF REGISTRATION OF INCORPORATION OR COMPANY
REGISTRATION DOCUMENTS**

Attached hereto is my / our copies of company registration of incorporation or company registration documents. My failure to submit the copy with my / our bid document will lead to the conclusion that I am / we are not registered as claimed and our bid will be disqualified

(Attach the Firm's Copy of Registration of Incorporation or Company Registration Documents Here)

T2.A3 LIST OF ALL SHAREHOLDERS/DIRECTORS WITH ORIGINAL CERTIFIED COPIES OF THEIR IDS

[List of all shareholders/directors of the company with the original certified copy of shareholders/director's ID to be inserted here]

Attached hereto is the List of all shareholders/directors of the company with the original certified copy of shareholders/director's ID not older than 6 months from the bid closing date. Failure to submit the foresaid documentation will lead to disqualification.

T2.A4 A copy of the Directors Professional Registration for the relevant South Africa Council on the build environment

Attached hereto is the Copy of the Professional Registration for the relevant South Africa Council on the build environment of the Company Director/s. Failure to submit the foresaid documentation will lead to disqualification.

/Copy of the Directors Professional Registration for the relevant South Africa Council on the build environment

T2. A6 VALID COPY OF A LETTER OF GOODSTANDING WITH COMPANSATION FOR OCCUPATIONAL AND INJURIES DISEASE ACT (COIDA) REGISTRATION CERTIFICATE OR FEM OR RMA CERTIFICATES

Attached hereto is my / our certified copy of LETTER of good standing with the Compensation for Occupational Injuries and Diseases, e.g. letter of good standing. My / our failure to submit a valid certificate with your bid offer will lead to the conclusion that your entity/ company is not registered with COIDA, RMA, FEM and therefore, the bid will be disqualified.

T2.A7 _ SBD 1: INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST

BID NUMBER:	IDTNW-PANEL 2026-2029	CLOSING DATE:	29 APRIL 2026	CLOSING TIME:	12h00
DESCRIPTION	A CALL FOR PROFESSIONAL SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON PANEL OF PROFESSIONAL SERVICE PROVIDERS IN THE NORTH WEST REGION AT THE IDT FOR A PERIOD OF 36 MONTHS (PROJECT MANAGERS, ARCHITECT AND QUANTITY SURVEYORS)				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

IDT North West Regional Office: 4071 Joules Street, Industrial Site, Mahikeng, 2745

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
---	--

CONTACT PERSON	NOXOLO DIKOBÉ	CONTACT PERSON	ANDILE MATLADI
TELEPHONE NUMBER	0183810654	TELEPHONE NUMBER	0183810654
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	NoxoloD@idt.org.za	E-MAIL ADDRESS	AndileM@idt.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	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)? <input type="checkbox"/> NO	<input type="checkbox"/> YES
--	------------------------------

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES
 NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES
 NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR 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.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

T2.A8 DECLARATION OF INTEREST (SBD 4)

1. Any legal person, including persons employed by Independent Development Trust, or persons who act on behalf of Independent Development Trust or persons having a kinship with persons employed by Independent Development Trust, including a blood relationship, may make an offer or offers in terms of this bid invitation. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Independent Development Trust, or to persons who act on behalf of Independent Development Trust, or to persons connected with or related to them, it is required that the bidder or his/her/their authorized representative shall declare his/her/their position vis-à-vis the evaluating authority and/or take an oath declaring his/her/their interest, where

1.1 the bidder is employed by Independent Development Trust or acts on behalf of Independent Development Trust;
and/or

1.2 the legal person on whose behalf the bid document is signed, has a relationship with a person/persons who are involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for whom or on whose behalf the declarant acts and persons who are involved with the evaluation of the bid

IN ORDER TO GIVE EFFECT TO THE ABOVE, THE FOLLOWING QUESTIONNAIRE SHALL BE COMPLETED AND SUBMITTED WITH THE BID:

2. Are you or any person connected with the bid employed by Independent Development Trust?
YES / NO

2.1 If "YES", state particulars.....

.....

3. Do you or any person connected with the bid, have a relationship (family, friend, other) with a person employed by Independent Development Trust, concerned with any Bid Committee or Supply Chain Management Unit, and who may be involved with the evaluation or adjudication of this bid. **YES / NO**

3.1 If "YES", state particulars.....

.....

4. Are you or any person connected with the bid aware of any relationship (family, friend, other) between another bidder and any person employed by Independent Development Trust, concerned with any Committee or Supply Chain Management Unit, who may be involved with the evaluation or adjudication of this bid? **YES / NO**

4.1 If "YES", state particulars.....

.....

.....
SIGNATURE OF DECLARANT BID NUMBER: DATE

.....
POSITION OF DECLARANT NAME OF BIDDER

Part T2.B Other required documents

Important note to Bidder: The relevant supporting documents should be inserted as per listed in Part T2.B. part of the listed documents are required for allocation of points for functionality evaluation purposes (Note: If any of the documents to support functionality are not supplied, it will result in the deduction of bid evaluation points).

INSERT HERE

T2.B14 CENTRAL SUPPLIER DATABASE

Attached hereto is my / our Central Supplier Database report.

IMPORTANT NOTES:

A full report of the CSD report is required showing all the company details such as, address, Tax Compliance, banking details etc.

T2.B15 TAX CLEARANCE CERITFICATE

Tax Clearance Certificate or Unique Pin obtained from SARS to be inserted here]

**REQUIRED RETURNABLE QUALITY /FUNCTIONALITY
EVALUATION DOCUMENTS**

T2.B16: FIRM’S EXPERIENCE ON EXECUTION OF PROJECTS

T2.B16.1: Firm’s Experience on execution of projects

The Bidder shall provide details of his relevant experience on similar scale projects above implemented in the past 10 years. In support tenderers are to complete the “Project Experience” schedule below and attach thereto copies of (a) Letters of Appointment, and (b) all the relevant Completion Certificates

PROJECT NAME	PROJECT DESCRIPTION	EMPLOYER DETAILS			PROJECT VALUE (Including VAT)	PSP FEES obtained for services	START DATE	COMPLETION DATE
		Name	Telephone	Email				
A								
B								
C								
D								
E								
F								
G								
H								
I								
J								

T2.B16.2: Client reference letters

Complete the IDT Reference form REF for at least 5 projects submitted above as complete. Only fully signed and stamped forms by the client will be accepted.

T2.B16.2.A EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME A:

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client’s contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

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

STAMP

T2.B16.2.B EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME B:

Type of Project, e.g.:

.....
 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature:

Date:.....

STAMP

T2.B16.2.C EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME C:

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client’s contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

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

STAMP

T2.B16.2.D EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME D:

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client’s contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

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

STAMP

T2.B16.2.E EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Previous Experience” returnable schedule.

REPORT ON BIDDER’S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME E:

Type of Project, e.g.:

.....
 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	4	
Good	3	
Fair	2	
Poor	1	
Not Acceptable	0	

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

Client’s contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature:

Date:.....

STAMP

T2.B17 EVALUATION SCHEDULE: KEY PERSONNEL ASSIGNED TO THE WORK

The Bidder shall insert in the spaces provided on the following pages details of the key personnel required to be in the employment of the bidder or other organization, in order for the bidder to be eligible to submit a bid for this project. Certified proof of qualifications and professional registration must be appended to these schedules, together with the Curriculum Vitae of each individual. Failure to attach them will result in a zero score.

The Bidder shall list below the personnel that he intends to utilize on the Works, including key personnel that may have to be brought in from outside if not available locally. The proposed personnel cannot be replaced without an approval of the employer.

CATEGORY OF EMPLOYEE	NUMBER OF PERSONS	
	KEY PERSONNEL, PART OF THE FIRM'S ORGANISATION	
	HDI	NON-HDI

Insert in the table below the key personnel and their proposed function

KEY PERSONNEL SCHEDULE

No.	Key Person Name	Proposed Function	Professional Registration	Years of Experience
1.				
2.				
3.				
4.				

T2.B17.1 Key Personnel 1: CURRICULUM VITAE OF KEY PERSONNEL – DIRECTOR

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
Name of Employer (firm):		
Current position:		Years with firm:
<u>Employment Record:</u>		
<u>Experience Record Pertinent to Required Service:</u>		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBANT IN THE SCHEDULE

.....
DATE

.....
INCUMBANT'S IDENTITY NUMBER

T2.B17.2 Key Personnel 2: CURRICULUM VITAE OF KEY PERSONNEL – KEY RESOURCE

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
Name of Employer (firm):		
Current position:		Years with firm:
<u>Employment Record:</u>		
.....		
.....		
.....		
.....		
.....		
<u>Experience Record Pertinent to Required Service:</u>		
.....		
.....		
.....		
.....		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBANT IN THE SCHEDULE

.....
DATE

.....
INCUMBANT'S IDENTITY NUMBER

T2.17: EXPERIENCE OF PROJECT TEAM AND DELIVERABLES

PROJECT TEAM CVS

The experience of each key person, relevant to the scope of work, will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), in the specific sector, field, subject, etc. which is directly linked to the scope of work;
- 2) Qualifications in the relevant field or sector; and
- 3) Professional registration with a professional body in the specific sector, field, subject, etc., which is directly linked to the scope of work.

A CV of each key person of **not more than three (3) pages** should be attached to this schedule.

Each CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, certificates, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate / diploma experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows as detailed in Table 1 to 3 above.

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

Signed	Date
Name	Position
<i>Bidder</i>	

(CVs, certified copies, not older than 6 months, of qualifications and professional registration of the above personnel to be attached here).

Part C1: CONTRACT

C1.1 Contract data

C1.1 Bid Contract Data

The Service Provider is advised to read the CIDB Standard Professional Services Contract 3rd Edition of CIDB document 1015. Which is the current applicable contract used for professional services providers. This services contract is based upon the **CIDB Standard Professional Services Contract**, published by the CIDB in July 2009.

Contractual obligations will be confirmed in the Request for Quotation as and when is required.

NOTE:

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when is required.

The IDT will invite the services providers qualified for this panel to compete for allocated projects to IDT by our client departments during this 36 month. Appointments for projects will be as and when required and will be dependent on project and budget availability.

PSP's who qualify to be in the panel can be invited to respond to projects specific bidding for price and BBBEE in line with project scope, complexity and value in accordance with the IDT SCM Policy. A second appointment letter will be provided for actual allocation of works.

Applicants must submit separate proposals for any discipline they wish to be involved in provided they meet the required criteria. Note that applicants who chose to bid for more than one discipline are required to download a document for each discipline they intend to bid for.

Upon allocation of works you will be required to submit a Professional Indemnity covering the allocated works or twice your estimated fees, whichever is the highest and conclusion of the applicable Client/ Consultant Agreement CIDB Standard Professional Services Contract 3rd Edition of CIDB document 1015 (or latest version at appointment), together with the IDT addendums and any other special conditions of contract.

Upon allocation of works applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

Upon allocation of works the bidders are required to take cognizance of the role of the other professionals that might be involved on the project.

Upon allocation of works the IDT reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the IDT requirements.

Part C2: PRICING DATA

C2.1 Pricing Instructions

C2.1.1 Basis of remuneration, method of bidding and estimated fees

- C2.1.1.1 Professional fees for Services will be paid based on the current Government Gazette at the time of the allocation of projects. Although government gazetted rates will apply, pricing may be a factor in determining the suitability of the proposal regarding the services to be provided.
- C2.1.1.2 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.2 herein will be paid in full.
- C2.1.1.3 Disbursements in respect of all travelling and related expenses including all travelling costs, time charges and subsistence allowances related thereto will be paid as specified in C2.3.1 herein.

C2.2 Typing, printing and duplicating work and forwarding charges

C2.2.1 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as adjusted from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Service providers Guidelines"; item 1.

C2.2.2 Typing and duplicating

If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

C2.2.3 Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

C2.2.4 The typing of correspondence, appendices and covering letters are deemed to be included in the fees.

C2.3 Travelling and subsistence arrangements and tariffs of charges

C2.3.1 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Disbursement cost, if any, shall be paid on a proven incurred cost basis in line with applicable guidelines as per the National Department of Public Works and Infrastructure (NDPWI) "Rates for Reimbursable Expenses".

The base town for the projects shall be Mafikeng. As such all disbursement related cost will be referenced to Mafikeng IDT, in line with the guidelines referred to in 1.11.1 above (only applicable where the bidder's offices are located further away from Mafikeng)

The IDT shall deduct 100km and 2hrs return trip for travelling

Travelling to site should be planned for two trips per month. For more than two trips formal approval should be granted by the IDT (proof of written approval to be attached).

Recommended vehicle maximum engine capacity is 2500cc (claims for vehicles more than 2500cc will not be paid).

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's mal performance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

The traveling disbursement cost will only be considered from the location of the project site and the closes location between the Service providers' bidding office or the IDT's regional office managing the project.

C2.3.2 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the Employer.

Part C3: SCOPE OF SERVICES

C3.1 Professional Service Provider's objectives

- 3.1.1 The objective of this bid is to invite and appoint suitable Professional Service Providers that can provide and maintain a professional service to the Independent Development Trust (IDT), Mafikeng Regional Office in order to successfully implement the construction administration and closeout of this projects, i.e., management and closing out the project/s.
- 3.1.2 The Service Provider shall provide **“NORMAL” professional services as detailed in the Government Gazette of each discipline, applicable to the required service** and any other services related to the scope of work in the built environment which may reasonably be required for the successful completion of an infrastructure delivery project / programme.
- 3.1.3 The Service Provider shall provide suitably qualified, experienced personnel to undertake assignments relating to the delivery of the project/s as set out below as and when required during the Period of Performance.
- 3.1.4 Service providers will be appointed for stages 1 to 6, and will be expected to perform all activities and submit all deliverables as described in the deliverables aligned to the Government Gazette.
- 3.1.5 The Professional Service Provider will be appointed for the duration of the project, which incorporates any necessary project related extensions. Service Providers are to note that once appointed, they will be expected to commence the work at possibly very short notices.

C3.2 General Requirements

C3.2.1 Services

The Services required shall generally be all “**Normal Services**” as defined in the Government Gazette/s for stages 1 to 6, unless otherwise reduced in writing.

The Service Provider shall be instructed by the Employer in writing to undertake specific assignments as additional services in terms of the contract as and when required during the contract period.

C3.2.2 Location

Location of the project will be confirmed on actual allocation of project/s.

C3.2.3 Project Programme

The Service Provider shall prepare a detailed programme for the performance of the Service which shall be approved by the Employer. The programme shall be in sufficient detail to monitor the Service Providers performance at the time of allocation of project/s.

No agreed milestones may be extended beyond the timeframes outlined in the programme without acceptable motivation and approval by the Employer.

C3.2.4 Reporting Requirements and Approval Procedure

The Service Provider shall submit monthly (Aligned with prescribed Phase deliverables and fixed time deliverables and dates) progress reports, cost reports, cash flows and labour reports on the agreed date over and above site and technical meeting minutes required by the relevant contract on the time that the project is allocated.

Notwithstanding any other requirements, the Service Provider shall submit a monthly report covering progress (programme, delays, scope change, critical path, etc.), costs (expenditure, cash flow, variation orders, etc.), milestones, socio economic achievements (number of jobs created, use of SMMEs, interns, etc.), challenges and achievements.

C3.2.5 Safety

The Service Provider shall provide all safety equipment as required for his staff and shall undertake all duties in conformance with the relevant OHS legislation.

C3.3 Software application for programming

The Service Provider must avail himself of software to be used for compatibility with the Employers software before undertaking the work utilising the software. The Service Provider shall at its costs convert data files to a format compatible with the Employers software if it chooses to utilise software different from that used by the Employer. No additional compensation will be considered for this activity.

C3.4 Use of reasonable skill and care

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the Service Provider's documents and recommendations may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties.

During assessment of any existing facilities, which may have a direct bearing on the assignment, the Service Provider shall determine deficiencies in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify them.

C3.5 Compliances with standards and regulations

The implementation of works should be executed in compliance with:

- National building Regulations and Building Standard Act
- Relevant SANS Standards
- PW 371-B Construction Works: Specifications (Edition 2.2 December 2015) from DPWI
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020 from Department of Labour (DoL)

Part C4: NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to comply with these requirements or part thereof will result in your proposal being excluded from the evaluation process.

- a) This Request for Proposals (RFP) does not constitute an offer or recommendation to enter into such transaction
- b) The IDT reserves the right to amend, modify or withdraw this RFP if deemed necessary.
- c) Neither the IDT nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid in response to the expression of interest.
- d) No entity may be involved, whether directly or indirectly, in more than one bid in response to this RFP. A failure to comply with this requirement will result in disqualification of the relevant entity
- e) The IDT and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- f) All Bids submitted to the IDT will become the property of the IDT and will as such are not returned to the Bidder unless if received after the closing date and time. The IDT will make all reasonable efforts to maintain bids in confidence. Proprietary information should be identified as such in each bid
- g) Evaluation of bids will be carried out by a Bid Evaluation Committee (BEC). The Evaluator(s) will, if necessary, contact Bidders to seek clarification of any aspect of the bid.
- h) The validity period of this bid is One hundred and twenty (120) days from the closing date.
- i) The validity period of the panel of consultant is thirty-six (36) months from date of the appointment.
- j) This document is confidential and should not be distributed to any non-bidding party without the proper authorization of the IDT.
- k) This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- l) All bids must be formulated and submitted in accordance with the requirements of this RFP.
- m) The service provider will be required to sign confidentiality contracts with the IDT.
- n) Please note that Bid Offer is synonymous to Request for Proposals in this document
- o) Service providers who are blacklisted by any statutory body will, under no circumstances, not be considered

DISCLAIMER

The IDT reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal.