



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

REQUEST FOR PROPOSAL FROM THE PROFESSIONAL ENGINEERING PROJECT MANAGEMENT COMPANY TO ASSESS AND REPAIR THE BUILDING DEFECTS FOR SALGA NORTH WEST PROVINCE OFFICE TO COMPLY WITH THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT 103 OF 1977

BID NO.: SALGA/04/2026

Acquisition NO.: 2026-10-02-0003923-72101500

Closing date and time: 26 October 2026 @ 11:00 am

Compulsory site visit: 12 October 2026 @11:00 am

Compulsory site address:

No. 56 William Street, Wilkoppies, Klerksdorp
North-West Province

Bid Validity Period: 120 days

TEL: (012) 369 8000 WEBSITE: www.salga.org.za

PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER ON THE PORTAL AND SUBMIT THE RESPONSE TO THIS TENDER, PLEASE CLICK THE LINK BELOW:

<https://scmportal.salga.org.za/>

TENDER SUBMISSION ADDRESS: SCM Supplyflow Portal

Link here: <https://scmportal.salga.org.za/>

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. Its main objectives are to:

- Represent, promote and protect the interests of local government;
- Transform local government to enable it to fulfil its developmental role;
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- Enhance the role and status of municipalities;
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- Ensure the full participation of women in organised local government;
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

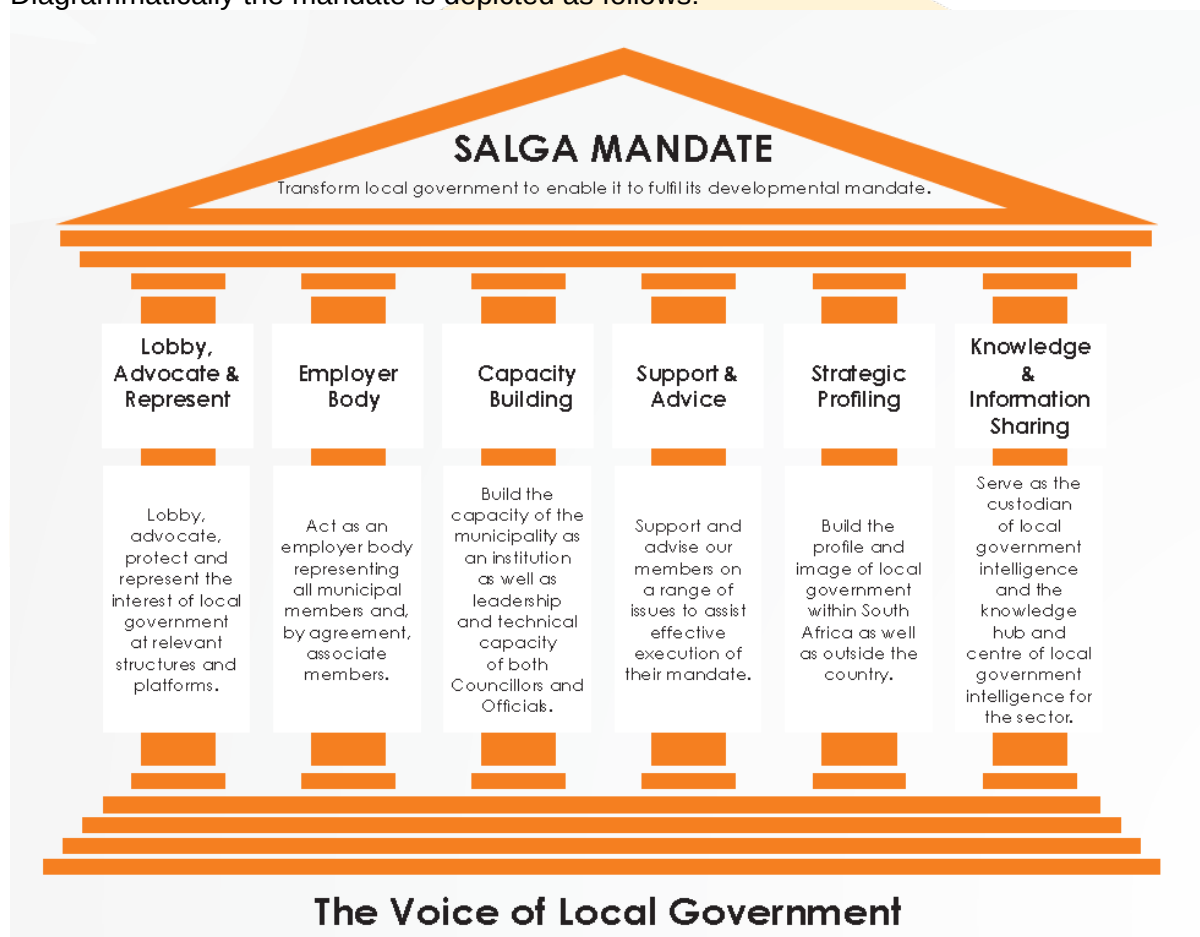
Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people.

SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- (4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans

- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



3. BACKGROUND

SALGA North West building was acquired and occupied in October 2014. During February 2018 SALGA procured the services of a professional management company to facilitate the alterations of the existing building structure to create additional offices and boardrooms.

In view of the above, the additional office space is currently not complying with the National Building Regulations. As such, the building structure is leading to further challenges of non-conformity with the Electrical Installation Regulations, plumbing and roof water leaks during rainy season.

4. PURPOSE

The purpose of this request for proposals is to appoint a professional engineering management company to assess the building defects, repairs, assist with the architectural drawings for the extended building structure completed and general building maintenance.

5. THE SERVICES REQUIRED

The professional engineering project management company with multi disciplines qualified and expertise in the built environment to cover a scope of structural engineering, architectural services, mechanical engineering, electrical engineering and plumbing services. Furthermore, the services to be rendered to comply with the National Building Regulations and Standard Act 103 of 1977 and Occupational Safety and Health Act 85 of 1993.

The detailed scope to cover the following services as follows:

5.1 approved roof structural drawings and buildings plans

A qualified architect registered with the relevant professional bodies such as the South African Council for the Architectural Profession (SACAP) or the membership-based South African Institute of Architects (SAIA) be recommended for the roof structural drawings. This must be supported by copies of qualifications and active membership with the relevant professional bodies. The architect to assess the current roof structure and produce the roof structure plans including the floor plans and submit the building plans to the local municipality for approval.

5.2 Building Fire Protection Plan

Fire control, safety, and risk management shall be in full compliant with the National Building Regulations. SABS 0040 as amended. Where applicable, SALGA will require that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted along with all other information regarding fire compliance. The building currently requires the fire protection plan to be produced by the mechanical engineer or relevant expertise to be submitted to the local municipality for approval.

5.3 Plumbing Installation and Certificate of Compliance (CoC)

A qualified Plumber registered with the Plumbing Industry Registration Board (PIRB) to be recommended. The plumber to assess the current plumbing installation in the building, fix or repair and align with the plumbing installation requirements.

5.4 Electrical Installation and Back-up Power Supply

5.4.1 Municipal power supply and reticulation system

- The installation to comply with all relevant regulations and by- laws. The quality and capacity / KVA of the incoming power supply should thus be able to meet SALGA's requirements.
- An Electrical Compliance certificate must be provided to SALGA as prima facie proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1.
- The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations.
- All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer-based work areas with maximum implementation of natural light.

5.4.2 Backup Power supply in the form of Solar Energy

The solar back up power supplier to comply with the Small-Scale Embedded Generation (SSEG) as published in the provincial gazette and applicable municipal by-laws.

The electrical engineer to provide a SANS 10142-1 letter of compliance for the back generator. The installation of back-up power supply to include sufficient solar panels and batteries to support the building server rooms, power points and office lights. Electrical compliance of certificate to be issued upon compliance of installation.

Four (4) stand-alone Solar Apollo yard lights to be installed within the inner perimeter of the facility.

5.5 General building maintenance and improvements

- 5.5.1 Assess and fix the water leaks for the building
- 5.5.2 Painting of the building (Interior and Exterior)
- 5.5.3 Repair of electrical fence motor gate
- 5.5.4 Replacement of fifteen (15) car ports damaged shades
- 5.5.5 Repair, paint and varnish security guard house and Wendy house
- 5.5.6 Fix the pavement in the main building gate to channel the water to the drainage system

5.6 Certificate of Occupancy

Upon completion of the scope of the project as indicated from the paragraphs 5.1 to 5.4 above, the Project Management Company to obtain certificate of occupancy from the local municipality office.

In view of the above the building is not complying with civil and approved structural drawings. As such, the project management company to facilitate all required approvals including compliance with the municipal by-laws.

6. COMPLIANCE WITH THE RELEVANT LEGISLATION AND PRESCRIPTS

All building repairs, maintenance and installation to comply with the relevant legislation and prescripts as follows:

- ❖ National Building Regulations and Building Standard Act (Act No.103 of 1977);
- ❖ Occupational Health and Safety Act and Regulations (Act No. 85 of 1993);
- ❖ Construction Regulations.
- ❖ Electrical Installation Regulations.
- ❖ General Safety Regulations; and
- ❖ Relevant prescripts

7. SAFETY FILE

A safety file to be compiled and made available on site for all site activities to be performed prior to the commencement of the project. This will also include fall protection and arrest plans. Furthermore, safety data sheets to be included in the safety file.

8. TIME FRAME

The contract will be for a period of twelve months (12) months.

8.1 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration and ending on contract expiry, 12 months.

8.2 DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

8.2.1 Performing of assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the leading Cluster of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

8.2.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the relevant SALGA stakeholders. The final responsibility of approving the scope, extent of the work including safety file resides with the relevant Project Manager.

8.2.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to the relevant or legislated framework, as well as the SLA.

8.2.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings, where applicable.

8.2.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

8.2.6 Expenditure incurred by the bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

9. General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a professional engineering project management company to assess and conduct repairs for SALGA North West Provincial office building based in Klerksdorp.

The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable.

10. Objectives

The purpose of this request for proposals is to obtain the services from a professional engineering project management company to assess and conduct repairs for SALGA North West building at 977 Tom Street, Wilkopies, Klerksdorp.

11. Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder.

12. Questions during Proposal Process

Enquiries regarding this RFP should be directed to **Supply Chain (scm@salga.org.za)** located at the SALGA National Office – 012 369 8185. Questions will only be taken up to 4 days before the closing of the bid.

Bidders finding apparent discrepancies or omissions in the RFP should notify scm@salga.org.za at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 12:00 noon, ten business days prior to RFP closing without providing an extension of time.

13. Submission of Proposal

Enquiries regarding this RFP should be directed to **Supply Chain (scm@salga.org.za)**, or **Nokwanda Msomi (scm@salga.org.za)** located at the SALGA National Office – 012 369 8185. Questions will only be taken up to 4 days before the closing of the bid.

Bidders finding apparent discrepancies or omissions in the RFP should notify scm@salga.org.za at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

3.2 Submission of Proposal

PLEASE USE THE BELOW LINK TO SUBMIT YOUR PROPOSAL.

<https://scmportal.salga.org.za/>

ANY OTHER FORM OF SUBMISSION WILL BE NOT CONSIDERED.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

All proposals will remain in force and will be irrevocable for **120 days** after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

33 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

It is anticipated that the successful bidder will be notified by

34 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- a. the winning bidder fails to perform in accordance with the specified service requirements as set out in the TOR;
- b. the winning bidder fails to provide project deliverables as defined in the terms of reference without written explanation;
- c. the winning bidder otherwise violates the provisions of the TOR to a substantial degree.

35 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

a. Important Dates

12 October 2026 at 10:00 – Compulsory site visit

19 October at 16:30 2026 - Last day for questions

26 October 2026 - Proposal submissions due 11H00 AM

36 CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

- a. The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- b. A contract will be signed with the appointed Service Provider.
- c. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- d. SALGA may at its own discretion vary an instruction to include more work.
- e. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- f. In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- g. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.

- h. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- i. Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- j. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- k. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 90 days from the date of submission.
- l. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- m. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- n. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- o. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- p. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- q. Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your bid offer invalid.

37 Standard Bidding Forms

a. Preference Points Claim Form

Form SBD 6.1 - Bidders must complete this document in full. They must be completed on the original and signed, all in black ink.

b. Bidder's Disclosure

Form SBD 4 - Bidders must complete this document in full. They must be completed on the original and signed, all in black ink.

c. Bid Invitation

Form SBD 1 - Bidders must complete this document in full. They must be completed on the original and signed, all in black ink.

d. Pricing Schedule

Form SBD 3.3 - Bidders must complete this document in full. They must be completed on the original and signed, all in black ink.

38 EVALUATION CRITERIA

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in three phases as stated below:

Phase 1	Pre-Compliance check on Mandatory requirements
Phase 2	Bid Mandatory Criteria in Table 1
Phase 3	Technical Functionality in Table 2
Phase 4	Site-Inspection
Phase 5	Price, BBBEE and Specific goals points

PHASE 1: PRE COMPLIANCE MANDATORY REQUIREMENTS FOR THE BIDDER

- The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.
- Fully Completed and signed SBD forms (SBD1, SBD 3.1, SBD 4, SBD 6.1)

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

PHASE 2: BID MANDATORY CRITERIA IN TABLE 1

The bidder/s is/are required to indicate with a “Yes” or “No” for the proposed building if it fully complies with the criteria below or not. During the evaluation process, the Bid Evaluation Committee will also verify the bidders' information. The premises/building on offer must comply with all of the criteria set out in Table 1 below. Non-compliance to **all** criteria will automatically disqualify the bid and will not be evaluated further in Phase 3 which is Technical Functionality. In cases where a building does not comply with a particular criterion, the bidder must indicate under comments or a separate sheet the reasons the specific building is non-compliant.

TABLE 1: MANDATORY CRITERIA	"YES" & PG NO. WHERE EVIDENCE CAN BE FOUND	"NO"	COMMENTS
1. Experience of the Company The number of years in the building structuring engineering and turnkey project management. At least a minimum of 10 years' experience in the structuring engineering scope and in the project management in the built environment. Evidence required: A minimum of three (3) letters of project concluded in the last five (5) years and contact details of the project administrator / manager.			
2. Qualifications of the Project Management Team and Experience A summary of project management team to be deployed to SALGA to be submitted. This cover individual years of experience. Evidence required: Proof of certified copies of qualifications including registration with professional bodies where applicable.			
3. Project Methodology The methodology to be used to cover the assessment of the building to identify defects, obtaining approvals from the municipality of the revised building plans and actual repairs and maintenance of the facility Evidence required: • Project methodology proposal to be submitted;			
4. Project Work Breakdown Structure and Timelines The estimate completion of the project to be supported by the Work Breakdown Structure (WBS) as per SALGA specifications.. Evidence required: WBS to be included in the proposal to substantiate estimate duration of project			

5. Safety File A summary of items to be included in the safety file to made available on-site for approval by SALGA project manager. The safety file to include everything that is relevant to the scope as per SALGA specifications. Evidence Required: A summary of table of contents of safety file relevant to SALGA project will suffice.			
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*** Refer clearly to the above Mandatory requirements in your submission document sections.**

PHASE 3: TECHNICAL FUNCTIONALITY

NB: Technical functionality will be conducted only on/for bidders that comply with the mandatory criteria above.

CRITERIA FOR FUNCTIONALITY	POINTS BREAKDOWN	WEIGHT
Years of experience Years of experience in the built and project management environment.	Points allocation: 30 points –10 yrs or higher. 24 points – 8 to 9 yrs 18 points - 5 to 7 yrs 12 points – 3 to 4 yrs 6 point – 1 to 2 yrs 0 point- less than 1yr	30
Qualifications of project management team and experience	<u>Points allocation:</u> - Points allocation: 20 points – combined team experience of 10yrs or above and proof of qualifications 16 points- team experience of 5 to 9 yrs and proof of qualifications 12 points – team experience of 2 to3 yrs & proof of qualifications 0 point – below 2yrs experience & qualifications	20

Project Work Breakdown Structure and Timelines	<u>Points allocation:</u> • 15 points– Clear project work breakdown including timelines of each activity of the project scope. • 10 points – clear project work breakdown structure with no timelines 5 points = unclear breakdown structure with no timelines • 0 points - Requirements not met.	15
Project Methodology methodology to be used to cover the assessment of the building to identify defects, obtaining approvals from the municipality of the revised building plans and actual repairs and maintenance of the building	<u>Points allocation:</u> 15 points– A detailed Project methodology provided. 10 points- Project methodology providing certain aspects of the building 5 points- project methodology with limited scope 0 points – Unclear project methodology and no response.	15
Safety File The safety file to include everything that is relevant to the scope as per SALGA specifications	<u>Points allocation</u> • 20 points – • A summary of table of contents of safety file relevant to SALGA project • 15 points – Safety file provided with covering other aspect of project not all • 10 points- safety file provided with limited scope of the project • 0 points– No response or insufficient information provided.	20
Total For Functionality		100
Minimum Threshold		70

PHASE 4: PRESENTATION BY THE SHORTLISTED BIDDERS

NB: The presentation will be done only on bidders that comply with the minimum technical functionality threshold of 70 (average).

The evaluation of the presentations will be based on the table below.

The bidder is expected to comply to all five (5) compulsory criteria, with an indication of a 'Yes' to each criteria below.

An indication of a 'NO' to any of the below criteria will automatically disqualify the bidder and will not proceed to Phase 5 (price & B-BBEE evaluation).

Table 3: Presentation Evaluation criteria

NO.	Description	YES	NO	COMMENTS
1.	The bidder substantiates the experience of the company with relevance to the scope of SALGA project			
2.	The bidder presentation to cover deployment of the project management team assigned to SALGA project			
3.	The bidder to cover the monitoring methods for the work breakdown structure proposed			
4.	The bidder to confirm the methodology to be used to cover the assessment of the building to identify defects.			
5.	This will cover the appointment of Safety Officer to monitor and mitigates hazards and risks associated with the project			

PHASE 5: PRICE AND BBBEE STATUS LEVEL CONTRIBUTION

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender:

The maximum points for this tender are allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Table 4: Pricing Schedule

Bidders are required to submit details of the project cost breakdown as per project phases and VAT inclusive as follows.

Item	No of Units	Price per unit	Price
Approve building plans	Once-off	VAT Excl.	VAT Incl.
Approved Fire Protection Plan	Once-off	VAT Excl.	VAT Incl.
Plumbing installation & Repairs and CoC	Once-off	VAT Excl.	VAT Incl.
Electrical Installation and CoC	Once-off	VAT Excl.	VAT Incl.
General building maintenance & improvements	Once-off	VAT Excl.	VAT Incl.
Certificate of occupancy	Once off	VAT Excl.	VAT Incl.
Total Bid Price inclusive of VAT			

Phase 3 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	10
Specific Goals	10
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor. A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price, and score 0 points out of 20 for B-BBEE

39 SPECIAL CONDITIONS

The following should be noted by interested parties:

The following should be noted by interested parties:

1. SALGA may at its discretion vary this instruction to include more scope/work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
2. All copyright and intellectual property rights that may result because of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
3. SALGA may dictate the framework in which documents (policies, plans, reports, etc.)
4. SALGAs (general conditions of the bid, contract, and order) shall apply to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA)/lease Agreement after the appointment.
5. SALGA reserves the right not to award the bid to any bidder at its discretion.
6. SALGA may contact any bidder during the evaluation period, to clarify information only, without informing any other bidder.
7. The bidder accepts that SALGA will have a right to contract with any other service provider for the provision of services not covered by this specification.
8. Government procedures will be followed in appointing the prospective bidder.
9. In line with the Legislative Framework, SALGA is not obliged to continue, renew, or extend any existing contracts of the bidder, unless it deems otherwise.
10. SALGA will not award the bid to any prospective bidder who has not registered with the Central Database Supplier as regulated by the National Treasury Department.

40 CONDITIONS OF BID

(FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

1. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
2. SALGA may at its discretion vary an instruction to include more work.
3. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposals.
4. If any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
5. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
6. Bidders shall not make available or disclose details about their project proposal with anyone not specifically involved unless authorised to do so by SALGA.

7. Bidders shall not issue any press release, social media, or another public announcement about the details of their project without the prior written approval of SALGA.
8. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where a such potential conflict of interest may arise.
9. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
10. Disputes that may arise between SALGA and a bidder must be settled through mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
11. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
12. SALGA will not be liable for costs incurred during the site visits (if applicable) or any other cost related to the submission of the bid.
13. The service provider may not cede or assign any part of its agreement with SALGA nor subcontract any part of the work assigned to them without the prior written authorisation of SALGA.
14. Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
15. Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior writing from SALGA.
16. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.

41 INSTRUCTIONS TO THE BIDDER

41.1 GENERAL INSTRUCTIONS

- This document constitutes a Request for Proposal (RFP), which specifies SALGA's request for the services of a professional engineering project management company to assess the building defects and repairs for its North - West Provincial Office, in Klerksdorp. The information contained herein provides a format to facilitate the bidder's response format must be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e., a per-unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to SALGA.
- Where Consortia / Joint Ventures / Sub-contractors are involved; each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

