



THE ESTABLISHMENT OF A PRE-APPROVED PANEL OF CONTRACTORS FOR THE CONSTRUCTION OF INFRASTRUCTURE IN THE FORM OF CIVIL WORKS AND HOUSES FOR THE GAUTENG PARTNERSHIP FUND FOR A PERIOD OF THIRTY-SIX (36) MONTHS

RFP NO:

RFP/09/02/25

CLOSING DATE:

10 OCTOBER 2025

TIME:

11:00 AM

SUBMISSION VENUE:

**GAUTENG PARTNERSHIP
FUND**

**82 GRAYSTON
DRIVE**

1st FLOOR

SANDTON

2196

ENQUIRIES: tenders@gpf.org.za

COMPULSORY BRIEFING SESSION- 18 SEPTEMBER 2025 @11:00am

Via Microsoft teams (To joint click on the link below):

[Join the meeting now](#)

ACRONYMS

GPF	Gauteng Partnership Fund
ICASA	Independent Communications Authority of South Africa
SLA	Service Level Agreement
GDHS	Gauteng Department of Human Settlements
PPE	Provincial Public Entity
GPG	Gauteng Provincial Government
PFMA	Public Finance Management Act
SLA	Service Level Agreement
BBBEE	Broad Black Based Economic Empowerment
SANAS	South African National Accreditation System
CIPC	Companies and Intellectual Properties Commission
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise

1 SECTION 1: GENERAL CONDITIONS OF BID

Proprietary Information

GPF considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GPF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of GPF.

1. Enquiries

- 1.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Department : Supply Chain Management

Contact Persons : Ms. Mandudu Legodi / Mr. Sandile Ngwenya
E-mail address : tenders@gpf.org.za

- 1.2 **Closing date for enquiries** in relation to this RFP will be on 23 September 2025
- 1.3 **Compulsory briefing session for this tender** 18 September 2025.
- 1.4 The enquiries will be consolidated and GPF will issue one response and such response will be posted, within two days after the last day of enquiries, onto the GPF website (www.gpf.org.za) under tenders i.e. next to the same RFP document.
- 1.5 The GPF may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the GPF on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

2. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

3. Instructions on submission of Bids

- 3.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy on USB in PDF format all bound in a sealed envelope endorsed. The sealed envelope must be placed in the bid box at the First-floor area of the GPF Offices, 82 Grayston Drive, 1st Floor, Sandton, 2196 by no later than **11:00 AM [Telkom time]**.
- 3.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 3.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 3.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the GPF Offices, 82 Grayston Drive, 1st Floor, Sandton, 2196. **The GPF will not be held responsible for any delays where bid documents are handed to the GPF Receptionist/ officials.**
- 3.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 3.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the GPF's policy not to consider late bids for tender evaluation.**

4. Preparation of Bid Response

- 4.1 All the documentation submitted in response to this RFP must be in English.
- 4.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 4.3 Bids submitted by bidders which comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 4.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by GPF in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 4.5 A valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.
- 4.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for GPF to verify the bidder's tax status on CSD and other Governing compliances.

5. Supplier Performance Management

- 5.1 Supplier Performance Management is viewed by the GPF as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the GPF and all its suppliers.
- 5.2 The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the GPF, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value-add to GPF's business.

6. Supplier Development

- 6.1 The GPF promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the GPF and the successful bidder.

7. GPF's Rights

- 7.1 The GPF is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the GPF has record of such bidders, may

be advised in writing of such amendments in good time and any such changes will be posted on the GPF's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

7.2 The GPF reserves the right to award this bid as a whole or in part.

7.3 The GPF reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2024/2025: Revised Cost Containment Measures**, where relevant.

7.4 The GPF reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the GPF to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

8. Undertakings by the Bidder

8.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the GPF on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

8.2 The bidder may be required to attend an interview should GPF require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.

8.3 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with GPF, as the principal(s) liable for the due fulfilment of such contract.

8.4 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become GPF property unless otherwise stated by the bidder/s at the time of submission.

9. Reasons for disqualification

9.1 The GPF reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

- 9.1.1 Bidders who submit incomplete information and documentation according to the requirements of this RFP document.
- 9.1.2 Bidders who submit information that is fraudulent, factually untrue or inaccurate.
- 9.1.3 Bidders who receive information not available to other potential bidders through fraudulent means.

SECTION 2

1. PURPOSE

The purpose of these Terms of References (TOR) is for the establishment of pre-approved panel of contractors for the construction of infrastructure and buildings for various human settlements projects for the Gauteng Partnership Fund (GPF)

2. BACKGROUND

In 2002, the Gauteng Department of Housing (later configured as the Gauteng Department of Local Government and Housing, and since 2013 as the Gauteng Department of Human Settlements), established the Gauteng Partnership Trust, trading as the Gauteng Partnership Fund (GPF). As such, the Gauteng Partnership Fund:

- Was established as a benevolent trust under the Trust Properties Control Act 57 (1988) ("Trust Act"), i.e. as "a trust with a social delivery mandate".
- On 3 October 2003, was declared tax exempt in terms of Section 10(1)(cN) of the Income Tax Act.

- Is registered as a non-profit organisation with the registration number 030-671-NPO.
- On 31 August 2005 GPF, was listed as a Schedule 3C Provincial Public Entity (PPE), in terms of the Public Finance Management Act (Act 1 of 1999, as amended by Act 29 of 1999) (PFMA).

GPF reports to the Gauteng Department of Human Settlements (GDHS) as its Executive Authority, and from which it receives its annual budget allocation. It aims to support the National priorities and outcomes as detailed in the National Development Plan (NDP) and aligned Medium Term Strategic Framework (MTSF) and directs its efforts at contributing to the decisive spatial transformation and modernisation of human settlements pillars of the Gauteng Provincial Government's (GPG) Ten Pillars Programme of Transformation, Modernisation and Reindustrialisation (TMR).

The GPF has identified a need for the services of appropriately qualified service providers to provide specialised services not available in-house, as and when required basis. The objective of this call for proposals is to identify specialists within specific fields of competence whose services can be utilised by the GPF.

In terms of the Public Finance Management Act 1 of 1999 (as amended) and related Supply Chain Management Policy, the GPF is obliged to follow a competitive bidding process to appoint a service provider. This request for proposals is put out in an open and transparent manner to afford all entities an equal opportunity to perform specialised services for the GPF. From this process, the GPF will appoint pre-qualified service providers. Appointed pre-qualified service providers will be utilised on a request for proposal /request for quotation basis.

3. MAIN GOAL OF TERMS OF REFERENCE

The main goal of the establishment of a pre-approved panel of contractors is to ensure that when the GPF needs the services of a contractor for both civil and building works, such pre- approved panels do exist to enable the GPF to source contractors to meet the service delivery requirements without delays. The contracts that are entered into through this process shall not commit the GPF to any quantum of work or bind the employer to make use of such contract to meet its needs.

The GPF may approach the market for goods and / or services, or a combination thereof, in cases where the goods and / or services are required and not readily available within the pre-approved list of contractors.

The contract entered into between the contractor and the GPF:

- 1.1. shall cover only goods or services, or any combination thereof, falling within the scope of work associated with the agreement which may not be amended for the duration of the contract;
- 1.2. may not be entered into after the expiry of the term of the pre-approved panel; and
- 1.3. may be completed even if the completion of the contract is after the expiry of the term of the pre-approved panel.

NB: The GPF would eventually have a separate panel of contractors based on the proposals provided by bidders.

4. SCOPE OF WORK

The scope of work for this tender covers but not limited to the civil, building and specialist works within the housing environment.

The following categories would form part of the scope of work per broad category of construction:

- 4.1 **Civil** relates to the installation of internal engineering services as well as bulk services which include but not limited to the following:
 - General and earthworks;
 - Water reticulation;
 - Sewer reticulation;
 - Roads and stormwater
 - Urban development
- 4.2 **Building** relates to the construction of various housing typologies where construction, demolition, repairs and maintenance, external site works (e.g. landscaping, boundary walls, retainer walls, paving, guard houses, parking, etc.) of buildings are required and include but not limited to the following:
 - Higher density building typologies that may be implemented in terms of the applicable norms and standards;
 - Normal standard houses including those for people with disabilities and military veterans;
 - RDP Walk-ups; and

- Hostels

5. **DURATION**

The total estimated term of the appointment onto the panel is **36 months** (three years) and is subject to satisfactory performances.

6. **EVALUATION PROCESS AND CRITERIA**

Bidders will be evaluated in terms of the prevailing supply chain policy applicable to the GPF. When required to submit a request for proposal / request for quotation, the pre-qualified service providers will be requested on a rotational basis to ensure fairness.

The selection of the qualifying proposal will be at the GPF's sole discretion. The GPF does not bind itself to accept any particular bid / proposal and reserves the right not to appoint the service provider. All decisions of the GPF in respect of the appointment or non-appointment of Bidders are final. The successful Service Providers will be selected to form part of the panel of Service Providers of the GPF. The benchmark of minimum **70** points out of **100** points on technical capability will be the cut off to qualify for the panel.

Evaluation Process

Stage 1 = Mandatory Requirements

Stage 2 = Technical / Functionality Evaluation

Stage 3 = Administrative Compliance

6.1 Mandatory Compliance Requirements (Stage 1)

Mandatory Requirements			Proof attached? Yes/No
CIDB grading minimum level 5 (tick relevant box/es)	CE		
	GB		
Proof of valid CIDB registration to be attached for all tendered contractor types			

COIDA / Letter of Good Standing Registration with the Compensation Fund / Department of Labour. COIDA certificate / Letter of Good Standing for the bidding entity is required as a mandatory requirement.			
Contracts Manager Registration as a Professional Construction Project Manager or Professional Contracts Manager	Registration with SACPCMP		
Construction Health & Safety Officer Registration as a Construction Health and Safety Officer	Registration with SACPCMP		
Registration with the National Home Builders Registration Council (NHBRC) (original or certified copy of registration), bidders who do not meet this requirement will not be			

<p>considered for the construction of houses but must comply with other requirements related to civil works contractors.</p> <p>ONLY bidders applying to be on the panel either as both civil and building contractors or as building contractors only are required to meet this mandatory requirement. Bidders applying to be on the panel as civil contractors only do not need to comply with this mandatory requirement.</p>		
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Failure to comply with the mandatory requirements will lead to a bidder being non-responsive and they will be disqualified from further evaluation. Bidders must indicate on the above table which CIDB grading/s is applicable to the bidding entity. If no tick is made, bids will not be evaluated further.

6.2. Technical / Functionality (Stage 2)

The bids will be evaluated on technical / functionality compliance by allocating points in respect of functionality according to the criteria set out below. **Bidders who score more than 70 Points out of 100 points on technical functionality will be able to proceed to be appointed on the panel.**

Bidders have an option to bid for one or more than one of the contractor types listed below. Kindly indicate your preference below by stating yes / no in the applicable fields:

Contractor type	Tick applicable box(es)	Proof of relevant CIDB registration attached? Indicate with Yes / No
Civil (CE)		
Building (GB)		

Bids will be evaluated using the functional evaluation criteria stipulated in the table below. If a minimum of 70 points is not accumulated by the bidder, the bid will not be assessed further. If a bidder accumulates 70 points or more, the bidding entity will qualify to be on the panel.

Criteria	Description of documents to be submitted	Total Allocated points
<p>1. Experience and track record:</p> <p>This refers to the experience to undertake the scope of work involved in this tender. The bidder is required to provide details of previously undertaken general building works and/or civil works projects.</p> <ul style="list-style-type: none"> • 10 reference letters and more (40 points) • 6 - 9 reference letters (30 points) 	<p>Reference letters on the employer's letterhead must be submitted to prove the bidder's previous track record and experience. The reference letters must be dated, signed, have a contactable contact person, must be on the employer's letterhead. Reference letters should indicate the previously completed projects.</p> <p>If a bidder bids for both building and civil works contractor, they need to submit 10 reference letters for each type of contractor they are bidding for in order to illustrate previous experience. For example, if a bidder is bidding for both civil and building contractor, a total of 20 reference letters will need to be submitted, 10 for civil works experience and 10 for building works</p>	40

<ul style="list-style-type: none"> • 2 - 5 reference letters (20 points) • 1 reference letter (10 points) • No reference letter (0 points) 	<p>experience in order to accumulate all 40 points. If a bidder is only bidding for one type of contractor, a total of 10 reference letter in the same field will need to be submitted in order to accumulate all 40 points.</p> <p>Reference letters should be of projects completed within 10 years of the closing date of this bid. Reference letters should be of similar work to the scope of work of this bid.</p> <p>A reference letter showing an appointment onto a pre- approved panel of contractors will not be accepted as a valid reference letter for purposes of this bid.</p>	
<p>2. Capacity for plant / tools / resources</p> <p>Availability of a minimum plant/ tools/ resources. Bidders must indicate skills and capability to operate the required plant equipment, operating permits (if applicable) and licenses for operating personnel must be submitted for each required equipment. If no skills or capability is proven, no points will be awarded if no capability to operate is demonstrated per equipment.</p> <ul style="list-style-type: none"> • 1 x Tractor Loader Backhoe (TLB) (5 points) • 1 x Tanker (minimum; 5000 liters capacity) (5 points) • 1x Tipper Truck (minimum; 6 cube loadcarrying capacity) (5 points) 	<p>Company has proven capacity to deliver in terms of available resources.</p> <p>NB: Points will only be awarded where the following requirements are fully complied with:</p> <p>For Own vehicles - Submit vehicles registration as proof – registered under the company name, not a personal vehicle.</p> <p>For Leased vehicles – Submit signed letter of intent/ commitment to rent/ lease. The documents must be signed by both parties, on the lessor's letterhead and accompanied by lessors' vehicle registration.</p> <p>Proof of insurance must be demonstrated for each equipment, if no proof of insurance is demonstrated the equipment will not be considered for evaluation.</p>	<p>20</p>

<ul style="list-style-type: none"> • 1x Light Duty Vehicle (LDV) / Pickup Truck (5 points) <p>Points will be awarded per equipment and demonstration for capacity and skill to operate.</p>		
<p>3. Capacity for key personnel</p> <p>CVs of key personnel must be submitted to assess the experience of the proposed resources. The personnel as listed may not be changed for the project duration without prior notice to the Client. CVs and certified copies of qualifications (where applicable) and professional registrations (where applicable) must be submitted. Certified copies are only required for proof of professional registrations and academic qualifications. Years of experience will be counted from the date of Professional registrations (only applicable for the Contracts Manager and the Construction Health and Safety Officer). GPF will rely on the submitted CVs to assess the years of experience for all key personnel. Contracts Manager</p> <ul style="list-style-type: none"> • 5 years experience and more (10 points) • 4 years experience (7 points) • 3 years experience (4 points) • 1-2 years experience 	<p>Professional registrations with relevant professional bodies are ONLY required for the Contracts Manager and the Construction Health and Safety Officer. The Site Agent and Foreman need not be professionally registered.</p> <p>Certified copies of all qualifications and professional registrations must accompany the submission.</p> <p>Bidders may not assign one person to more than one category.</p>	<p>40</p>

<p>(1 point)</p> <p>Construction Health and Safety Officer:</p> <ul style="list-style-type: none"> • 5 years experience and more (10 points) • 4 years experience (7 points) • 3 years experience (4 points) • 1-2 years experience (1 point) <p>Site Agent (Minimum NQF Level 6 qualification in the Built Environment) plus;</p> <ul style="list-style-type: none"> • 5 years experience and more (10 points) • 4 years experience (7 points) • 3 years experience (4 points) • 1-2 years experience (1 point) <p>Foreman (Minimum NQF Level 6 qualification in the Built Environment)</p> <ul style="list-style-type: none"> • 5 years experience and more (10 points) • 4 years experience (7 points) • 3 years experience (4 points) • 1-2 years experience (1 point) <p>Points will be awarded per resource's experiences demonstrated. (No experience zero points will be allocated)</p>		
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TOTAL		100
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NB: The GPF will not accept any copy of a certified copy, all certified copies should have the original stamp of certification, and the date must not be older than six months from the closing date of the tender. Certified copies are only required for professional registrations and academic qualifications.

7. Administrative Compliance (Stage 3)

7.1 Required Returnable Documents

Required Documents	Comments	Submitted (Yes)
Annexure B: SBD 1 (Invitation to Bid)	Duly completed and signed	
Annexure C: SBD 4 (Bidder's Disclosure)	Declaration must be duly completed, submitted and signed (failure to fully complete the disclosure form will result	
Annexure D: Sworn Affidavit		
A Trust/Consortium/Joint Venture An agreement must be in place at the time of tendering between all parties to the agreement	Duly completed and signed agreement between all stakeholders, clearly outlining the percentage revenue split, roles and responsibilities between the parties	

7.2 Other Returnable Documents

Other Returnable Documents	Comments	Submitted (Yes /No)
Tax Compliance Status Pin (issued by SARS) (A trust, consortium or joint venture must submit a valid TCS Pin for each party)	This information will be used to verify the bidder's tax compliance status.	
Annexure E: GPF's Standard Condition of bid and General Condition of Contract	Signed / Initialled	
Annexure F: General Conditions of Contract	Signed / Initialled	
Annexure G: Protection of Personal Information Act 4 of 2013 (POPIA)	Duly completed and signed	
Central Supplier Database (CSD) Registration	Bidders to submit proof of CSD registration.	

7.3 Other Returnable Documents

Other Returnable Documents	Comments	Submitted (Yes /No)
<p>Report</p> <p>Bidders can register on CSD using the following link: https://secure.csd.gov.za/</p>	<p>Each party in a Trust/ Consortium/Joint Venture must submit separate proof of CSD registration</p>	
<p>B-BBEE Credentials</p> <ol style="list-style-type: none"> 1. An Exempted Micro Enterprise (EME) is required to submit a valid sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim preference points as prescribed by the Preferential Procurement Regulations. 2. A Qualifying Small Enterprises (QSE) which is at least 51% black owned is required to submit a valid sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership to claim preference points as prescribed by the Preferential Procurement Regulations. 3. A Qualifying Small Enterprise (QSE) which is less than 51% black owned is required to submit a valid B-BBEE Status Level Verification Certificate including a valid sworn affidavit declaring their annual total revenue of between R10 million and R50 million, based on the Financial Statements/Management Accounts and other information available on the latest financial year- end. 4. Bidders who do not qualify as EME's and QSE's as outlined above, must submit valid B-BBEE Status Level Verification Certificates. 5. Public entities and tertiary institutions must submit valid B-BBEE Status Level Verification certificates. 		