

PROCEDURE FOR PREPARING A4 TECHNICAL & FINANCIAL BOOKLETS

A two envelope procedure will apply as follows:

1. A4 Booklet covers provided on Tender CD. Print in colour double sided on white cardboard 160gsm thickness.
2. Use a sheet of 160gsm A4 white cardboard for the covers of each of the tender booklets and staple a CD envelope to the inside back cover, one for each of the Technical Proposal and Financial Proposal booklets.
3. For the A4 Booklet cover **“TECHNICAL PROPOSAL”**:
 - a. Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Technical Proposal and listed on the inside front cover of the booklet, are electronically completed on a CD (all A-Forms on the provided MS Word file and all B-Forms on the provided MS Excel file). Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be scanned in on the CD in .pdf format.
In the block marked “Set Sequential Number” on the front cover of the booklet, insert the number that is reflected in the same block on the SANRAL-issued tender document CD cover.
The completed CD should be marked with the tenderer’s company name, the project number and description and marked **“TECHNICAL PROPOSAL”**.
 - b. Insert an **original or certified copy** of the original B-BBEE certificate, (and associated Assessment Report) into the booklet.
If submitting an original certified copy, the B-BBEE certificate must be both dated and signed by the Commissioner of Oaths.
In the event of a Joint Venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be attached, as well as a valid B-BBEE verification certificate for each member of the JV.
 - c. ~~Print and insert a copy of the completed Form C2.4: Key Persons for this Project and Summary of Tendered fee (excl provisional and prime cost sums) into the booklet (if applicable).~~
 - d. Sign the declaration in the booklet.
 - e. Insert the electronically completed CD in the booklet into the envelope fixed to the inside back cover of the booklet.
 - f. Place and seal the signed and completed booklet with the electronically completed CD in an envelope marked **“TECHNICAL PROPOSAL”**.
4. For the A4 Booklet cover **“FINANCIAL PROPOSAL”**:
 - a. Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Financial Proposal, and listed on the inside front cover of the booklet, are electronically completed on a CD (Contract Data and Pricing Schedule). Wherever it is a requirement to attach letters or certificates to the returnable schedules, these should be scanned in on the CD in .pdf format.
In the block marked “Set Sequential Number” on the front cover of the booklet, insert the number that is reflected in the same block on the SANRAL-issued tender document CD cover.
The completed CD should be marked with the tenderer’s company name, the project number and description and marked **“FINANCIAL PROPOSAL”**.
 - b. Sign the declaration in the booklet.
 - c. Print, complete and sign the Form of Offer and place the original in the booklet. A draft copy of this form is provided on the CD.
 - d. Print and insert a copy of the Summary of Pricing Schedule into the booklet.
 - e. Insert the electronically completed CD into the booklet into an envelope to be fixed to the inside back cover of the booklet.
 - f. Place and seal the signed and completed booklet with the electronically completed CD in an envelope marked: **“FINANCIAL PROPOSAL- DO NOT OPEN WITH TECHNICAL PROPOSAL”**.
5. Each envelope shall state on the outside the **Employer’s address, contract number and title as well as the Tenderer’s name, authorised representative’s name, postal address and contact telephone numbers**.
6. Seal both envelopes in an outer envelope with the words **“TENDER”** clearly marked and bearing the **Employer’s name, contract number and description as well as the Tenderer’s authorised representative’s name, postal address and contact details**.