

SBD 1

PART A INVITATION TO BID

BID NUMBER: RFQ 491/25/26		CLOSING DATE: 07 NOVEMBER 2025		CLOSING TIME: 11:00	
DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO DO SOCIAL FACILITATION FOR 22 HOUSEHOLD PROJECTS					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
43 CHURCH STREET LIMPOPO DEPT. OF PUBLIC WORKS ROADS AND INFRASTRUCTURE					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MOTSOPYE N. J		CONTACT PERSON	SHITHLANGU P	
TELEPHONE NUMBER	015 284 7126		TELEPHONE NUMBER	015 284 7330	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	motsopnyenj@dpw.limpopo.gov.za		E-MAIL ADDRESS	shithlangup@dpw.limpopo.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD4

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting
the accompanying bid, do hereby make the following statements that I certify to
be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date

.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by People with Disabilities (Submit: Disability certificate issued by health professionals)	1	2	-	
Enterprises owned by Women (Submit: Central Supplier Database (CSD).	4	7	-	
Small, Medium and Micro Enterprises (SMMEs). (Submit: Central Supplier Database (CSD).	1	2	-	
Enterprises owned by Youth. (Central Supplier Database (CSD).	1	4	-	
Enterprises located in Limpopo Province (Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council	3	5	-	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



**DEPARTMENT OF
PUBLIC WORKS, ROADS & INFRASTRUCTURE**

QUOTATION NO: 491/2025/2026

REQUEST FOR QUOTATIONS

**QUOTE DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO DO
SOCAL FACILITATION FOR 22 HOUSEHOLD PROJECTS**

QUOTE NO: 491/2025/2026

NAME OF BIDDER: _____

AMOUNT: R_____ VAT incl.

AMOUNT IN WORDS: _____
_____ RAND

TERMS OF REFERENCE FOR THE PROCUREMENT OF SOCIAL CONSULTANTS SERVICE PROVIDERS TO DO SOCIAL FACILITATION FOR HOUSEHOLD ROUTINE ROAD MAINTENANCE PROJECTS

1. INTRODUCTIONS

The Limpopo Department of Public Works, Roads and Infrastructure (LDPWRI) is charged with the mandate of road maintenance across 05 Districts with 22 Local District Municipalities across the Province. The Department is responsible for carrying out the following routine maintenance activities but not limited to blacktop patching, repair of potholes, edge breaks, and crack sealing and drainage and road reserve maintenance.

The National Department of Transport (DoT) launched the S'hamba Sonke Programme (SSP) in April 2011, dedicated to road maintenance on secondary roads and rural roads, with particular emphasis on repairing potholes, using labor-intensive methos of construction and maintenance.

The SSP, through the Provincial Roads Maintenance Grant (PRMG), consists of three budget components. The largest component enables provinces to expand their maintenance activities. The other components allow provinces to repair roads damaged by floods and to rehabilitate roads for coal haulage activities.

The Programme provides a set of principles to guide the prioritization of infrastructure investments to maximize the economic impact and development multipliers for maintaining and upgrading South Africa's provincial road network. Furthermore, it introduces road construction and maintenance methodologies that are specifically designed to create jobs, to support enterprise and co-operative development and to build the productive assets of poorly resourced communities on an unprecedented scale.

The LDPWRI has committed itself to utilise the infrastructure investments to maximise employment opportunities and improve livelihoods of disadvantaged people in the Province. As a derivative of the S'hamba Sonke Programme, the Department

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implements household based routine maintenance projects to address backlog of road maintenance by improving the livelihood of rural communities. These projects are implemented by in-house road maintenance programme and the household based routine maintenance (contractors) each financial year and are linked to Local Municipalities with minimum targeted number of Work Opportunities (WO) for Household Based Routine Road Maintenance Project is 250 per each local municipality.

2. PURPOSE OF THE PROJECT

To have Professional Social Consultants who will render social facilitation services to Household Based Routine Road Maintenance Projects implemented by the Department across the local municipalities for a period of 06 months

NOTES:

The Department intends to appoint 22 service providers linked to the 22 local Municipalities.

The awarding of the Bid shall be limited to only one Local Municipality per bidder. However, the Department reserves the right to award one bidder more than one Local Municipality on condition that there are no sufficient recommendable bidders within the District.

3. LEGISLATIVE FRAMEWORK

The following legal instruments guide the implementation of the Household Routine Maintenance:

4.1 Code of Good Practice, Notice No. 129 issued by the Minister of Labour in terms of the Basic Conditions of Employment Act, 1997 as amended.

4.2 Ministerial Determination 4: Expanded Public Works Programmes, Notice No. 347 issued by the Minister of Labour in terms of the Basic Conditions of Employment Act, 1997 as amended.

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4.3 General Conditions of Contract for Construction Works Second Edition (2010) (GCC).

4.4 Standard specifications for Roads and Bridges Works for State Road Authorities (COLTO)

. PART T1: QUOTATION PROCEDURES

5. EXPECTED DELIVERABLES

5.1 PHASE 1: PLANNING AND MOBILIZATION

- 5.1.1 Project inception
- 5.1.2 Stakeholder identification
 - Establishment of PLC
- 5.1.3 Social Impact Assessment
- 5.1.4 Social Management Plan
- 5.1.5 Reporting

5.2 PHASE 2: IMPLEMENTATION

- 5.2.1 Communication plan
- 5.2.2 Recruitment / Labour plan
- 5.2.3 Project site monitoring
- 5.2.4 Reporting

5.3 PHASE 3: COMPLETION & HAND OVER

- 5.3.1 Dissolving of PLC
- 5.3.2 Project Evaluation and Closure Report

6. COSTING/COMPREHENSIVE BUDGET

- 6.1 A comprehensive budget must be provided inclusive of all disbursement costs, expenses and VAT.
- 6.2 Starting point for traveling distances under this Bid shall be calculated/referenced from the local municipality deemed to be the central point of the area of operation, except where a person/s continue from one departmental office/site to another for the next activity of the day.

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Travelling cost shall only be claimed/paid upon completion of the relevant works/activities. In instances where the service provider fails to complete the works/activities due to reasons within the service provider's control, the Department will not be liable for the travelling costs incurred.

7. DURATION OF THE PROJECT

It is expected that the LDPWRI will enter into a Service Level Agreement (SLA) with the successful bidders. The duration of the project will be for **SIX (06)** months and commence after appointment.

8. EVALUATION CRITERIA

The evaluation of the quotation or bid will be conducted in three (3) stages as follows:

8.1. STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

- (a) Invitation to Bid – SBD 1 must be fully completed.
- (b) Declaration of Interest – SBD 4 must be fully completed.
- (c) Full CSD Report
- (d) Preference Point Claim Form – SBD 6.1 must be fully completed. Additionally non-submission of below documents/information for verification will lead to a zero (0) score on a Specific goals.
 - Medical certificate for disability
 - Proof of address not older than three months.
 - Proof of address / Lease agreement

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- Proof of registration on Central Supplier Database (CSD) (detailed CSD report) and MAAA.... on SBD1 Bidder must be registered as a service provider on the Central Supplier Database (CSD).
- Bidder must provide copies of South African IDs for Directors/Partners.
- Pricing Schedule /or quotation. Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

NB: Failure to submit any of the mandatory documents will lead to disqualification.

Only proposals that complied with all administrative requirements will be considered acceptable for further evaluation on Stage two.

8.2. STAGE 2: FUNCTIONALITY CRITERIA

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Stage 1) will be evaluated in Stage 2 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Stage 3 for Price and Specific goals evaluations; and As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

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NO.	CRITERIA	Weight
Experience / track record of Company For the purpose of this bid, the Service Provider will need to provide details of Company on previous experience of social consultancy in infrastructure projects.		
1. Company previous relevant experience in infrastructure projects	• 1 - 3 projects = (1 point) • 4 - 5 projects = (3 points) • 6 and above projects (5 points) A list of contactable references for the company in providing social consultancy in infrastructure projects must be provided and should include the following: ▪ Name of the client ▪ Contact person at client, telephone number/s and e-mail address ▪ Date(s) work was performed ▪ Type of work conducted Signed appointment letters/ purchase orders and Reference Letters	60
2. Project leader Qualification	▪ Certificate in Development Studies, Social Sciences, Community Development and or Stakeholder Management (1 point) ▪ Diploma in Social Sciences / Community Development/ Stakeholder Management (3 points)	20

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	▪ B-Tech/Degree in Social Sciences / Community Development/ Stakeholder Management or higher (5 points)	
3. Relevant Experience of the project leader in infrastructure projects	▪ 1 – 3 year (1 point) ▪ 4 - 5 years (3 points) ▪ 6 and above (5 points)	20
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Only bidders who obtained 70 Points will be evaluated further on 80/20 Preference Points system, where 80 points will be allocated for price only and 20 points will be allocated based on specific goals points scored. Failure to meet the minimum threshold of 70 points will not be evaluated further on Stage 3 of preference points system.

8.3. STAGE 3: 80/20 PREFERENCE POINTS SYSTEM

PRICE AND SPECIFIC GOALS EVALUATION:

Points will be allocated as follows:

Criteria	Points
Price	80
SPECIFIC GOALS	20
Total	100

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Step 1: Calculation of points for Price

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

$P_{\min}$ = Rand value of lowest acceptable tender

Step 2: Calculation of points for Specific goals

Points shall be awarded to a bidder for attaining points for specific goals in accordance with the table below

The specific goals allocated points in terms of this Bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by People with Disabilities (Attach Disability certificate issued by health professionals)	2	
Enterprises owned by Women (Attach Central Supplier Database (CSD).)	7	

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Small, Medium and Micro Enterprises (SMMEs). (Attach Central Supplier Database (CSD).)	3	
Enterprises owned by Youth. (Attach Central Supplier Database (CSD).)	6	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	2	

The points scored for price shall be added to the points scored for Specific goals to obtain the bidder's total points scored out of 100.

9. BID CONDITIONS

- a. LDPWRI does not bind itself to appoint a bidder with the highest points.
- b. LDPWRI reserves the right to negotiate the bidder's price.
- c. LDPWRI reserves the right to cancel the bid and not award the bid to any of the bidders.
- d. Bids which are late, incomplete, unsigned **will NOT** be accepted.
- e. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
- f. Bids submitted are to be valid for a period of **90 days**.
- g. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.

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- h. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
- i. Companies that are in the process of de-registration in the CIPC will not be considered.
- j. The LDPWRI remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the LDPWRI may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the LDPWRI. Should a service provider wish to have the LDPWRI as a referral, permission for this must be sought.

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

¹“State” means –

- 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.

2.7.1 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 :
.....

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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 / **YES / NO**

trustees / shareholders / members or their spouses conduct

business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

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.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**

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?

2.9.1If 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:

.....

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.....

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Persal Number	Employee

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4 DECLARATIONS

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 **To be completed by the organ of state:**

The total points for this tender are allocated as follows:

CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS	20

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Total points for Price and SPECIFIC GOALS	100
--	------------

- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to,
- (e) and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of **Regulation 4(2)** of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- (a) any other invitation for tender, that is 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by People with Disabilities (Attach Disability certificate issued by health professionals)	2	
Enterprises owned by Women (Attach Central Supplier Database (CSD).)	7	
Small, Medium and Micro Enterprises (SMMEs). (Attach Central Supplier Database (CSD).)	3	
Enterprises owned by Youth. (Attach Central Supplier Database (CSD).)	6	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

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4.2. Name of Company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

CONFIDENTIAL DOCUMENT

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CERTIFICATION

I, the undersigned

(name).....

I/ We, the undersigned:

Quote for an Amount of (15% VAT inclusive) And.

Agree that we will be bound by the specifications, prices, terms and conditions stipulated in this Terms of Reference of this document, regarding delivery and execution.

Certify that the information furnished in respect of the bidder as well as the bid documents and declaration made are true and correct. I accept that the state may act against me should this declaration prove to be false.

Agree that has been duly authorised to sign all documents in connections with this bid.

Signed atthis Day of 20.....

.....

Signature

.....

Designation Name of Bidder

Name of the company

Address

Contact Number.....

Email Address.....

PART C2: SCOPE OF SERVICES

Limpopo Department of Public Works Roads & Infrastructure (LDPWRI) is calling for Social Facilitation Service Providers to be part of a panel for the execution of Roads infrastructure projects for a period of 36 months, with no guarantee of any work.

The LDPWRI envisages implementing Household Routine Maintenance projects across 22 Local Municipalities in the Province. One (01) social consultant is required per local Municipality.

The shortlisted panel will provide social facilitation services for the implementation of roads construction/maintenance and any other maintenance services on various roads infrastructure projects across the province as and when a need arise.

The Scope of Services required is as follows:

PROVISION FOR SOCIAL CONSULTANT SPECIFICATIONS FOR SOCIAL CONSULTANT

Duties of a Social Consultant

PHASE 1: PLANNING & MOBILISATION

➤ Stakeholder identification & consultation

- (i) Arranging meetings with stakeholders
- (ii) Attending stakeholder meetings
- (iii) Report monthly progress

➤ PSC Establishment

- (i) Arrange meetings with stakeholders to facilitate the selection of PSC
- (ii) Arrange and conduct workshops with PSC

➤ Awareness creation

- (i) Arrange meetings for awareness creation
- (ii) Facilitate awareness workshops and minute proceedings
- (iii) Report writing

PHASE 2: IMPLEMENTATION

➤ Facilitate recruitment, appointment and termination of participants

- (i) Arrange meetings with PSC and explain policies as well as selection criteria
- (ii) Confirm & Consolidate lists from all affected wards/villages,
- (iii) Prepare a register of all beneficiaries
- (iv) Meeting with the contractor and PSC to discuss participants' requirements
- (v) Facilitate the appointment of participants as per the registers
- (vi) Facilitate the induction of participants and signing of contracts

➤ Workshop Team Leaders

- (i) Conduct workshop (terms of reference, maintaining attendance register, Disciplinary procedures, Contract of employment, Reporting)
- (ii) progress reports in a prescribed format

➤ Arrange and Monitor Training of participants

- (i) Identify the participants' training needs
- (ii) Facilitate the appointment of training providers
- (iii) Meeting with the contractor & training providers to finalise training logistics & training schedules
- (iv) Attend to participants' training workshops

➤ Project Site Monitoring

- (a) Site visits to monitor the welfare of Beneficiaries which are the following:

- provision of drinking water and sanitation facilities
- provision of safety clothing and injuries
- payment of wages
- on-going appointment and termination of participants
- conflict /Dispute resolution
- update labour statistics

- (b) compile monthly report in a prescribed format

➤ Monthly Progress meetings

- (i) Arrange PSC meetings

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(ii) Attend site meetings, minute proceedings and present reports

FINAL PHASE: COMPLETION & HAND OVER

➤ **Dissolve PSC**

Arrange for the last PSC meeting after project completion (outstanding payments, PSC reimbursement, training certificates, UIF, Compensation, etc

➤ **Project Evaluation**

Review projects in terms of objectives, successes, failures and compile evaluation

➤ **Closure report**

submit four (4) copies of close-out report

PART C3: PRICING DATA

PRICING INSTRUCTIONS

1 For the purposes of this bill of quantities, the following words shall have the meanings hereby assigned to them:

Unit: The unit of measurement for each item of work as defined in the standard specifications or the project specifications.

Rate: The payment per unit of work for which the Bidder tenders to do the work.

Lump Sum: An amount tendered for an item, the extent of which is described in the bill of quantities, the specifications or elsewhere, but of which the quantity of work is not measured in units.

2 This bill of quantities forms part of the contract documents and must be read in conjunction with all the other documents comprising the contract documents.

3 The quantities set out in the bill of quantities are only rate based quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the bill of quantities, will be used to determine payments to the service provider.

The validity of the contract shall in no way be affected by differences between the quantities in the bill of quantities and the quantities finally certified for payment. Work is valued at the rates or lump sums tendered, subject only to the provisions of sub-clause M0208 (a) of the standard specifications.

4 Rates and lump sums shall include full compensation for overheads, profits, incidentals, tax (other than VAT), etc, and for the completed items of work as specified.

5 The Bidder shall fill in a rate or a lump sum for each item where provision is made for it even where no quantities are given. Items against which no rate or lump sum has been entered in the tender will not be paid for when the work is executed, as payment for such work will be regarded as being covered by other rates or lump sums in the bill of quantities.

The tendered lump sums and rates shall be valid irrespective of any change in the quantities during the execution of the contract.

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6 The works executed are measured for payment in accordance with the methods described in the contract documents under the various payment items, notwithstanding any custom to the contrary.

7 The amount of work or the quantities of material stated in the bill of quantities shall not be considered as restricting or extending the amount of work to be done or quantity of material to be supplied by the service provider.

8 A tender may be rejected if the unit rates or lump sums for some of the items in the bill of quantities are, in the opinion of the employer, unreasonable or out of proportion, and if the Bidder fails, within a period of seven (7) days of having been notified in writing by the employer to adjust the unit rates or lump sums for such items, to make such adjustments.

9 The units of measurement indicated in the bill of quantities are metric units

The following abbreviations are used in the bill of quantities:

km	=	kilometre
No	=	number
PC sum	=	prime cost sum
Prov sum	=	provisional sum

10 All rates and sums of money quoted in the bill of quantities shall be in rands and whole cents. Fractions of a cent shall be discarded

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11.All cost to the targeted workforce (amongst others: administration, transport, etc) shall be deemed to be included in the rates

	BOQ				
1	PHASE 1: PLANNING & MOBILISATION				
	Activities	Unit	Quantity	Rate	Amount
1,1	Project inception				
1.1.1	Conduct field assessment to determine scope of work	No.	1		
1.1.2	Social Impact assessment report	L/SUM	1		
1.1.3	Social Management Plan	L/SUM	1		
	Sub Total				
1,2	Stakeholder identification & consultation				
1.2.1	Arranging meetings with stakeholders	No.	3		
1.2.2	Attending stakeholder meetings (local municipalities, chiefs, Development of Structures)	No.	3		
1.2.3	Report writing	No.	3		
	Sub Total				
1,3	Awareness Creation				

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1.3.1	Arrange meetings for awareness creation	No.	2		
1.3.2	Facilitate awareness workshops and minutes the proceedings	No.	2		
1.3.3	Report Writing	No.	2		
	Sub Total				
1,4	PLC Establishment				
1.4.1	Arrange meetings with stakeholders	No.	1		
1.4.2	Facilitate the selection of PLC	L/SUM	1		
1.4.3	Compilation of a report	No.	1		
	Sub Total				
1.5	PLC Workshop				
1.5.1	Arrangement for the workshop	No.	1		
1.5.2	Conduct workshop	No.	1		
	Sub Total				
	Total Phase 1				
2	PHASE 2: IMPLEMENTATION & MONITORING				
2.1	Labour Recruitment, Appointment & Termination				
2.1.2	Arrange meetings	No.	3		

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2.1.3	Attend meetings to explain the policy and selection criteria per village	No.	3		
2.1.4	Register interested individuals per village	L/SUM	1		
2.1.5	Compile a labour recruitment report	L/SUM	1		
2.1.6	Meeting with the contractor and PLC to discuss labour requirements	No.	2		
2.1.7	Facilitate appointment workers as per the registers	L/SUM	1		
2.1.8	Facilitate induction of workers and signing of contracts	L/SUM	1		
	Sub Total				
2,2	Training of workers				
2.2.1	Identify training needs and compilation of report	L/SUM	1		
2.2.2	Meeting with the contractor & training provider to finalise training logistics and scheduling of training	No.	1		
2.2.3	Attend workers training workshops	No.	3		
	Sub Total				
2,3	Project Site Monitoring (1 x per month)				

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2.3.1	Monitor the welfare of workers (monitoring provision of drinking water and sanitation facilities; monitoring of provision of safety clothing and injuries; ongoing appointment and termination of laborers	Month	6		
2.3.2	Compile monthly report	Month	6		
	Sub Total				
2,4	PLC Meeting per month (1 x per month)				
2.4.1	Attend site meeting and minute the proceedings	Month	6		
2.4.2	Arrange for PLC meetings	Month	6		
	Sub Total				
	Total Phase 2				
3	PHASE 3: COMPLETION & HAND OVER				
3.1	Dissolve PLC				
3.1.1	Arrange for the last PLC meeting after project completion	L/SUM	1		
3.1.2	Attend, minute and presents last progress report	L/SUM	1		
	Sub Total				

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3,2	Project Evaluation				
3.2.1	Review projects in terms of objectives, successes, failures compile evaluation and Closure report	L/SUM	1		
	Sub Total				
	Total Phase 3				
3.3	Travelling per KM	KM	3 000		
3.4	DISBURSEMENTS				
3.4.1	Completion report (1 hard copy and 1 electronic copy)	L/SUM	1		
3.4.2	Reproduction (training materials)	L/SUM	1		
3.4.3	Catering for PLC workshop	No.	1		
3.4.4	Catering for team leaders' workshop	No.	1		
	Sub Total				
	Total Consultants Fees				
	Disbursements				
	TOTAL COSTS				
	VAT @ 15%				
	GRAND TOTAL				