

PART A

INVITATION TO BID

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

BID NUMBER:	RFP371 – 375/2022 RFP012/2023	CLOSING DATE:	05 May 2023	CLOSING TIME:	23h55
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DESCRIPTION:	APPOINTMENT OF A TURNKEY CONTRACTOR FOR THE SCHOOLS MAINTENANCE PROJECTS AND DEMOLITION OF PIT TOILETS ON BEHALF OF THE MPUMALANGA DEPARTMENT OF EDUCATION (MPUEDU), MPUMALANGA PROVINCE – CLUSTER 1 - 6
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE SUBMITTED AT:


Tender Box folder for RFP via Microsoft One Drive (Detailed on pg. 10)

FOR ATTENTION: **NOMA RAKOMA, PROCUREMENT & TENDER OFFICER**

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:					
	TCS PIN:		AND/OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	NAME:				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

	<p align="center">VOLUME 1 OF 3</p> <p align="center">NEC 3 ECC Option A</p> <p align="center">TENDERING PROCEDURES</p>	<p>TENDER NO. RFP371 – 375/2022; RFP012/2023</p> <p>APPOINTMENT OF A TURNKEY CONTRACTOR FOR THE SCHOOLS MAINTENANCE PROJECTS AND DEMOLITION OF PIT TOILETS ON BEHALF OF THE MPUMALANGA DEPARTMENT OF EDUCATION (MPUEDU), MPUMALANGA PROVINCE – CLUSTER 1 - 6</p> <p>IDD Doc. Number: 0710- C010P-01- SCM- 30- TND - 0001-A</p>
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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[[IF YES ENCLOSE PROOF]]</i>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[[IF YES ANSWER PART B:3 BELOW]]</i>
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY:	DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED		
CONTACT PERSON:	As per Tender Notice	CONTACT PERSON:	
TELEPHONE NUMBER:		TELEPHONE NUMBER:	
FACSIMILE NUMBER:		FACSIMILE NUMBER:	
E-MAIL ADDRESS:		E-MAIL ADDRESS:	



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
 Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
 Email : dbsa@whistleblowing.co.za
 Free Post : Free Post KZN 665 | Musgrave | 4062
 SMS : 33490

PART B

TERMS AND CONDITIONS FOR BIDDING
SBD1

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT MICROSOFT ONE DRIVE FOLDER AS PER LINK PROVIDED. 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 **ONLINE**
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 (PPR2017), THE **NEC 3 ENGINEERING AND CONSTRUCTION CONTRACTS I.E. OPTION A: PRICED CONTRACT WITH ACTIVITY SCHEDULE OF APRIL 2013 (INCLUDING AMENDMENTS)** AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

	<p>VOLUME 1 OF 3</p> <p>NEC 3 ECC Option A</p> <p>TENDERING PROCEDURES</p>	<p>TENDER NO. RFP371 – 375/2022; RFP012/2023</p> <p>APPOINTMENT OF A TURNKEY CONTRACTOR FOR THE SCHOOLS MAINTENANCE PROJECTS AND DEMOLITION OF PIT TOILETS ON BEHALF OF THE MPUMALANGA DEPARTMENT OF EDUCATION (MPUEDU), MPUMALANGA PROVINCE – CLUSTER 1 - 6</p> <p>IDD Doc. Number: 0710- C010P-01- SCM- 30- TND - 0001-A</p>
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VOLUME 1 OF 3

THE TENDER

TENDER NO. RFP371 – 375/2022; RFP012/2023

DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

Client: MPUMALANGA DEPARTMENT OF EDUCATION

<p>Implementing Agent:</p> <p>Development Bank of Southern Africa Limited 1258 Lever Road Midrand Johannesburg Gauteng 1685</p> <p>Contact: As per Tender Notice and Invitation</p>	<p>Project Manager:</p> <p>Max Mazikana – Programme Manager 1258 Lever Road Midrand Johannesburg Gauteng 1685</p> <p>Contact: As per Tender Notice and Invitation</p>
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	<p align="center">VOLUME 1 OF 3</p> <p align="center">NEC 3 ECC Option A</p> <p align="center">TENDERING PROCEDURES</p>	<p>TENDER NO. RFP371 – 375/2022; RFP012/2023</p> <p>APPOINTMENT OF A TURNKEY CONTRACTOR FOR THE SCHOOLS MAINTENANCE PROJECTS AND DEMOLITION OF PIT TOILETS ON BEHALF OF THE MPUMALANGA DEPARTMENT OF EDUCATION (MPUEDU), MPUMALANGA PROVINCE – CLUSTER 1 - 6</p> <p>IDD Doc. Number: 0710- C010P-01- SCM- 30- TND - 0001-A</p>
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THE TENDER

T1	:	TENDERING PROCEDURES
T1.1	:	TENDER NOTICE AND INVITATION TO TENDER
T1.2	:	TENDER DATA

PART T1: TENDERING PROCEDURES

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

The Development Bank of Southern Africa Limited (DBSA) invites tenders for **APPOINTMENT OF A TURNKEY CONTRACTOR FOR THE SCHOOLS MAINTENANCE PROJECTS AND DEMOLITION OF PIT TOILETS ON BEHALF OF THE MPUMALANGA DEPARTMENT OF EDUCATION (MPUEDU), MPUMALANGA PROVINCE – CLUSTER 1 - 6**

The Tender Document and Supporting Documents are attached on the tender invitation. DBSA will email addendums and responses to any queries related to this tender via the DBSA Commercial contact person below and only written correspondence will be accepted.

Queries may only be addressed to:

Noma Rakoma, Procurement & Tender Officer

Email address: nomascm@dbsa.org

The cut-off date for written tender enquiries is **three (3) working days** before tender closing date.

MIN. CIDB GRADING REQUIRED	COMPULSORY TENDER BRIEFING/ SITE VISIT	
7 GB or higher	<p>Microsoft Teams (Link to be provided via email)</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device</p> <p>Click here to join the meeting</p> <p>Meeting ID: 355 000 292 931</p> <p>Passcode: PGNQGC</p> <p>Download Teams Join on the web</p>	<p>25 April 2023 @ 11h00</p>

The closing time for receipt of tenders is **23H55 (Telkom time) on 05 May 2023** at the designated ***Tender Box folder for RFP via Microsoft One Drive.***

Instructions:

- Bidders that attended the compulsory briefing session are required to **request** for a Tender Submission Link and all other enquiries to nomascm@dbsa.org **ONLY**.
- **No** – Tender Submission Link requests will be accepted after **16h00 on the 03 May 2023**. Any requests after the stipulated date and time will be disregarded.
- Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.

Tenders may only be submitted on the tender documentation that has been issued. Telegraphic, telephonic, telex, facsimile and late tenders will **not** be accepted. Tenderers should ensure that Bids are delivered timeously and to the correct address (reflected on the cover of this document). If the bid is late, or not submitted in the designated **ON-LINE** tender box, it will not be considered for evaluation.

- Tenderers are required to meet the minimum stipulated threshold or Local Production and Content as per **T2.4.4 of Volume 2** of the Tender Document.

- ii. Tenderers are to ensure that they submit a completed and signed *SBD 6.2 Form* and its *Annexures C, D & E* (as per **T2.4.4 of Volume 2** of the Tender Document).
- Annexure C **must** contain every product as listed in the Designated Sectors referred to under Tender Volume 2, T2.4.4 – SBD6.2 Local Production and Content
 - See Stage 1 Responsiveness – non-adherence results in immediate disqualification.

KEY DATES AND ACTIVITIES

No	Description	Date /Time
1.	Tender Invitation	14 April 2023
2.	There will be a compulsory Virtual Briefing Session	25 April 2023
3.	Bidders to submit written questions/clarification. <ul style="list-style-type: none"> • Each bidder is encouraged to submit one (01) consolidated questions/clarifications email. • No questions will be entertained post the stipulated date. • 	3 May 2023
4.	Tenders Closing Date and Time	5 May 2023

Instructions for TENDER SUBMISSION:

- Bidders are required to follow the **Tender Submission Link** as soon as bidders are ready to submit.
- The link will be provided after the compulsory briefing session to all bidders that attended.
- Bidders are required to click on the Tender Submission Link which will be provided.
- Bidders are to ensure the documents being loaded are correct and accurate – once they are loaded, they cannot be accessed again, edited or deleted.
- Only Files can be loaded, not folders.
- As such, Folders with all its required content should be created on the Bidders PC, **then be converted to either a Compressed or Zipped Folder**.
- This will allow Bidders to load the whole Compressed/Zipped Folder as a file format to the Tender Submission Link.
- Once documents have been loaded, the Bidder will receive a confirmation email of the upload.
- Bidders are requested to not create and submit excessively large files, but rather to break it up into its components.
- Uploading of submission must be in the structure and order as prescribed in this tender and **MUST BE LABELLED CORRECTLY**.

T.1.2 TENDER DATA

The Conditions of Tender applicable to this contract are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Construction Procurement (August 2019) as published in Government Gazette No. 42622, Department of Public Works Notice 423 & SANS 10845. (See www.cidb.org.za), to which tenderers are referred to for their information purposes in relation to this Tender Data.

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

All references to the terms: “Tender” and “Tenders” and/or “Tenderer” and “Tenderers” in these documents and the Conditions of Tender shall have the same meaning as each other and shall be of equal force.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:

Clause number	Tender Data
C.1.1	The employer for this Contract is Development Bank of Southern Africa Limited.

C.1.2	<p>The Tender Documents issued by the Employer comprise the following documents:</p> <p>THE TENDER</p> <p>Part T1: Tendering procedures (Volume 1 of 3) T1.1 - Tender notice and invitation to tender T1.2 - Tender data</p> <p>Part T2: Returnables documents (Volume 2 of 3) T2.1 - List of returnable documents T2.2 - Returnable schedules</p> <p>THE CONTRACT (Volume 3 of 3)</p> <p>Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Performance Guarantee</p> <p>Part C2: Pricing data C2.1 - Pricing instructions C2.2 - Activity Schedule (Detailed by Contractor) C2.3 - Amendments, Qualifications and Alternatives by Tenderer (<i>Where applicable</i>)</p> <p>Part C3: Scope of work C3.1 - Project Specifications C3.2 - Particular Specifications C3.3 - Drawings</p> <p>Part C4: Site information C4.1 - Site information</p>
C.1.4	<p>The Employer is:</p> <p>Name: Development Bank of Southern Africa Limited</p> <p>Address: 1258 Lever Road, Headway Hill, Midrand, Gauteng, 1685</p> <p>Tel: (011) 313 3911</p> <p>Attention is drawn to the fact that verbal information given by the Employer or any other person prior to the close of tenders will not be regarded as binding on the Employer. Only information issued formally by the employer in writing to tenderers will be regarded as amending the tender documents.</p>
C.1.5	<p>The employer reserves the right to reject award to the highest scoring tenderer (as calculated according to Clause C.3.11 should the offer pose a commercial and/ or delivery risk to the successful completion of the project and the Employer, or in line with PPR 2022 and Other Objective Criteria as detailed..</p>
C.1.6	<p>The competitive negotiation procedure shall not be applied.</p>
C.1.7	<p>A two-stage system will not be applied.</p>

C.2.1	<p>The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated:</p> <ul style="list-style-type: none"> a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) and 25(7A) of the Construction Industry Development Board Regulations, for a 7 GB class or higher of construction work; and b) submit an offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with the employer c) the tenderer is registered on the National Treasury Central Supplier Data Base (https://secure.csd.gov.za) d) the tenderer accepts that documents that have correction fluid on them will be deemed non-responsive and the documents must remain intact e) tenderers adhere to the pre-qualification criteria stated in the tender document, if any. f) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above and who satisfy the following criteria: <ul style="list-style-type: none"> i) the employer is satisfied that such a contractor has the potential to develop and qualify to be registered in that higher grade as determined in accordance with the provisions of the CIDB Specification for Social and Economic Deliverables in Construction Works Contracts; and ii) the employer agrees to provide the financial, management or other support that is considered appropriate to enable the contractor to successfully execute that contract. <p>Joint ventures are eligible to submit tenders provided that:</p> <ul style="list-style-type: none"> 1) the entity is registered as a JV, on the approved DBSA panel invited from, if not advertised in the open market; 2) every member of the joint venture is registered with the CIDB in the General Building (GB) class of work; 3) the lead partner has a contractor grading designation in the 7 GB class or higher of construction work; and 4) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 7 GB class or higher of construction work or a value determined in accordance with Regulation 25 (1B) and 25(7A) of the Construction Industry Development Regulations 5) The members / parties have signed a joint venture agreement 6) A consolidated B-BBEE verification certificate in the name of the joint venture must be submitted in order to qualify for the preference points
C.2.7	<p>Tenderers must confirm their attendance during the online session the name of the tendering entity and the individual representing. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>
C.2.8	<p>Request clarification in line with the dates stipulated under “KEY DATES AND ACTIVITIES” on page 11.</p>
C.10.3	<p>Rates and prices are the lump sum prices for each activity on the Activity Schedule unless later changed in accordance with this contract.</p>
C.2.12	<p>Alternative tender offers or Qualified tenders will not be considered.</p>

C.2.12	<p>Alternative tender offers will not be considered.</p> <p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs in confirming the acceptability of the detailed design.</p>																						
C.2.13.1	<p>Where the tendering entity is a joint venture, it is recommended that the standard CIDB Joint Venture Agreement document be used.</p>																						
C.2.13.3	<p>Parts of each tender offer communicated on paper shall be submitted to the Microsoft One Drive Tender Box in the <u>following specific format only:</u></p> <ol style="list-style-type: none"> Your RFP submission must be filled in the exact order as stipulated in the below table. All forms must be properly completed and signed as required and the document shall not be taken apart or altered in any way whatsoever. All forms must be duly completed and signed as required. <table border="1" data-bbox="223 1288 1548 1915"> <thead> <tr> <th>Section</th><th>Description Contents & Order for RFP Submission</th></tr> </thead> <tbody> <tr> <td>1.</td><td><u>Submission Folder Structure</u></td></tr> <tr> <td>1.1</td><td>Complete Volume 1 – file clearly named</td></tr> <tr> <td>1.2</td><td>Complete Volume 2 – file clearly named</td></tr> <tr> <td>1.3</td><td>Complete Volume 3 – file clearly named</td></tr> <tr> <td>1.4</td><td>B-BBEE Certificate – file clearly named</td></tr> <tr> <td>1.5</td><td>Supporting Evidence for Volume 2 with Index – file clearly named</td></tr> <tr> <td>1.5.1</td><td>Document order to be exactly as per Table of Contents in Volume 2 – accurate Content List required.</td></tr> <tr> <td>1.5.2</td><td>Tenderer may not scan submission in order other than specified in Volume 2.</td></tr> <tr> <td>1.5.3</td><td>All other supporting documents for evaluation criteria to be included here as well.</td></tr> <tr> <td>1.6</td><td>Activity Schedule – file clearly named</td></tr> </tbody> </table> <p>NB: FAILURE TO SUBMIT IN THE FORMAT/ ORDER REQUIRED MAY RENDER THE BID INVALID.</p>	Section	Description Contents & Order for RFP Submission	1.	<u>Submission Folder Structure</u>	1.1	Complete Volume 1 – file clearly named	1.2	Complete Volume 2 – file clearly named	1.3	Complete Volume 3 – file clearly named	1.4	B-BBEE Certificate – file clearly named	1.5	Supporting Evidence for Volume 2 with Index – file clearly named	1.5.1	Document order to be exactly as per Table of Contents in Volume 2 – accurate Content List required.	1.5.2	Tenderer may not scan submission in order other than specified in Volume 2.	1.5.3	All other supporting documents for evaluation criteria to be included here as well.	1.6	Activity Schedule – file clearly named
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C.2.13.4	The tender shall be signed by a person duly authorized to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning.
C.2.13.5	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender Folder: Designated tender folder as per link provided. Physical address: Microsoft One Drive Identification details: Tenderers full name
C.2.13.6	A two-envelope system is not required. Non-adherence to this will disqualify the submission.
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.14	By signing the offer part of C1.1 Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is true and correct.
C.2.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
C.2.16	The tender offer validity period is 90 days from the closing time for submission of Tenders.
C.2.18	The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.19	Access shall be provided for inspections and testing by personnel acting on behalf of the Employer.
C.2.20	The tenderer is required to submit with his tender a letter of intent from an approved insurer or financial institution undertaking to provide the Performance Bond to the format included in Part T2.2 of this procurement document.
C.2.23	The tenderer is required to submit with his tender: <ul style="list-style-type: none"> a) A valid and active Tax Compliance Status Pin issued by the South African Revenue Services. b) An original or originally certified Copy of the B-BBEE Certificate/ Affidavit. c) A copy of the entity's Professional Indemnity Insurance (<i>where applicable</i>). d) A Valid Copy of the Tenderer's Workmen's Compensation Certificate, Act 4 of 2002. e) A Valid Copy of the Tenderer's Unemployment Insurance Certificate, Act 4 of 2002. f) A Valid Copy of the Certificate of Incorporation (if Tenderer is a Company); or g) A Valid Copy of the Founding Statement (if Tenderer is a Closed Corporation); or h) A Valid Copy of the Partnership Agreement (if Tenderer is a Partnership); or i) A Valid Copy of Identity Document (if Tenderer is a Sole Proprietor); or j) A signed Joint Venture Agreement (if Tenderer is a Joint Venture). k) Letter of Intent for Performance Bond.
C.3.1.1	The Employer will respond to requests for clarification received as stipulated on page 11 before the tender closing time.

C.3.4	Tenders will not be opened in public. Tenders will be opened immediately after the closing time (23:55hrs Telkom Time) for receipt of tenders as stated in the Tender Notice and Invitation to Tender, or as stated in any Addendum extending the closing date.
C.3.11	<p>The procedure for the evaluation of responsive tenders is Method 1: Price and Preference.</p> <p>Evaluation will be in three stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017, namely:</p> <ul style="list-style-type: none"> • Stage 1: Responsiveness Evaluation • Stage 2: Financial Offer and Preference Evaluation • Stage 3: Objective Criteria & Risk Analysis
C.3.11.3	<p>The procedure for the evaluation of responsive tenders is Method 4: Functionality, Price and Preference.</p> <p>Evaluation will be in four stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017, namely:</p> <ul style="list-style-type: none"> • Stage 1: Responsiveness Evaluation • Stage 2: Functional Evaluation • Stage 3: Financial and Preferential Evaluation • Stage 4: Risk Analysis & Objective Criteria

Stage 1: Responsiveness Evaluation

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited criteria selected in below table.

- A. Tenderers who do not adhering to those criteria listed as **PRE-QUALIFIER**, will be **disqualified immediately**;

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Attendance of Compulsory On-line Tender Briefing	Pre-Qualifier	Y

- B. Tenderers who do not adhere to the response time indicated for clarification inquiries by the Employer **will be deemed non-responsive** and not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
2	Standard conditions of tender as required.	48 hours	Y
3	Valid & Active CIDB contractor grading designation of 7GB or higher . – refer F2.1 of the Tender Data and Returnable T2.1.6 . (CIDB application needed if update in progress)	48 hours	Y
4	Returnable documents completed and signed.	48 hours	Y
5	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be fully registered & compliant to do business with the DBSA.	7 Days	Y
6	A valid and active Tax Compliance Status Pin issued by SARS.	48 hours	Y
7	Valid original/ certified letter of good standing (COIDA).	48 hours	Y
8	Proof of Professional Indemnity Insurance to the value of minimum R5 million .	48 hours	Y
9	Proof of Letter of Intent for Performance Guarantee or retention amount to the value of 10% of the Contract Sum . – refer to Volume 2 & 3.	48 hours	Y
10	An Organogram of the Key Team / Personnel Allocation of Resources. Key Team Members listed in Stage 2: Functional Evaluation, Criteria 2 below.	48 hours	Y
11	Proof of registration with a recognized professional body/ institution for the listed project team (Min. 5 years' post professional registration experience for all, unless otherwise stated) Key Team Members listed in Stage 2: Functional Evaluation, Criteria 2 below.	48 hours	Y
12	Latest 2 Years (3-year view) Audited Financial Statements or Financial Statements signed off by an Accountant.	48 hours	Y

Stage 2: Functional Evaluation

The following main criteria with detailed score breakdown will be used to score functionality:

CATEGORY	FUNCTIONALITY CRITERIA	POINTS (MAXIMUM)
1	Experience of Tenderer (Bidding Entity Track Record)	30
2	Key Team / Personnel (Experience) & Availability/ allocation of Resources (organogram)	40
3	Construction Methodology & Timeframes (Detailed Implementation Schedule)	30
Total		100

The following evaluation criteria will be applied in the Functionality Evaluation of tenders:

The BEC will do an individual scoring and the scores will be summarized in a consolidated document.

Bidders must meet a minimum Total Threshold of 65 points. Only bidders who score a minimum 65 will proceed to the next stage.

Criteria 1: Experience of Tenderer (Bidding Entity Track Record)

- Bidders should briefly describe company experience and attach the following in their response as proof of track record: The list of completed projects should reflect projects of new construction and/or refurbishment of schools, school hostels, industrial park buildings, government subsidized housing projects **within the past ten (10) years**.
 - Each project submitted must be for a minimum value of R10 million (CIDB Grade 6 and above).
- PROJECT APPOINTMENT LETTERS:** (Bidders should supply signed copies of Appointment Letters on the Client's letterhead showing a project for which appointment was made, appointment value and appointment date)
 - COMPLETION CERTIFICATES FOR THE SAME PROJECT** (on the issuing entity's letterhead or standard contract form template signed by the PA, showing details of the work done, Location, Date of Completion, Defects Dates, etc.); for previous projects similar or relevant to this project as described above.

1	Experience of Tenderer	Score (Max 30)
1.1	Five or more projects (Appointment Letters and Completion Certificates)	Very good (Score 30)
1.2	Four projects (Appointment Letters and Completion Certificates)	Good (Score 20)
1.3	Three projects (Appointment Letters and Completion Certificates)	Acceptable (Score 15)
1.4	Two projects (Appointment Letters and Completion Certificates)	Average (Score 10)
1.5	One project (Appointment Letters and Completion Certificates)	Poor (Score 5)
1.6	None – No submission	Non-responsive (Score 0)

Criteria 2: Key Team / Personnel (Experience) & Availability/ allocation of Resources (organogram)

CV's with detailed experience, certified copies of qualification certificates and the Proof of Registration with recognized professional bodies / institutions must be submitted for evaluation. CV's for Resources Required (Min. 5 years' post professional registration experience, unless otherwise stated). All resources, as applicable, should be professionally registered as stipulated and valid.

An organogram indicating the allocation of resources should be included in the submission.

The minimum required resources for the project are listed below:

1. Project Manager (Team Leader) – (SACPCMP registered - PrCPM)
2. Architect – (SACAP registered - Pr. Arch, PSAT, Pr. Arch Tech)
3. Quantity Surveyor – (SACQSP registered - Pr. QS)
4. Civil/ Structural Engineer – (ECSA registered - Pr. Eng / Pr. Tech. Eng)
5. Electrical Engineer – (ECSA registered - Pr. Eng / Pr. Tech. Eng)
6. Construction Health & Safety Manager – (Pr.CHSM SACPCMP)
7. Full time Construction Health and Safety Officer (Pr.CHSO SACPCMP), minimum five years post graduate
8. Social Facilitator, minimum five years' relevant experience, **fluent in local language** (IsiSwati, or IsiZulu, or Xitsonga, or IsiNdebele, or Sepedi).
9. Construction Manager – (SACPCMP registered - PrCM)
10. Clerk of Works, minimum five years post graduate and relevant experience in the built environment.

2	Key Personnel Industry Experience (Bidder's Proposed Professional Team)	Score (Max 40)
2.1	Project Manager	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.2	Professional Architect / Senior Architectural Technologist / Architectural Technologist	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.3	Quantity Surveyor	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.4	Civil/Structural Engineer	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.5	Electrical Engineer	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.6	Construction Health & Safety Manager	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.7	Full time Construction Health and Safety Officer	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.8	Social Facilitator	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)
2.9	Construction Manager	<5 years (Score 0) 5 ≥ < 10 Years (Score 2) 10 and above (Score 4)

2.10	Clerk of Works	<5 years (Score 0) 5 ≥< 10 Years (Score 2) 10 and above (Score 4)
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Criteria 3: Construction Methodology & Timeframes (Detailed Implementation Schedule):

This section of the proposal shall present the methodology of the Bidder and must describe in detail how the Bidder proposes to undertake the service(s), including the below as a minimum but not limited to:

- Solutions to meet client requirements stated in Part C3.2. of Volume 3 of the tender document.
- A technical proposal in the form of an approach and methodology submission that details how the bidder intends to undertake the scope of work and deliver on the objectives of the client.
- A description of the proposed services addressing requirements stated in Part C3.2. of Volume 3 of the tender document, including quality control aspects.
- A schedule indicating proposed sequencing of activities and timelines.

3	Construction Methodology & Timeframes (Implementation Schedule)	Score (Max 30)
3.1	Over and above the preceding criteria the important issues are approached in a logical efficient way, indicating that the respondent has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the facility performance and the quality of the outputs. The bidder suggests cost saving and revenue generating options for the client. The timeline/schedule is clear, logical and realistic.	Very good (score 30)
3.2	The approach is specifically tailored to address the specific programme objectives and methodology and is sufficiently flexible to accommodate the accelerated nature of the programme and the implied challenges. The quality plan and approach to managing risk etc. is specifically tailored to the critical characteristics of the programme. The timeline/schedule is clear, logical and realistic.	Good (score 20)
3.3	The approach is generic and not tailored to address the specific programme objectives and methodology. The approach deals superficially with the critical characteristics of the project. The quality plan, way risk is to be managed etc. is too generic. The timeline/schedule is generic and high-level. The methodology is generic and not project specific.	Average (score 10)
3.4	The approach and / or methodology is poor / is unlikely to satisfy programme objectives or requirements. The Bidder has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The methodology is generic and not project specific.	Poor (score 5)
3.5	No response, no construction methodology submitted with the tender.	Non-Responsive (score 0)

Total	100
<ul style="list-style-type: none"> • Bidders must meet a minimum total of 65 points as an overall minimum requirement to proceed to the next stage of evaluation. • (These points must be documented sufficiently and supporting evidence provided where relevant, to allow for an unambiguous conclusion by the evaluators). 	

Stage 3: Financial Offer and Preference

With reference to the PPR2022, the evaluation shall be based on the **80/20** Principle and the points for evaluation criteria are as follows: (Where it is unclear which preference point system will be applicable, either the 80/20 or 90/10 preference point system will apply, and the lowest acceptable tender will be used to determine the applicable preference point system).

Evaluation Criteria		Points
1.	Price	80
2.	Specific Goals (namely, BBBEE status level of contributor)	20
3.	Total	100

Stage 4: Objective Criteria & Risk Analysis

- a) Firstly, in addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed as “**Other Objective Criteria**” in terms of the PPR2022, in order to ascertain suitability for award – we reserve the right to clarify any aspects listed hereunder where applicable.
- i) If having passed Responsiveness, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services.
 - ii) Fully compliant and registered with the National Treasury Central Supplier Database.
 - iii) No misrepresentation in the tender information submitted.
 - iv) The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
 - v) The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer’s ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
 - vi) Convicted by a court of law for fraud and corruption
 - vii) Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.
 - viii) Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency).
 - ix) Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted. The market average of received bid prices excluding Outliers, as well as the DBSA QS estimate will be used as a guide to indicate financial risk.
 - x) In terms of unduly high Tendered amounts in the Tender offer, refer to the PPR2022.
 - xi) PEP Check and Procure Check to be initiated and if negative, may result in exclusion.

xii) As per **Additional Conditions of Tender**.

xiii) Use of adherence to the stipulated requirement of **Local Content Declaration and Mandatory Sub-Contracting** as Objective Criteria. If applicable.

- b)** Secondly, a further risk analysis may be performed on the Tenderers having the highest ranking / number of points to ascertain if any of the following, as relevant, presents an unacceptable commercial risk to the employer in terms of:
- i) The contents of project specific tender returnable will be assessed. The contents of project specific tender returnable will be assessed i.e. project specific resources, professional indemnity insurance other insurance required, professional registration, approach and methodology which are to be included in the contract.
 - ii) Bidder must provide a breakdown and schedule with activity list and pricing, programme of works.

C.3.11.1 The financial offer may be reduced to a comparative basis using the Tender Assessment Schedule.

C.3.17 The number of paper copies of the signed contract to be provided by the employer is **one (1)**.

- i. The lead tenderer will be responsible for all due diligence on the selected subconsultants and will be held liable for any non-performance.
- ii. *A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise, that does not have an equal or higher B-BBEE status level of contributor than the person concerned.*
 - *“Unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract”.*
 - Or the tenderer may not be awarded points for B-BBEE status level of contribution.
- v. The Tenderer, if successful in this bid offer, will be provided a specific time stipulated in the Conditional Appointment Letter from communication of the Conditional Appointment Letter, to provide the Signed/ Proposed Subcontracting Agreement(s) and Supporting Documents, in line with the information detailed in this Returnable. Failure to adhere to this will result in the immediate retraction of the Conditional Appointment Letter, without an option to rectify.
- vi. The successful tenderer is to provide the following documentation for each of the relevant subconsultants, as a minimum, in support of the Signed/ Proposed Subcontracting Agreement(s) when appointed – Conditional Appointment Letter:

Supporting Documents to Subcontracting Agreement/s

Certified Copy of valid B-BBEE Certificate/
Affidavit.

Copy of valid/ active CIDB registration in the case of construction work.

Copy of valid/ active registration to application regulatory institutions (where stipulated) in the case of professional services work.

A valid and active Tax Compliance Status Pin issued by SARS.

Submission of National Treasury Central Supplier Database (CSD) Summary Report.


Note: It is incumbent and expected that the Tenderer will apply the same due care and diligence in selecting and managing its sub-consultants / joint venture partner as would have been the case in their own appointment

THE ADDITIONAL CONDITIONS OF TENDER ARE:

- i. The DBSA reserves the right to award one RFP per bidder, up to a maximum of two, in respect of (**RFP's 371- 375/2022 and 012/2023**). Should a bidder be recommended for an award in respect of **RFP's 371- 375/2022 and 012/2023**, and the bidder has bid for more than one RFP, the bidder agrees to withdraw their remaining bid/s if successful in at least two.
- ii. Where a bidder is ranked highest, the offer of award will be informed by the best Value for Money, Risk Allocation and Risk Profile of the bidder.
 - **Value for Money** = Improved total cost.
 - **Risk Allocation** = Considering other awards made, including the logistical allocation of other projects.
 - **Risk Profile** = Considering the profiles of entities, such as Procure Check, PEP Checks, Directorship and DBSA Project non-performance concerns etc.
- iii. The DBSA reserves the right to not award any bidder that has a cumulative order book totaling of **7GB=R60m/ 8GB=R200m /9GB=R500m**.
- iv. The DBSA reserves the right to not award any bidder that has a total of **three (3) active awards/** orders with an outstanding value, if the outstanding value is **10% or less**, indicating the project is nearing completion, or reached practical completion, the bidder may be recommended.
- v. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised. In cases where negotiations are unsuccessful, the DBSA may revert to a higher ranked bidder.
- vi. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- vii. In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.
- viii. In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.
- ix. All recommendations/ awards are subject to the CIDB value threshold of the registered contractor.
- x. The decision to award will be based on best commercial offer and value for money principle for the DBSA.
- xi. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.
- xii. SMMEs locality must be prioritized from the immediate locality of the project i.e. ward/village, expanding to the local municipality, to district and then to province.
- xiii. SMMEs need to be construction entities preferable registered on CIDB and not suppliers.
- xiv. All subcontractors need to be from the local area, i.e. **MP** to be sourced through a localised procurement process post award. Subcontract more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that can execute the subcontract, may not score for preference

The following circumstances may deem a bid invalid if not addressed:

- a) If the tender offer is not submitted on the Form of Offer and Acceptance bound into this tender document (form C1.1, Part C1: Agreements and Contract Data);
- b) If the tender is not completed in non-erasable ink;

	<p align="center">VOLUME 1 OF 3</p> <p align="center">NEC 3 ECC Option A</p> <p align="center">TENDERING PROCEDURES</p>	<p>TENDER NO. RFP371 – 375/2022; RFP012/2023</p> <p>APPOINTMENT OF A TURNKEY CONTRACTOR FOR THE SCHOOLS MAINTENANCE PROJECTS AND DEMOLITION OF PIT TOILETS ON BEHALF OF THE MPUMALANGA DEPARTMENT OF EDUCATION (MPUEDU), MPUMALANGA PROVINCE – CLUSTER 1 - 6</p> <p>IDD Doc. Number: 0710- C010P-01- SCM- 30- TND - 0001-A</p>
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	<p>c) If the Form of Offer and Acceptance has not been signed;</p> <p>d) If the Form of Offer and Acceptance is signed, but the name of the tenderer is not stated or is indecipherable.</p>
	<p>Negotiations with preferred tenderers</p> <p>The Employer may negotiate the final terms of a contract with tenderers identified through the competitive tendering process as preferred tenderers, provided that such negotiation:</p> <ul style="list-style-type: none"> a) does not allow any preferred tenderer a second or unfair opportunity; b) is not to the detriment of any other tenderer; and c) Does not lead to a higher price than the tender as submitted. <p>Minutes of any such negotiations shall be kept for record purposes.</p>

The following documents are relevant to this Tender and Tenderers are advised to obtain their own copies thereof:

#	Document	Applicable (Y/N)
1.1	NEC 3 Engineering and Construction Contract Option A: Priced Contract with Activity Schedule of April 2013 (including amendments).	Y
1.2	NEC 3 Term Services Agreement	N
2	Standardized Specifications for Civil Engineering Construction SANS 1200	Y
3	Code of Practice for the application of the National Building Regulations” SABS 0400-1990	Y
4	The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, Edition 23 (latest edition) including the Code of Practice: Managing exposure to SARS-CoV-2 in the workplace	Y
5	Safety, Health, Environmental and Quality Policy for Construction and Maintenance Programmes,	Y
6	The Standard Conditions of Tender to follow is obtained from Annexure F of CIDB Standard for Uniformity in Construction Procurement, Board Notice 136 Government Gazette No. 38960 of 10 July 2015, which contains references to the Tender Data for details that apply specifically to the Tender.	Y
7	In addition, Tenderers are advised, in their own interest, to obtain their own copies of the following acts, regulations and standards referred to this document as they are essential for the Tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.	Y
7.1	The Construction Industry Development Board Act No 38 of 2000 and the Regulations in terms of the CIDB Act 38/2000, Government Gazette Notice No 33239 of 28 May 2010	Y
7.2	SANS 1921:2004 Construction and Management:	Y
7.2.1	Part 1: General Engineering and Construction Works;	Y
7.2.2	Part 2: Accommodation of Traffic on Public Roads occupied by the Contractor;	N
7.2.3	Part 3: Structural Steelwork;	Y
7.2.4	Part 5: Earthworks Activities which are to be performed by hand.	Y
7.3	Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations as published in the Government Gazette No. 40553 of 20 January 2017	Y

