



**INDEPENDENT DEVELOPMENT TRUST**

**PROJECT: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR CIDB GRADE 1GB TO 5GB FOR A PERIOD OF THREE YEARS.**

**INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT PROGRAMME (CDP) FOR THE CIDB GRADE 1GB TO 5GB FOR A PERIOD OF THREE YEARS**

**BID NO: IDTCDP20221013/TNDR-00010**

**CLOSING DATE: 10 NOVEMBER 2022**

**TIME: 12:00PM**

**Independent Development Trust**

***SCM / Technical Enquiries***

E-mail: [CDPTender@idt.org.za](mailto:CDPTender@idt.org.za)

**Bidder:** .....

**CIDB Registration Number:** .....

**CSD Registration Number:** .....

**COIDA / FEMA Certificate Number:** .....

**Contact Person:** .....

**Contact Details:**.....

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# **PART 1: TENDER PROCEDURE**

## **T1.1 BID NOTICE AND INVITATION TO BID**

**PROJECT: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR CIDB GRADE 1GB TO 5GB FOR A PERIOD OF THREE YEARS**

**A CALL FOR EMERGING CONTRACTORS TO BID TO BE ON A PRE-APPROVED PANEL OF THE IDT CONTRACTOR DEVELOPMENT PROGRAMME IN THE EIGHT PROVINCES OF SOUTH AFRICA FOR A PERIOD OF 36 MONTHS**

The Independent Development Trust (IDT) invites suitably qualified contractors in the eight (8) provinces (Eastern Cape, Free State, Gauteng, Limpopo, KZN, North West, Northern Cape, and Western Cape) of South Africa (SA) to bid to be placed in the IDT pre-approved panels of Contractor Development Programme (CDP) for a period of 36 months.

## T1.2 MANDATORY REQUIREMENTS

Only bidders, who meet the following requirements will be eligible for further evaluation

- Proof of CIDB registration - Grade 1 to 5 GB
- Complete of SBD forms:
  - SBD 1 Invitation to Bid
  - SBD 4 Declaration of Interest
- Proof of business address; e.g. Municipal Bill, Rental Agreement, proof of ownership etc;
- Proof of Central Supplier Database (CSD) registration
- For Military Veterans must have a certificate or letter with a force number from the Department of Military Veterans and
- A completed affidavit (template provided) for the two nominated members of the entity who undertake the full commitment to the CDP; and
- must comply with the table below by providing a CV with certified copies of Qualifications:

### GRADE 1GB to GRADE3GB

Category	CIDB Grade	NQF Level	Minimum Qualification for building and construction management for building and construction technology	Minimum Experience
TC: Trade Contractor/ Artisan	1	2	<ul style="list-style-type: none"> <li>• National Certificate CETA-accredited RPL Certificate.</li> </ul>	2 years
GB: General Building CE: Civil Engineering	2 to 5	4	<ul style="list-style-type: none"> <li>• National Certificate; or Industry-recognised</li> <li>• Industry CETA-accredited training program</li> </ul>	3 years

- Note:**
- (i) Failure to submit the above required documents result in disqualification of the bid.
  - (ii) If any of the Directors are in the Employment of the State shall result in disqualification of the bid.
  - (iii) If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
  - (iv) In the case of a Bidder, who during the last ten (10) years has been Terminated on Previous Contracts with the IDT shall result in disqualification of the bid.

The IDT will assess all bids received based on its procurement policy in the event that information is required from the bidder/s, the IDT reserves its rights to request the information which shall be submitted within seven (7) working days from request and failure to submit will result in disqualification.

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible to be part of the panel of CDP Contractors, where functionality will be evaluated further.

**Functionality Criteria:**

Criteria	Points Allocation
Socio – economic evaluation	25 points
Relevant Previous Experience on completed projects	20 points
Client references letter on appointed projects in the same projects listed above	15 points
Qualifications & Experience	20 points
Financial Management	20 points
<b>Total</b>	<b>100 points</b>
NB: Minimum qualifying functionality threshold is <b>70 points out 100</b>	

Only bidders who obtain 70 points or higher on the functionality threshold will be eligible to form part of the CDP panel of contractors. The total number of companies with the stipulated CIDB Grade contained in the table below will be considered to constitute the IDT CDP panels in the respective provinces:

**T1.3 APPLICABLE CIDB GRADES**

REGIONS	TOTAL NO: OF COMPANIES	CIDB GRADING				
		GRADE 1GB	GRADE 2GB	GRADE3GB	GRADE 4GB	GRADE 5GB
Eastern Cape	9		3	3	3	
Free State	6	2	2	2		
Gauteng	10	2	2	2	2	2
Limpopo	10	2	2	2	2	2
KZN	25	5	5	10	5	
Northern Cape	6	2	2	2		
North West	20	2	3	8	7	
Western Cape	10	3	3	4		

Only top-scoring companies that meet the requirements will be considered for the panel of the CDP in the respective province.

Note:For Gauteng Province, companies that tendered on bid No IDTCDPGAU2022 that was closed on the 15 of September 2022 must re-submit their tenders  
Tender Documents may be downloaded from the IDT’s website as follows: [www.idt.org.za](http://www.idt.org.za) as well as on the e-tenders portal, [www.etenders.gov.za](http://www.etenders.gov.za) from the 19<sup>th</sup> of October **2022** Tenders

must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

All SCM and Technical inquiries relating to this bid must be directed to [CDPTender@idt.org.za](mailto:CDPTender@idt.org.za) during office hours (08h30 – 17h00) on weekdays attention of Pelly Mashele for Technical issues and Qaphela Ntshobane for SCM matters.

**On submission of Tender documents, the bidder must submit a signed original bid document in hard copy.**

Requirements for sealing, addressing, delivery, opening, and assessment of bids are as stated in the Tender Data. (Refer to Section T1.2).

The bid closing date is the 10<sup>th</sup> of November 2022 at the respective IDT Regional offices **by no later than 12:00 PM. The following are the details of the IDT Regional Office in various provinces where tenders must be submitted:**

PROVINCE	CONTACT PERSON	CONTACT NUMBERS AND PHYSICAL ADDRESS	ADDRESS
Eastern Cape	Greg April	(043) 711 6000	GregA@idt.org.za>
		Palm Square Business Park, Bonza Bay Road, Silverwood House Beacon Bay, East London 5214	
Free State	Bongekile Mkhize	051 411 67245	<a href="mailto:bongekifem@idt.org.za">bongekifem@idt.org.za</a>
		National Department of Public Works and Infrastructure, Ground Floor, 18 President Brand Street, Bloemfontein Central, Bloemfontein, 9301	
Gauteng	Nceba Njongwe	(012) 845 2000	<a href="mailto:nceban@idt.org.za">nceban@idt.org.za</a>
		Glenwood Office Park, Cnr. Oberon and Sprite Streets, Faerie Glen, 0043	
KwaZulu-Natal	Mulungisi Khumalo	(031) 369 7400	<a href="mailto:MlungisiK@idt.org.za">MlungisiK@idt.org.za</a>
		22 Dorothy Nyembe, 12th Floor. The Marine Building, Durban, 4001	
Lim popo	Mohapi Sheea	(015) 295 0000	<a href="mailto:MohapiS@idt.org.za">MohapiS@idt.org.za</a>
		22 Hans van Ransburg Street, Polokwane	
Northern Cape	Brilliant Mbatha	082 075 8445	<a href="mailto:brilliantm@idt.org.za">brilliantm@idt.org.za</a>
		Department of Public Works, 21-23 Old Magistrate Court, Market Square, Kimberly, 8301	
North West	Linnnet Barnes	081 594 9204	

		4059 Joules Street Industrial Site Mahikeng, 2745	<u>Linnet Barnes</u> <u>&lt;LinnetM@idt.org.za&gt;</u>
Western Cape	Alan Wright	Independent Development Trust, 14 <sup>th</sup> Floor, Customs House Heerengracht Street, Foreshore, Cape Town, 8001	<u>alanw@idt.org.za</u>

Bids submitted to a wrong address or to other offices outside the province where the bidder's office is based shall not be considered.

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

**T1.4 NOMINATION FORM FOR THE DIRECTOR**

I Mr/Ms ..... the Director of the company,  
..... Nominate Mr/Ms .....to  
serve and represent our company in the IDT Contractor Development Programme for the  
period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the  
required qualifications as specified in the tender document.

I Mr/Ms .....ID No: ..... accept/reject  
(delete that which does not apply) the nomination to serve and represent the company in the  
CDP programme for a period of three (3) years.

Name .....

..... Date.....

Signature

Company Director



**NOMINATION FORM FOR THE SECOND MEMBER OF THE COMPANY**

I Mr/Ms ..... the Director of the company,  
..... Nominate Mr/Ms .....to  
serve and represent our company in the IDT Contractor Development Programme for the  
period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the  
required qualifications as specified in the tender document.

I Mr/Ms .....ID No: ..... accept/reject  
(delete that which does not apply) the nomination to serve and represent the company in the  
CDP programme for a period of three (3) years.

Name .....

..... Date.....

Signature

Company Director

## T1.5 BID DATA

### INDEPENDENT DEVELOPMENT TRUST

PROJECT NAME: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-5GB FOR A PERIOD OF THREE YEARS

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement. (See [www.cidb.org.za](http://www.cidb.org.za)) which are reproduced without amendment or alteration for the convenience of tenderers as an Annexure to this Tender Data.

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

#### The additional conditions of the bid are:

Clause number	BID DATA FOR: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-5GB FOR A PERIOD OF THREE YEARS AT THE INDEPENDENT DEVELOPMENT TRUST- REGIONS – BID NUMBER: IDTCDP202201/TNDR-00010
F.1.1	The employer is the <b>Independent Development Trust</b> .
F.1.2	The bid documents issued by the employer comprises:  <b>THE BID</b>  <b>Part T1: Bidding procedures</b> T1.1 Bid notice and invitation to bid T1.2 Bid data  <b>Part T2: Returnable documents</b> T2.1 List of returnable documents T2.2 Returnable schedules
F.1.4	The employer's agent is:  ..... (Company name)  ..... (Name of representative)  .....(Address)

	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tel: (....) .....</p> <p>Email: .....</p>
<b>Clause number</b>	<b>BID DATA FOR: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-5GB FOR A PERIOD OF THREE YEARS AT THE INDEPENDENT DEVELOPMENT TRUST- REGIONS – BID NUMBER: IDTCDP20221013/TNDR-00010</b>
<b>F.2.1</b>	<b>Eligibility</b>
<b>F.2.1.1</b>	Only those bidders who satisfy the following eligibility criteria are eligible to submit tenders:
<b>F.2.1.1.1</b>	<p>CIDB Grading</p> <p>In order to be considered for an appointment in terms of this bid, the bidder must be registered with the CIDB within the applicable grade and correct <b>Grade</b> class of construction work.</p> <p>Key Personnel</p> <p>In order to be considered for an appointment in terms of this bid, the bidder must have the key personnel in its permanent employment at the close of the bid as per the attached nomination forms.</p>
<b>F.2.1.1.2</b>	
<b>F.2.6</b>	<b>Acknowledge addenda</b>
	Acknowledge receipt of addenda to the bid documents, which the employer may issue, and if necessary apply for an extension to the closing time.
<b>F.2.7</b>	<b>Clarification Meeting</b>
	N/A
<b>Clause number</b>	<b>BID DATA FOR: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-5GB FOR A PERIOD OF THREE YEARS AT THE INDEPENDENT DEVELOPMENT TRUST- REGIONS – BID NUMBER: IDTCDP20221013/TNDR-00010</b>
<b>F.2.8</b>	<b>Seek clarification</b>
	Bidders can request clarification of the bid documents, if necessary, by notifying the employer at least 5 (five) working days before the closing time date stated in F.2.15.
<b>F.2.11</b>	<b>Alterations to documents</b>

	Do not make any alterations or additions to the bid documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the bidder. All signatories to the bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.																		
F.2.12	<b>Alternative Bid Offers</b>  No alternative tender offers will be considered.																		
F.2.15	<b>Closing Time of Tender</b>																		
F.2.15.1	The closing time for submission of tender offers is by no later than 10 <sup>th</sup> November 2022 @ 12:00pm																		
	<table border="1"> <thead> <tr> <th>PROVINCE</th> <th>PHYSICAL ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Eastern Cape</td> <td>Palm Square Business Park, Bonza Bay Road, Silverwood House Beacon Bay, East London 5214</td> </tr> <tr> <td>Free State</td> <td>National Department of Public Works and Infrastructure, Ground Floor, 18 President Brand Street, Bloemfontein Central, Bloemfontein, 9301</td> </tr> <tr> <td>Gauteng</td> <td>Glenwood Office Park, Cnr. Oberon and Sprite Streets, Faerie Glen, 0043</td> </tr> <tr> <td>KwaZulu-Natal</td> <td>22 Dorothy Nyembe, 12th Floor. The Marine Building, Durban, 4001</td> </tr> <tr> <td>Limpopo</td> <td>22 Hans van Ransburg Street, Polokwane</td> </tr> <tr> <td>Northern Cape</td> <td>Department of Public Works, 21-23 Old Magistrate Court, Market Square, Kimberly, 8301</td> </tr> <tr> <td>North West</td> <td>4059 Joules Street Industrial Site Mahikeng, 2745</td> </tr> <tr> <td>Western Cape</td> <td>Independent Development Trust, 14<sup>th</sup>. Floor, Customs House Heerengracht Street, Foreshore, Ca e Town, 8001</td> </tr> </tbody> </table> <p>Tenders submitted to the wrong address or outside the province of the business operation will not be considered. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</p>	PROVINCE	PHYSICAL ADDRESS	Eastern Cape	Palm Square Business Park, Bonza Bay Road, Silverwood House Beacon Bay, East London 5214	Free State	National Department of Public Works and Infrastructure, Ground Floor, 18 President Brand Street, Bloemfontein Central, Bloemfontein, 9301	Gauteng	Glenwood Office Park, Cnr. Oberon and Sprite Streets, Faerie Glen, 0043	KwaZulu-Natal	22 Dorothy Nyembe, 12th Floor. The Marine Building, Durban, 4001	Limpopo	22 Hans van Ransburg Street, Polokwane	Northern Cape	Department of Public Works, 21-23 Old Magistrate Court, Market Square, Kimberly, 8301	North West	4059 Joules Street Industrial Site Mahikeng, 2745	Western Cape	Independent Development Trust, 14 <sup>th</sup> . Floor, Customs House Heerengracht Street, Foreshore, Ca e Town, 8001
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<b>Clause number</b>	<b>BID DATA FOR: IDT DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-5GB FOR A PERIOD OF THREE YEARS AT THE INDEPENDENT DEVELOPMENT TRUST-REGIONS – BID NUMBER: IDTCDP20221013/TNDR-00010</b>																		
F.2.23	<b>Certificates</b>  The bidder is required to submit with his tender a Certificate of Contractor Registration issued by the Construction Industry Development Board and proof of Registration on the Central Supplier Database (CSD)																		
F3.5	Two-envelope system – <b>not applicable</b>																		

F.3.11.9	The quality criteria and mThe formula score in respect of each of the criteria are as follows:		
	WQ=W2 x So/Ms	The formula used to calculate Functionality points	
	<b>W2</b> =Total evaluation points for functionality as per Scorecard		
	<b>So = Functionality</b> points allocated to the bidder under consideration		
	<b>Ms</b> =Maximum possible score for functionality in respect of a submission		
<b>Minimum points to be scored for Functionality is 70%</b>			

<b>Clause number</b>	<b>BID DATA FOR: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-5GB FOR A PERIOD OF THREE YEARS AT THE INDEPENDENT DEVELOPMENT TRUST- REGIONS – BID NUMBER: IDTCDP20221013/TNDR-00010</b>
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**Notes:**

- Bidders are required to score minimum points of 70% for Functionality stated in tender data
- Bidders who fail to meet the required minimum number of points for functionality stated in the tender data shall be rejected
- Bidders who fail to disclose mandatory required information as per the returnable schedules shall be disqualified

**4. Bidders to submit the following means of verification:**

- Project list of similar completed projects
- Performance and quality reports from clients/consultants
- Certified certificates of qualification of key staff and CV's including references
- Traceable References for projects completed
- Traceable references for suppliers

**T1.6 SCORECARD FOR THE CIDB GRADE 1GB TO GRADE 2GB**

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
<u>FUNCTIONALITY POINTS</u>	75			
<u>Relevant Qualifications</u>	30	Post graduate degree in built environment	Points allocated for possession of relevant qualifications: Degree, National Diploma and National Certificate	30
		Degree in built environment		20
		National Diploma in built environment		15
		National certification in built environment		10
Proof of Construction experience (track record)	25	2 completion certificates	Points allocated for submission of happy letter of the completed project, completion certificate and completion certificate plus a current appointment letter not linked to the completed.	25
		Completion certificate plus a current appointment letter		20
		Completion Certificate		15

		Appointment letter		10
Financial Management and administration capacity	20	Submit all 3	The contractor will be assessed to determine their financial management and administration capacity. The financial management factor is determined in line with the following requirements:  Bank statement (5 to 6 months) Bank statement (3 to 4 months) Bank statement (1 to 2 months)	20
		Submit 2 only		10
		Submit 1 only		5

### T1.7 SCORECARD FOR THE CIDB GRADE 3GB TO GRADE 5GB

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS														
<b>1. FUNCTIONALITY POINTS (100 Points)</b>																		
<b>Socio economic evaluation</b>	-	25	PE Status	5														
			Woman	6														
			Disability	5														
			Youth	6														
			Military Veteran	3														
		<table border="1"> <thead> <tr> <th>Goal</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>PE Status</td> <td>5</td> </tr> <tr> <td>Woman</td> <td>6</td> </tr> <tr> <td>P W disability</td> <td>5</td> </tr> <tr> <td>Youth</td> <td>6</td> </tr> <tr> <td>Military veteran</td> <td>3</td> </tr> <tr> <td>Total</td> <td>25</td> </tr> </tbody> </table>		Goal	Points	PE Status	5	Woman	6	P W disability	5	Youth	6	Military veteran	3	Total	25	
Goal	Points																	
PE Status	5																	
Woman	6																	
P W disability	5																	
Youth	6																	
Military veteran	3																	
Total	25																	
<b>NOTE: Failure to submit any of the above requirements will result in no points being awarded to the bidder.</b>																		
<b>Relevant Previous Experience on projects completed</b>	20	Three (3) appointment letters (R 3 Million and Above)	Points allocated for proven track record based on previous projects executed to completion by the bidder in consideration. The scoring on this item will be carried out as follows:	20														
		Three (3) appointment letters between (R 500 K Million – R 2 Million)		16														

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
		Two (2) appointment letters (R 3 Million and Above)	(i) The bidder shall submit signed appointment letter(s) in the relevant official Client letterhead clearly showing the project value / amount  <b>NOTE: Failure to submit any of the above requirements will result in no points being awarded to the bidder.</b>	12
		Two (2) appointment letters ((R 500 K - R 2 Million)		8
		One (1) appointment letters (R 3 Million and Above)		4
		One (1) appointment letters (R 500 K – R 2 Million)		1
		Non-Submission, Irrelevant Evidence, Incomplete Evidence		0
<b>Client Reference Letters of Similar Completed Projects (Letters match above submitted previous experience)</b>	15	3 Letters	Points allocated for client reference based on previous completed projects as above executed by the bidder in consideration: Points will be allocated based on; (i) Receipt of signed and/or stamped client references in the forms supplied in this document  <b>NOTE: Failure to submit any of the above requirements will result in no points being awarded to the bidder.</b>	15
		2 Letters		10
		1 Letters		5
		Non-Submission, Irrelevant Evidence, Incomplete Evidence		0
<b>Qualifications</b>	20	Points allocated for required (i) qualifications (i.e Certificates) (ii) submission of CV's (iii) submission of relevant certified (not older than 6 months) evidence of qualifications and certificates of the nominated member / resources.		
		<b>2. QUALIFICATIONS = 10</b> <b>A – Nominated member / resources (1):</b> (i) Certificate or Higher (5) (ii) Trade Certificate (3) (iii) None (0) <b>B - Nominated member / resources (2):</b> (i) Certificate or Higher (5) (ii) Trade Certificate (3) (iii) None (0)		

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
		<b>3. EXPERIENCE = 10</b> <b>A - Nominated member/resources (1):</b> (i) 5 or more years experience on projects in relevant category (10) (ii) 1 -3 years experience on projects in relevant category (5) (iii) less than 1 years' experience on projects in relevant category (0) <b>B - Nominated member / resources (2):</b> (i) 5 or more years experience on projects in relevant category (5) (ii) 1 - 3 years experience on projects in relevant category (3) (iii) less than 1 years' experience on projects in relevant category(0)		
<b>Financial Management</b>	<b>20</b>	The contractor will be assessed to determine their financial management and administration capacity. The financial management factor is determined in line with the following requirements:  <b>Financial</b> (i) Annual turnover, last 5 years determined from management accounts (10) (ii) Annual turnover, last 3 years determined from management accounts (5) (iii) Annual turnover, less than 1 year determined from management accounts (3) (iv) Non-Submission, Irrelevant Evidence, Incomplete Evidence (0)  (i) Bank statement with original bank stamp. (10) (ii) Bank statement with no original bank stamp) (5) (iii) Non-Submission, Irrelevant Evidence, Incomplete Evidence (0)		
<b>Minimum points to be scored for Functionality is 70 of the total Points</b>				

Clause number	BID DATA FOR: IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS FOR 1GB-GB FOR A PERIOD OF THREE YEARS AT THE INDEPENDENT DEVELOPMENT TRUST— BID NUMBER: IDTCDP20221013/TNDR-00010
<b>F.3.13</b>	<b>Acceptance of Bid Offers</b>
F.3.13.1	Bid offers will only be accepted if: <ol style="list-style-type: none"> <li>a) the bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation;</li> <li>b) the bidder or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> </ol>

	<p>c) the bidder has not:</p> <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given written notice to this effect;</li> </ul> <p>d) the bidder has completed the Declaration of Interest and there are no conflicts of interest that may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially compromise the bid process and persons in the employ of the state are not permitted to submit tenders or participate in the contract;</p> <p>e) The bidder has completed the Compulsory Supplier Questionnaire (optional) - Contractors and there are no conflicts of interest which may impact the bidder's ability to the contract in the best interests of the employer or potentially compromise the bid process</p> <p>f) The bidder and all its directors are South African Citizens.</p>
F.3.14	<p><b>Notice to Unsuccessful Bidders</b></p> <p>Should bidders not hear from the IDT within ninety (90) calendar days of closure, they should consider their submission unsuccessful. Award will be posted on I-tender within the CIDB website within 21 days of the award otherwise. No written notification directed to each bidder will be issued by the Employer to unsuccessful bidders.</p>
F.2.8	<p><b>Seek clarification</b></p> <p>Request clarification of the bid documents if necessary by notifying the employer <b>at least five (5) working days before the closing date</b> stated in the bid data</p>
F.3.18	<p><b>Provide Copies of the Contract</b></p> <p>The number of paper copies of the signed contract to be provided by the employer is one.</p>

## PART 2 LIST OF RETURNABLE DOCUMENTS

### T2.1 LIST OF RETURNABLE DOCUMENTS

A list of returnable documents is for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission. Tick below if a returnable document is attached or completed properly.

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
T2.1.	Tax Clearance Certificate or unique pin	
T2.1	Company registration documents	
T2.1.	Parties Cancelled Cheque or Original Letter From Bank	
T2.1.	CIDB Registration Certificate	
T2.1.	Copy of a Letter of Good standing with Compensation For Occupational And Injuries Diseases Act (COIDA) Registration Certificate	
T2.1.	Declaration of Interest	
T2.1.	Certificate of Authority For Signatory	
T2.1.	Letters of Appointment, and Relevant Completion Certificates (Practical Completion, Work Completion & Final Completion)	
T2.1.	Client References	
T2.1.	Key Personnel	

## T2.2 RETURNABLE SCHEDULES (ALL COMPULSORY)

Contains documents that the tenderer is required to complete for the purpose of evaluating tenders and other schedules which upon acceptance become part of the subsequent contract.

#	QUALITY EVALUATION SCHEDULES
T2.1.	Project Experience
T2.1.	Client References
T2.1.	Letters of Appointment, and Relevant Completion Certificates (Practical Completion, Work Completion & Final Completion)
T2.1.	Key Personnel

**T2.3. TAX CLEARANCE CERTIFICATE**

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

**T2.4. CONTRACTOR'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 tender document will lead to the conclusion that I am / we are not registered as claimed.*

**T2.5. CIDB REGISTRATION CERTIFICATE**

***Attached hereto is my / our registration certificate with the Construction Industry Development Board. My / our failure to submit the certificate with my / our tender document will lead to the conclusion that my / our company is not registered with CIDB.***

***NOTE: The CIDB can be contacted or visited on [www.cidb.org.za](http://www.cidb.org.za) for more information and registration. Obtain a “Code of Conduct for all parties engaged in construction procurement” for you information.***

**T2.6. COPY OF A LETTER OF GOODSTANDING WITH COMPANSATION FOR OCCUPATIONAL AND INJURIES DIESES ACT (COIDA / FEMA) REGISTRATION CERTIFICATE**

*Attached hereto is my / our certified copy of A LETTER OF goodstanding with the Compensation for Occupational Injuries and Diseases, e.g. letter of good standing. My / our failure to submit the certificate with your tender offer will lead to the conclusion that your entity/ company is not registered with COIDA / FEMA.*

**T2.7. COMPULSORY ENTERPRISE QUESTIONNAIRE**

**Note: Compulsory Enterprise Questionnaire must be completed by the Director**

**Section 3: CIDB registration number, if any: .....**  
 .....

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

**If any of the above boxes are marked, disclose the following:**

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipaanother person
- an employee of any provincial department, national or provincial public entity or

- a member of any provincial legislature
  - a member of the National Assembly or the National Council of Province
  - a member of the board of directors of any municipal entity
  - an official of any municipality or municipal entity
- constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
  - an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other bidding entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_ Position \_\_\_\_\_  
 Enterprise name \_\_\_\_\_

## T2.8SBD 4 : DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a **blood** relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

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

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

1“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person  
connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:



## T2.9: SBD 6.1: 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 90/10 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	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>	<b>Number of points (90/10 system)</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
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: .....
ADDRESS .....
.....
.....