

# **SOUTH AFRICAN POLICE SERVICE**

## **SUPPLY CHAIN MANAGEMENT (SCM)**



**BID Number: 19/1/9/1/83TB(23)**

**INVITATION FOR PROFESSIONAL TOWN PLANNING  
SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO  
SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-  
APPROVED PANEL FOR THE SOUTH AFRICAN POLICE  
SERVICE FOR A PERIOD OF 36 MONTHS**

**NAME OF SERVICE PROVIDER: \_\_\_\_\_**

## COVER LETTER TO BID DOCUMENTS

<b>Project description:</b>	INVITATION FOR PROFESSIONAL TOWN PLANNING SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL FOR THE SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS		
<b>Bid number:</b>	19/1/9/1/83TB(23)	<b>Advertising date:</b>	2023-10-18
<b>Closing date:</b>	2024-01-31	<b>Closing time:</b>	11:00
<b>Compulsory clarification meeting:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>Issued by:</b>	Divisional Commissioner: Supply Chain Management SOUTH AFRICAN POLICE SERVICE 117 Creswell Road Silverton 0127
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### ENQUIRIES RELATED TO TENDER DOCUMENTS MAY BE ADDRESSED TO:

<b>Contact name:</b>	CAPTAIN PAUL	<b>Telephone no:</b>	012 841 7720
<b>Cell no:</b>			
<b>E-mail:</b>	PaulEG@saps.gov.za		

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## CONTENTS OF BID DOCUMENT

Bidders are to ensure that they have received all pages of this document, which consists of the following sections:

<b>PART PS: TENDER</b>	<b>Document number</b>
<b>Part T1: Tendering procedures.</b>	
Notice and invitation to tender	PS 1.1

<b>Part PS2: Returnable documents</b>	
List of returnable documents	PS2.1
Resolution of board of directors	PS2.1.1
SBD 4	PS2.1.2

<b>Part C –</b>	
Expression of Interest	C.1

**PART A**  
**INVITATION TO BID**

<b>1. YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE</b>				
BID NUMBER:	19/1/9/1/ 83 TB(23)	CLOSING DATE:	2024-01-31	CLOSING TIME: 11:00
DESCRIPTION:	INVITATION FOR PROFESSIONAL TOWN PLANNING SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL FOR THE SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS			
2. BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:		3. BID RESPONSE DOCUMENTS MAY BE POSTED TO:		
DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE 117 CRESWELL AVENUE SILVERTON PRETORIA 0184		DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE PRIVATE BAG X254 PRETORIA 0001		
4. PROCEDURAL ENQUIRIES MAY BE DIRECTED TO:		5. PROCEDURAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	LT COLONEL THELEDI		CONTACT PERSON	CAPTAIN MAAKE
TELEPHONE NUMBER	012 841 7741		TELEPHONE NUMBER	012 841 7190
CELLPHONE NUMBER	N/A		CELLPHONE NUMBER	N/A
E-MAIL ADDRESS	Thelediavies@saps.gov.za		E-MAIL ADDRESS	MaakeMT@saps.gov.za
<b>6. SUPPLIER INFORMATION</b>				
NAME OF SERVICE PROVIDER				
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 NUMBER: MAAA
	[TICK APPLICABLE BOX]			[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
[IF YES, ENCLOSURE PROOF]				
[IF YES, ANSWER PART A:8]				
<b>7. QUESTIONNAIRE TO FOREIGN SUPPLIERS</b>				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES	<input type="checkbox"/> 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. EXPRESSION OF INTEREST SUBMISSION:**

- 1.1. EXPRESSIONS OF INTEREST MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. THE BID BOX IS GENERALLY OPEN 24 HOURS A DAY, 7 DAYS A WEEK.
- 1.3. ALL PROPOSALS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE EXPRESSION OF INTEREST DOCUMENT.
- 1.4. PROFESSIONAL SERVICE PROVIDERS 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).
- 1.5. THIS PROPOSAL IS SUBJECT TO COMPLIANCE WITH SPECIAL CONDITIONS AND CRITERIA, INCLUDED IN THE DOCUMENT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 PROSPECTIVE SERVICE PROVIDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 SERVICE PROVIDERS 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 SERVICE PROVIDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 WHERE NO TCS IS AVAILABLE BUT THE SERVICE PROVIDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. GENERAL**

- 3.1 NO EXPRESSION OF INTEREST 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 PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF SERVICE PROVIDER: .....

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

DATE: .....

**TENDERING PROCEDURES:**

**PART T1**

**BID 19/1/9/1/83TB (23)**

**INVITATION FOR PROFESSIONAL TOWN PLANNING SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL FOR THE SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS**

**NAME OF SERVICE PROVIDER:** \_\_\_\_\_

## PS1.1: NOTICE AND INVITATION TO TENDER

THE SOUTH AFRICAN POLICE SERVICE INVITES TENDERS FOR:

Project title:	INVITATION FOR PROFESSIONAL TOWN PLANNING SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL FOR THE SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS		
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Tender no:	19/1/9/1/83TB(23)		
Advertising date:	2023-10-18	Closing date:	2024-01-31
Closing time:	11:00	Validity period:	NA

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Service provider must be a registered professional town planner in terms of number of shareholding, directorship and voting power.  OR  <input checked="" type="checkbox"/> A multidisciplinary professional practice controlled by persons registered with one of the built Environment professional council (ECSA, SACAP, SACPCMP, SACPLAN and SACQSP) and shall be under the fulltime of supervision of registered professional town planner.  (Proof of valid letter of good standing from (SACPLAN) must be provided)
<input checked="" type="checkbox"/>	Expressions of Interest must be properly received on the closing date and time specified on the invitation, fully completed and signed in ink.  Joint ventures/ consortiums <u>are not</u> eligible to submit proposals.
<input checked="" type="checkbox"/>	Submission of applicable Resolution by the Legal Entity, authorising a dedicated person(s) to sign documents on behalf of the firm.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per List of returnable documents <ul style="list-style-type: none"> <li>• Declaration of Interest (SBD 4)</li> <li>• Expression of Interest</li> </ul>
<input checked="" type="checkbox"/>	Prospective service providers must be registered with professional bodies and on the Central Suppliers Database (CSD) of National Treasury prior to the award of any bid. Bidders must ensure that they are compliant in all respects up until the publication of the result. The SAPS will verify the tax compliance status of service providers during the evaluation of this bid and should the status be found "not favourable", your proposal will be disqualified.
<input checked="" type="checkbox"/>	The SAPS reserve the right to do due diligence with the shortlisted service providers prior to finalizing the roster / panel.
<input checked="" type="checkbox"/>	Mandatory criteria attached for compliance. Failure to comply will invalidate the proposal.
<input checked="" type="checkbox"/>	Only bidders that obtain a minimum <b>Functionality</b> score of 60% as outlined in the Expression of Interest document will be included on the panel / roster

## Evaluation

This tender will be evaluated according to the preferential procurement model in the PPPFA: (*Tick applicable preference point scoring system*)

<input type="checkbox"/> 80/20 Preference point scoring system	<input type="checkbox"/> 90/10 Preference point scoring system
<input checked="" type="checkbox"/> Functionality (Minimum score)	

### Phase 1 (Mandatory requirements)

Evaluation of mandatory requirements.

Only bids that comply with mandatory requirements will move to the next phase

### Phase 2 (Functionality)

Only bids that score the minimum points as outlined in the functionality criteria will be evaluated further.

## COLLECTION OF EXPRESSION OF INTEREST DOCUMENTS:

- Expression of Interest documents may be collected during working hours (08:00 to 15:30) at the following address.

**SA Police Service: Supply Chain Management,**  
**117 Cresswell Ave,**  
**Silverton,**  
**Pretoria**

- Expression of Interest documents may be downloaded from the SAPS website:  
<https://www.saps.gov.za/services/bids.php>

**E-tender portal of the Department of National Treasury**  
<https://www.etenders.gov.za>

## ENQUIRIES RELATED TO EXPRESSION OF INTEREST DOCUMENTS MAY BE ADDRESSED TO:

<b>Acquisition Manager:</b>	Lt Col Theledi	<b>Telephone no:</b>	012 841 7741
<b>E-mail:</b>	Thelediavies@saps.gov.za		

## DEPOSIT / RETURN OF EXPRESSION OF INTEREST DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late proposals will not be accepted.  
All proposals must be submitted on the official forms – (not to be re-typed)

EXPRESSION OF INTEREST DOCUMENTS MAY BE POSTED TO:		DEPOSITED IN THE TENDER BOX AT:
THE SECTION HEAD: BID MANAGEMENT SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE PRIVATE BAG X 254  Pretoria  0001  ATTENTION: BID MANAGEMENT SECTION: (Capt Paul)	OR	<b>SAPS: Supply Chain Management</b>  <b>117 Cresswell Road</b>  <b>Silverton</b>  <b>0127</b>

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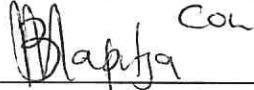
**COMPILED BY:**

Captain Maake		2023-10-18
Name of Procurement Official	Signature	Date

**VERIFIED BY:**

Lt Colonel Theledi		2023-10-18
Name of Procurement Official	Signature	Date

**APPROVED BY:**

Colonel Mapitja	 Col	2023-10-18
Name of Procurement Official	Signature	Date

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**RETURNABLE DOCUMENTS:**

**PART PS2**

**BID 19/1/9/1/83 TB(23)**

**INVITATION FOR PROFESSIONAL TOWN PLANNING SERVICE PROVIDERS IN THE BUILT  
ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED  
PANEL FOR THE SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS**

**NAME OF SERVICE PROVIDER: \_\_\_\_\_**

## **List of Returnable Documents**

The service provider must complete the following returnable documents:

**1. Returnable schedules required for Expression of Interest and Evaluation Procedure**

- Resolution of Board of Directors (PS2.1.1) (NB!!)
- Declaration of Interest (SBD 4)
- Proof CSD Registration
- Expression of Interest

**2. Other documents required only for evaluation purposes**

- Registration Certificates, as required, issued by the relevant Registration Boards / councils (in terms of the applicable Acts).

**All the above-mentioned documents and schedules are compulsory. Failure to submit these documents, fully completed and with the necessary documentary proof may result in the Expression of Interest being rejected.**

## PS2.1.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

On \_\_\_\_\_ (date)

**RESOLVED that:**

1. The Enterprise submits a Bid / Tender to the South African Police Service in respect of the following project:

(project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: : \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: : \_\_\_\_\_

be, and is hereby, authorized to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

*Note:*

1. \* Delete which is not applicable
2. **NB. This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise**
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

**ENTERPRISE STAMP**

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Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

For External Use

Effective date February. 2023

Page 1 of 1

Version: 1.0

## 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 interest<sup>1</sup> 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

<sup>1</sup> 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.

SBD4

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
.....

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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 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

**RETURNABLE DOCUMENTS:**

**PART C**

**BID 19/1/9/1/83 TB(23)**

**INVITATION FOR PROFESSIONAL TOWN PLANNING SERVICE PROVIDERS IN THE BUILT  
ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED  
PANEL FOR THE SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS**

**NAME OF SERVICE PROVIDER: \_\_\_\_\_**



## EXPRESSION OF INTEREST

**INVITATION FOR TOWN PLANNING PROFESSIONAL SERVICE PROVIDERS TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR SOUTH AFRICAN POLICE SERVICE FOR A PERIOD OF 36 MONTHS  
(2024-2026)**

**BIDDER:** .....

**DISCIPLINE: TOWN PLANNING** .....

**CSD NO:** .....

**TEL:** ..... **EMAIL ADDRESS:** .....

Please tick the below Region where you have a Head Office or Branch

- Region 1 (Gauteng, Limpopo and Mpumalanga)
- Region 2 (North West, Free State and Northern Cape)
- Region 3 (Western Cape, Eastern Cape and Kwa Zulu Natal)

**PREPARED BY:**

Programme & Project Management Section  
Facility Management Management  
18 De Havilland Crescent  
Persequor Park  
Pretoria

SCM / Technical Enquiries  
E-mail: Govenderr2@saps.gov.za  
Cell/ Tel: 012 845 8934

## SECTION 1 INTRODUCTION

The South African Police Services invites suitably qualified Town Planning consulting firms wishing to be on the SAPS Professional Service Providers' (PSP's) database/panel for undertaking of infrastructure related works nationwide, to submit proposals for expression of interest. The request for quotation will be issued to service providers on this panel as and when projects are allocated to the SAPS. **The Database/panel will be valid for 36 months and will be subject to budget and project availability.**

Only PSP's who meet the following criteria will be eligible to submit expressions of interest:

- A Town Planning firm controlled by a registered professional town planner/s in terms of number, shareholding, directorship, and voting power.  
OR
- A multidisciplinary professional practice controlled by person/s registered with one of the Built Environment professional council. The town planning division / section / department / unit of a multidisciplinary professional practice shall be under the fulltime supervision of a registered professional town planner.

PSP's on the panel will be expected to provide a valid letter of good standing from the South African Council for Planner (SACPLAN).

Town Planning Professional Services shall include:

All town planning services as described by the South African Council for Planners.

## SECTION 2: EVALUATION PROCEDURE

Expression of Interest (EOI) will be evaluated in terms of the Mandatory Requirements and Generic Functionality Criteria. Bid evaluation will be conducted as per the stages below.

### 2.1 STAGE 1: ELIGIBILITY OF BIDDERS.

Stage one (1) entails the process of ensuring compliance of the bidders. Bidders shall submit all mandatory returnable documents to qualify for stage two (2) of the evaluation process. Failure to submit any of the compulsory returnable documents stated below will lead to disqualification.

**Table one (1)** lists the compulsory returnable documents that shall be submitted by all bidders to be considered eligible for this bid. Certified copies of documents shall be submitted in original and not older than 6 months from the closing date. Failure to comply with all requirements will result in automatic disqualification.

**Table 1: List of Returnable Mandatory Documents**

<b>DESCRIPTION OF MANDATORY RETURNABLE DOCUMENTS</b>	
<b>Returnable technical schedules required for Tender Evaluation purposes:</b>	
<ul style="list-style-type: none"> <li>• Professional registration certificate/s of the controlling director/s professionally registered with the SACPLAN.</li> <li>• In case of a multidisciplinary firm, a professional registration certificate of at least one director professionally registered with one of the Built Environment Councils (ECSA, SACAP, SACPCMP, SACPLAN and SACQSP).</li> </ul>	
<b>Compulsory Returnable Documents:</b>	
<ul style="list-style-type: none"> <li>• Terms of Reference (TOR)</li> <li>• Central Supplier Database Registration Document (CSD)</li> <li>• TAX Compliance / Pin</li> <li>• SACPLAN Letter of Good Standing (For the registered Director/s)</li> <li>• Letter of Good Standing from the Professional Registration Councils one of the Built Environment (for the registered directors)</li> <li>• Professional registration certificate/s of the controlling director/s professionally registered with the SACPLAN.</li> <li>• In case of a multidisciplinary firm, a professional registration certificate of at least one director professionally registered with one of the Built Environment Councils (ECSA, SACAP, SACPCMP, SACPLAN and SACQSP).</li> <li>• Proof of address as per region</li> </ul>	

## **2.2 STAGE 2: EVALUATION ON FUNCTIONALITY/TECHNICAL REQUIREMENTS**

Stage two (2) entails the process of evaluation of **functionality/technical requirements and grading** of the bidders. Only bidders who meet the threshold of **60%** and above of the total functionality/quality points will be eligible to be appointed in the pre-approval panel for the professional database which shall be categorized as follows:

A	81% – 100%
B	71% – 80%
C	60% - 70%

**Bidders are notified that the technical/ functionality criteria shall be utilized as the basis of due diligence to confirm eligibility prior to appointment and inclusion into the database.**

The **Table two (2)** below, specifies in detail the functionality/technical criteria to be considered under the evaluation.

**Table 2: Summary of Functionality / Quality Criteria**

**Note 1:** Functionality shall be used to establish minimum requirements (60%) where- after, bids will be evaluated solely on the basis of price (during the RFQ stage).

<b>1. TENDERER/BIDDER AND SUB-CONSULTANTS WORK EXPERIENCE:</b>			
The Tenderer / Bidding Town Planning firm with minimum 5 years' experience to provide references and supporting documents (i.e. appointment letters and reference letters) for previous projects of a comparable nature )			
Functionality Criteria		Criteria Point Allocation	Weightfactor Percentage
1.1	10 and more Projects	5	40%
1.2	5-9 Projects	4	
1.3	3 Projects	3	
1.4	Less than 3	0	

Comparable experience to be reviewed against the:

**A. Scope of Works, in terms of functional space categories:**

- Police Stations
- Detention Facilities
- Institutional Facilities
- Offices

**B. Cost of Works**, equivalent or higher than the cost of works indicated in the section.

<b>2. KEY PERSONEL:</b>			
A lead Professional Planner registered with the South African Council for Planners Act, 2002 (SACPLAN) with at least 6years experience (post registration) and a supporting Town Planning team (Attach Company profile with an organogram, updated CV's (3 pages or less), copies of qualifications, ID copies and valid proof of registration with SACPLAN).			
Functionality Criteria		Criteria Point Allocation	Weightfactor Percentage
2.1	Lead Professional Planner with minimum 6 years' experience (post registration) with at least 2 Professional Planners	5	40%
2.2	Lead Professional Planner with minimum 6 years' experience (post registration) with at least 1 Professional Planner and 1 Technical or Candidate Planner	4	
2.3	Lead Professional Planner with minimum 6 years' experience (post registration) with 1 Professional Planner	3	
2.4	Lead Professional Planner with minimum 6 years' experience (post registration) with either 2 Technical or 2 Candidate Planner  Lead Professional Planner with minimum 6 years' experience (post registration) with 1 Technical and 1 Candidate Planner	2	

2.5	Lead Professional Planner with minimum 6 years' experience (post registration) with either 1 Technical or 1 Candidate Planner	1	
2.6	Lead Professional Planner with minimum 6 years' experience without supporting Town Planning team	0	

**3. LOCALITY:**

**Tenderer/bidder is required to submit:**

- Proof of Business Physical Address in all the regional selections made on page one, namely, current utility bill not older than 3 months or valid lease agreement

Sub Criteria	Sub-Criteria Point Allocation	Weightfactor Percentage:
3.1 Business physical address within the same region	5	
3.2 No submission of any of the above	0	
<b>Total</b>	<b>20%</b>	
(Weight will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)		<b>100%</b>
<b>Minimum functionality score to qualify for further evaluation:</b>		<b>60%</b>

## SECTION 3: CONTRACT

### 3.1 BID CONTRACT DATA

This services contract is based upon the **CIDB Standard Professional Services Contract**, published by the CIDB in July 2009.

#### NOTE:

Service providers who qualify to be in the panel may be invited to submit quotations for available projects as and when is required.

The SAPS will invite the service providers who qualified for this panel to compete for SAPS projects during the 36 months of this contract. Appointments for projects will be as and when required and will be dependent on project and budget availability.

It must also be noted that the SAPS may decide to go out on an open tender for certain types of projects such as complex, mega or specialized projects or any project it wishes to go on an open tender.

Professional Service Providers who qualify to be in the panel can be invited to respond to projects specific bidding for price in line with project scope, complexity and value in accordance with the SAPS SCM Policy. A second appointment letter will be provided for the actual allocation of the project.

Upon successful appointment for the project/s, PSP's will be required to submit a Professional Indemnity

PSP's are to ensure that they have adequate resources to undertake the work under stringent timeframes and are required to take cognisance of the roles of the other professionals that might be involved on the project.

SAPS reserves the right to ask PSP's to replace any member/s of the proposed team if they do not meet the SAPS requirements.

### 3.2 FEE STRUCTURE

Fees will be paid as per the latest Tariffs published by SACPLAN at the time of the RFQ.

## SECTION 4: SCOPE OF SERVICES

### 4.1 PROFESSIONAL SERVICE PROVIDER'S OBJECTIVES

The objective of this bid is to invite and appoint suitable Professional Service Providers that can provide and maintain a professional service to the South African Police Service (SAPS), in order to successfully implement the construction, administration and closeout of the project.

The PSPs shall provide *professional services as detailed by the SACPLAN categories of work* and any other services related to the scope of work in the built environment which may reasonably be required for the successful completion of an infrastructure delivery project / programme.

The Town Planning firm may be expected to form a project team with other professional disciplines within the Built Environment.

The PSP shall provide suitably qualified, experienced personnel to undertake assignments relating to the delivery of the project/s as and when required during the Period of Performance.

The PSP will be appointed for the duration of the project, which incorporates any necessary project related variations. PSP are to note that once appointed, they will be expected to commence the work within the specified duration prescribed in the contract data.

Scope of service will be established when a project becomes available, and service providers in the relevant panel may be invited to submit proposals through the Request for Proposals (RFP) process.

## **4.2 GENERAL REQUIREMENTS**

### **4.2.1 Services**

The Services required shall generally be for "**Professional Town Planning Services**" as defined in the Government Gazette/s unless otherwise reduced in writing.

The PSP's shall be instructed by the SAPS in writing to undertake specific assignments as additional services in terms of the contract as and when required during the contract period.

### **4.2.2 Location**

Location of the project will be confirmed when actual allocation of project/s has been done.

### **4.2.3 Project Programme**

The PSP shall prepare a detailed programme for the performance of the Service which shall be approved by the SAPS. The programme shall be in sufficient detail to monitor the PSPs performance at the time of allocation of project/s.

No agreed milestones may be extended beyond the timeframes outlined in the programme without acceptable motivation and approval by the SAPS.

### **4.2.4 Reporting Requirements and Approval Procedure**

The PSP shall submit monthly (Aligned with prescribed phase deliverables and fixed time deliverables and dates) progress reports, cost reports and cash flows on the agreed date over and above site and technical meeting minutes required by the relevant contractor on the time that the project is allocated.

Notwithstanding any other requirements, the PSP shall submit a monthly report covering progress (programme, delays, scope change, critical path, etc.), costs (expenditure, cash flow, variation orders, etc.), milestones, socio economic achievements (number of jobs created, use of SMMEs, interns, etc.), challenges and achievements.

### **4.2.5 Safety**

The PSP shall provide all safety equipment as required for his staff and shall undertake all duties in conformance with the relevant OHS legislation.

### **4.2.6 Software application for programming**

The PSP must avail himself of software to be used for compatibility with the SAPS software before undertaking the work utilizing the software. The PSP shall at its costs convert data files to a format compatible with the SAPS software if it chooses to utilize software different from that used by the SAPS. No additional compensation will be considered for this activity.

### **4.2.7 Use of reasonable skill and care**

It will be expected of the PSP to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

The PSPs documents and recommendations may be scrutinized by the SAPS, this shall in no way relieve

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X

PSP of their professional responsibility for the proper and prompt execution of their duties.

During assessment of any existing facilities, which may have a direct bearing on the assignment, the PSP shall determine deficiencies in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify them.

#### **4.2.8 Compliances with standards and regulations**

The implementation of works shall be executed in compliance with:

- National Building Regulations and Building Standard Act
- Relevant SANS Standards
- PW 371-B Construction Works: Specifications (Edition 2.2 December 2015) from DPWI
- Five Star Specification Document

#### **4.3 INDICATIVE SCOPE OF WORK**

The PSP Panel will be utilized for the implementation of infrastructure projects falling under the following categories:-

<b>Category</b>	<b>Description of Works</b>
Green Field	New Building
Brown Field	Refurbishment Upgrade Renovations Maintenance Repairs Extensions Demolitions

### **SECTION 5: NOTES TO BIDDERS**

- a) This Expression of Interest (EOI) does not constitute an offer or recommendation to enter into such transaction
- b) The SAPS reserves the right to amend, modify or withdraw this EOI if deemed necessary.
- c) Neither the SAPS nor any of its respective officials, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid in response to the expression of interest.
- d) The SAPS and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- e) All Bids submitted to the SAPS will become the property of the SAPS and as such will not be returned to the Bidder unless if received after the closing date and time. The SAPS will make all reasonable efforts to maintain bids in confidence. Proprietary information should be identified as such in each bid.
- f) Evaluation of bids will be carried out by a Bid Evaluation Committee (BEC). The Evaluator(s) will, if necessary, contact Bidders to seek clarification of any aspect of the bid and undertake due diligence.
- g) The validity period of the panel of consultant is thirty-six (36) months from date of the appointment.
- h) All bids must be formulated and submitted in accordance with the requirements of this EOI.
- i) The PSP will be required to sign confidentiality contracts with the SAPS.
- j) PSPs who are blacklisted by any statutory body will, under no circumstances, be considered.

#### ***DISCLAIMER***

***The SAPS reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal.***



## ANNEXURE B6: EXPERIENCE OF PROJECT TEAM AND DELIVERABLES

### PROJECT TEAM CVS

The experience of each key person, relevant to the scope of work, will be evaluated from three different points of view:

- 1) Post Registration experience (total duration of professional activity), in the specific sector, field, subject, etc. which is directly linked to the scope of work;
- 2) Qualifications in the relevant field or sector; and
- 3) Professional registration with a professional body in the specific sector, field, subject, etc., which is indirectly linked to the scope of work.

A CV of each key person of **not more than three (3) pages** should be attached to this schedule. Each CV should be structured under the following headings:

- 1 Personal particulars
  - name
  - date
  - place (s) of tertiary education and dates associated therewith
  - professional awards
- 2 Qualifications (degrees, diplomas, certificates, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate / diploma experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as detailed in Table under **Item 2: Evaluation Procedures** above.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

*Bidder*

**(CVs, certified copies not older than 6 months of qualifications and professional registration of the above personnel to be attached here).**

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### ANNEXURE B7: COMPANY LOCALITY (05 POINTS)

Attached hereto is my / our copies of company proof of residence of company head office and/or branch/operational office located in any of the provinces. Verifiable Water, Electricity or Levy account in the name of the company/firm. Lease agreement accompanied by Landlord affidavit. Failure to submit will result in zero points. Bidder to tick or put a cross for regions bidding for.

Office Location	Head Office	Branch/Operational Office
Eastern Cape		
Free State		
Gauteng		
Kwa-Zulu Natal		
Limpopo		
Mpumalanga		
Northern Cape		
North-West		
Western Cape		