

**COVER LETTER TO BID DOCUMENTS**

<b>Project description:</b>	INVITATION TO PROFESSIONAL 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: NATIONALLY : MECHANICAL ENGINEERING		
<b>Bid number:</b>	19/1/9/1/80 TB(23)	<b>Advertising date:</b>	2023-10-18
<b>Closing date:</b>	2024-01-23	<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:

EXPRESSION OF INTEREST	Document number
<b>Part T1: Tendering procedures.</b>	
Notice and invitation: Expression of Interest	
<b>Part PS2: Returnable documents</b>	
List of returnable documents	
Resolution of board of directors	
<b>Part C –</b>	
Expression of Interest document	



## PART A INVITATION TO BID

### 1. YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE

BID NUMBER:	19/19/1/80 TB(23)	CLOSING DATE:	2024-01-23	CLOSING TIME:	11:00
DESCRIPTION:	<b>INVITATION TO PROFESSIONAL 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: NATIONALLY: MECHANICAL ENGINEERING</b>				

### 2. BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

DIVISIONAL COMMISSIONER  
SUPPLY CHAIN MANAGEMENT  
SOUTH AFRICAN POLICE SERVICE  
117 CRESWELL AVENUE  
SILVERTON  
PRETORIA  
0184

### 3. BID RESPONSE DOCUMENTS MAY BE POSTED TO:

DIVISIONAL COMMISSIONER  
SUPPLY CHAIN MANAGEMENT  
SOUTH AFRICAN POLICE SERVICE  
PRIVATE BAG X254  
PRETORIA  
0001

### 4. PROCEDURAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	LT COL FILMALTER
TELEPHONE NUMBER	012 841 7531
CELLPHONE NUMBER	NA
E-MAIL ADDRESS	filmalterl@saps.gov.za

### 5. PROCEDURAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	CAPT VAN DER SCHYFF
TELEPHONE NUMBER	012 841 7532
CELLPHONE NUMBER	NA
E-MAIL ADDRESS	vanderschyffr@saps.gov.za

### 6. SUPPLIER INFORMATION

NAME OF SUPPLIER			
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:
	[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 [IF YES, ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART A:8]
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### 7. QUESTIONNAIRE: FOREIGN SUPPLIERS

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
<b>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.</b>		

## PART B TERMS AND CONDITIONS FOR BIDDING

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**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](http://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:

.....



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**PS1.1: NOTICE AND INVITATION TO TENDER****THE SOUTH AFRICAN POLICE SERVICE INVITES TENDERS FOR:**

Project title:	INVITATION TO PROFESSIONAL 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: NATIONALLY : MECHANICAL ENGINEERING
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Tender no:	19/1/9/1/80 TB(23)		
Advertising date:	2023-10-18	Closing date:	2023-01-23
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 Professional Engineer (Mechanical) registered with ECSA <input type="checkbox"/> Engineering Profession Act, 2000 (Act 46 of 2000). (Proof of valid registration 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>• Terms of Reference</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 <b>will</b> 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"/>	<b>Mandatory criteria</b> attached for compliance. Failure to comply will invalidate the proposal.
<input checked="" type="checkbox"/>	Only bidders that obtain a minimum <b>Functionality</b> score as outlined in the Expression of Interest document will be included on the panel / roster

**Evaluation**

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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>		<b>Telephone no:</b>	
<b>E-mail:</b>			

### 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)

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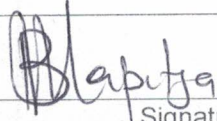
## COMPILED BY:

LJ FILMALTER		23/10/16
Name of Procurement Official	Signature	Date

## VERIFIED BY:

Name of Procurement Official	Signature	Date

## APPROVED BY:

M.B. MAPITSA		2023-10-16
Name of Procurement Official	Signature	Date

## 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:

- \* Delete which is not applicable
- NB. This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
- 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

## 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

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<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.



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.

SBD4

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





## EXPRESSION OF INTEREST

### INVITATION FOR MECHANICAL ENGINEERING PROFESSIONAL SERVICE PROVIDERSTO 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: .....

PROFESSIONAL DISCIPLINE: MECHANICAL ENGINEERING

CSD NO: .....

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

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

Eastern Cape	<input type="checkbox"/>	Free State	<input type="checkbox"/>	Gauteng	<input type="checkbox"/>	KwaZulu Natal	<input type="checkbox"/>		
Mpumalanga	<input type="checkbox"/>	Limpopo	<input type="checkbox"/>	Northern Cape	<input type="checkbox"/>	North West	<input type="checkbox"/>	Western Cape	<input type="checkbox"/>

**PREPARED BY:**

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

SCM / Technical Enquiries  
E-mail: [MabundaH@saps.gov.za](mailto:MabundaH@saps.gov.za)  
[VitiEC@saps.gov.za](mailto:VitiEC@saps.gov.za)

REVISION 01: August 2023



## SECTION 1 INTRODUCTION

The SAPS invites suitable qualified consulting professional **Mechanical Engineering firms**, wishing to be on SAPS database/panel PSP's for undertaking of infrastructure related works nationwide, to submit proposals for expression of interest. The request for financial proposal will be issued to service providers on this panel as and when the need arises. **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 practice / multidisciplinary practice shall have the Mechanical Engineering division / section / department under the fulltime supervision of a registered Professional Engineer/ Engineering Technologist.

Mechanical Engineering Professional Services shall be:

**All services as described in the latest ECSA Guideline Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000); published as per Board Notice at the time of request for financial proposal.**

## SECTION 2: EVALUATION PROCEDURE

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

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 processes. Failure to submit any of the compulsory returnable documents will lead to disqualification.

### 2.1 STAGE 1: ELIGIBILITY OF BIDDERS.

**Table one (1)** lists the compulsory returnable documents that shall be submitted by all bidders to be considered eligible for this bid. Documents shall be submitted 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**

Description of Mandatory Returnable Documents
<b>Returnable schedules required for Tender Evaluation purposes:</b>
<ul style="list-style-type: none"><li>• Professional registration certificate of controlling Professional Engineer/ Engineering Technologist for the Mechanical engineering section registered with the relevant Built Environment Council: Engineering Council of South Africa (ECSA).</li></ul>
<b>Other documents that will be incorporated into this document:</b>
<ul style="list-style-type: none"><li>• Professional Board Notices</li></ul>
<b>Administrative Returnable Documents:</b>
<ul style="list-style-type: none"><li>• ECSA Letter of Good Standing for Professional Engineer/ Engineering Technologist responsible for mechanical section/unit/department.</li><li>• Terms of Reference</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 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.

**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 RFP stage).

<b>1. TENDERER/BIDDER WORK EXPERIENCE:</b> The Tenderer / Bidder to provide references and supporting documents (i.e. Appointment Letters, Client Reference Letters and Practical Completion Certificates) for previous projects of a comparable nature (scope of works on the TOR) and value undertaken during the past ten (10) years (after 2013). <b>Complete Annexure A with Project Details.</b>				
Discipline	Sub Criteria	Sub-Criteria Point Allocation	Maximum points	Weight factor
<b>MECHANICAL ENGINEERING</b>	5 or more Projects above R35 Million	45	<b>45</b>	<b>45%</b>
	3 - 4 Projects above R35 Million	35		
	1 -2 Projects above R35 Million	25		
	1 – 2 Projects above R10 Million	15		

Comparable experience to be reviewed against the:

**A. Comparable nature, in terms of functional space categories:**

- Any building works related projects.

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





2. KEY PERSONEL:

Attach CV's of key Staff with experience, qualifications, and copies of ECSA Professional Registrations (Council certificate or Letter of Good Standing).

Complete Annexure B4- B6 with Project Team Member Details.

Discipline	Sub-Criteria	Sub-Criteria Point Allocation	Maximum points	Weight factor
MECHANICAL ENGINEERING (3 No.)				55%
One (1) Professional Engineer (PrEng)/ Professional Engineering Technologist (PrTechnologi)	5 years or more experience post registration	30	30	
	4 years or more experience post registration	20		
	3 years or more experience post registration	15		
One (1) Professional Engineering Technician (PrTecnician)	5 years or more experience post experience registration	20	20	
	4 years' experience post registration	15		
	3 year experience post registration	10		
One (1) Candidate Engineering Technologist or higher	3 years or more experience post qualification (BTech or Higher)	5	5	
	2 years or more experience post qualification (BTech or Higher)	3		
	1 years' experience post qualification (BTech or higher)	1		
Post-registration experience to be determined by the date of registration Certificate and CV description of projects done after date of registration.				

<b>Total</b>	<b>100%</b>
(Weight will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)	
Minimum functionality score to qualify for further evaluation:	60%

### 2.3 STAGE 2: RFP REQUEST FOR PROPOSAL PROCEDURES FOR BIDDERS ON THE PANEL

When bidders on the panel are invited for RFP, the following aspects will be considered but not limited to:

Topic	Description / Requirements
Grading	Cost, location and Complexity of the project will determine the grading from which the service provider will be drawn from in the data base.
Nature of the works and services required	<b>Scope of works and services</b> will be defined



Financial proposal	<p>The SAPS will have the right and discretion to reject a <b>financial proposal</b> with unreasonable fees discounts which may pose a risk to the project. Bidders should ensure that the financial proposals are aligned to the allocation of resources to the project.</p> <p>If a <b>professional fee discount</b> is proposed, bidders will be required to substantiate their financial proposal indicating professional level of human resources, time allocation and the remuneration rate related to the specific project and aligned to the proposed methodology.</p>
Professional Indemnity	Valid Professional Indemnity Cover as per contract data.
Interview of the KeyResources	The employer <b>may</b> contact the key resources allocated to the project to confirm their engagement with the bidder.
CIDB Standard for Developing Skills (SDS)	<p>In applicable, Compliance with the Standard for Developing Skills (SDS) as per the Government Gazette 36760 of CIDB will be required.</p> <p>The client will allocate a provisional amount to cover the cost for the SDS, which may be adjusted during implementation of the project in compliance With the gazette</p>

## 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.

Specific contractual obligations will be confirmed in the Request for Proposal as and when is required.

#### NOTE:

Services providers who qualify to be in the panel may be invited to submit financial proposal 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 this 36 months. 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 Provider's 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 actual allocation of projects

PSP's must submit separate proposals for each discipline they wish to be involved in provided they meet the required criteria. Note that PSP's who choose to bid for more than one discipline are required to submit a bid document for each discipline they intend to bid for.

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

The PSP's are to ensure that they have adequate resources to undertake the work under stringent timeframes and be required to take cognizance 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 PER STAGE

Fees shall be structured as per the latest Board Notice at the time of the RFP.

## SECTION 4: PRICING DATA

### 4.1 PRICING INSTRUCTIONS

#### 4.1.1 Basis of remuneration, method of bidding and estimated fees

Professional fees for time-based services where required will be paid based on the current NDPWI "Rates for Reimbursable Expenses" at the time of the allocation of projects. Although these rates will apply, pricing may be a factor in determining the suitability of the proposal regarding the services to be provided.

#### 4.1.2 Typing, printing, duplicating work and forwarding charges

##### A. Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done shall be reimbursable at rates applicable at the time of the execution of such work. The document NDPWI "Rates for Reimbursable Expenses" as adjusted from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Service providers Guidelines"; item 1.

**Typing and duplicating expenses** shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where the provision of hard covers is specifically approved.

**The typing of correspondence**, appendices and covering letters are deemed to be included in the fees.

#### 4.1.3 Travelling and subsistence arrangements and tariffs of charges

##### A. General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

The Employer shall not be liable for travelling expenses for less than 50 km radius away from the base office.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

The traveling disbursement cost will only be considered from the location of the project site and the closes location between the PSP's office or the SAPS's office managing the project.





## B. Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from SAPS.

# SECTION 5: SCOPE OF SERVICES

## 5.1 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 these project/s, i.e., management and closing out the project/s.

The PSPs shall provide professional mechanical engineering services as detailed in the latest ECSA Board Notice 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 Mechanical Engineering firm/section/unit 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 set out below as and when required during the Period of Performance.

Service providers may be appointed for stages 1 to 6 or partial services, depending on the project, and will be expected to perform all activities and submit all deliverables as described in the deliverables aligned to the Government Gazette.

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 will be invited to submit quotes through the Request for Proposal (RFP) process.

## 5.2 GENERAL REQUIREMENTS

### 5.2.1 Services

The Services required shall generally be all "Mechanical Engineering 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.

### 5.2.2 Location

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

### 5.2.3 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.



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

#### 5.2.4 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, cash flows and labour reports on the agreed date over and above site and technical meeting minutes required by the relevant contract 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.

#### 5.2.5 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.

#### 5.2.6 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.

#### 5.2.7 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 and the latest edition of ECSA Code of Conduct.

The PSPs documents and recommendations may be scrutinized by the SAPS, this shall in no way relieve PSP of their professional responsibility for the proper and prompt execution of their duties.

#### 5.2.8 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
- National Treasury's IDMS Framework for Infrastructure Delivery and Procurement Management

#### 5.3 INDICATIVE SCOPE OF WORK

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

Category	Description of Works
Green Field	New Building
Brown Field	Refurbishment
(Any of)	Upgrade
	Renovations
	Maintenance
	Repairs
	Extensions
	Demolitions





## SECTION 6: 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.*





## **ANNEXURES TECHNICAL RETURNABLE DOCUMENTS FOR EVALUATION OF QUALITY / FUNCTIONALITY**



## ANNEXURE B1: FIRM'S EXPERIENCE ON EXECUTION OF PROJECTS

The Bidder shall provide a schedule of completed contracts of diverse nature (discipline bidding for) in relation to building construction works. The following details must be included in the schedule and to score points bidders are required to submit Letters of Appointment and Reference Letter or form signed by the client related to the specific projects.

PROJECT NAME	PROJECT DESCRIPTION	EMPLOYER DETAILS			PROJECT VALUE (Including VAT)	START DATE	COMPLETION DATE
		NAME	TELEPHONE	EMAIL			
A							
B							
C							
D							
E							



## ANNEXURE B2: CLIENT REFERENCE LETTERS

Complete the SAPS Reference form REF for at least 3 projects submitted above as completed. Only full signed forms by the client or client's letter containing the required information in the form will be accepted.

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.





### ANNEXURE B3: EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTSREFERENCE

#### REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed Reference (in the form issued to the tenderer)

PROJECT NAME A:

Type of Project, e.g.:

(New Construction, Repair and Renovations works, Repair & Upgrades, Mechanical Works, general scope, etc.)

Project Name& Description:.....

Client: .....

Professional Fees Amount: .....

Professional Role: .....

Contract Duration:.....

Actual Contract Duration:.....

#### RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	1	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

.....

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature & Stamp: .....

Date:.....



## REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed Reference (in the form issued to the tenderer)

PROJECT NAME B:

Type of Project, e.g.:

(New Construction, Repair and Renovations works, Repair & Upgrades, Mechanical Works, general scope, etc.)

Project Name& Description:.....

Client: .....

Professional Fees Amount: .....

Professional Role: .....

Contract Duration:.....

Actual Contract Duration:.....

### RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	1	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

.....

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature & Stamp: .....

Date:.....



## REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed Reference (in the form issued to the tenderer)

PROJECT NAME C:

Type of Project, e.g.:

(New Construction, Repair and Renovations works, Repair & Upgrades, Mechanical Works, general scope, etc.)

Project Name& Description:.....

Client: .....

Professional Fees Amount: .....

Professional Role: .....

Contract Duration:.....

Actual Contract Duration:.....

### RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	1	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

.....

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature & Stamp: .....

Date:.....





## ANNEXURE B4: EVALUATION SCHEDULE: KEY PERSONNEL ASSIGNED TO THE WORK

The Bidder shall insert in the spaces provided on the following pages details of the key personnel required to be in the employment of the bidder or other organization, in order for the bidder to be eligible to submit a bid for this project. Certified proof of qualifications and professional registration must be appended to these schedules, together with the signed Curriculum Vitae by the CV owner of each individual. Failure to attach them will result in a zero score for key personnel.

Insert in the table below the key personnel and their proposed function (Minimum of 2 Personnel)

### KEY PERSONNEL SCHEDULE

No.	Key Person Name	Proposed Function	Professional Registration	Years of Experience
1.				
2				
3				
4				
5				
6				



## ANNEXURE B5: KEY PERSONNEL: CURRICULUM VITAE OF KEY PERSONNEL – KEY RESOURCE

### CURRICULUM VITAE 1

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached in order to score points)

Name:		ID No.:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Name of Employer (firm):		
Current position:		Years with firm:
<b>Employment Record:</b>		
<b>Experience Record Pertinent to Required Service:</b>		

#### Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
SIGNATURE OF THE INCUMBANT IN THE SCHEDULE

.....  
DATE



## CURRICULUM VITAE 2

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached in order to score points)

Name:		ID No.:
Profession:		Nationality:
<b>Qualifications:</b>		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: —
Professional Body:	Category of Registration:	Registration Number:
<b>Name of Employer (firm):</b>		
Current position:		Years with firm:
<b><u>Employment Record:</u></b>		
<b><u>Experience Record Pertinent to Required Service:</u></b>		

### Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
SIGNATURE OF THE INCUMBANT IN THE SCHEDULE

.....  
DATE





### CURRICULUM VITAE 3

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached in order to score points)

Name:		ID No.:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: —
Professional Body:	Category of Registration:	Registration Number:
Name of Employer (firm):		
Current position:		Years with firm:
<b><u>Employment Record:</u></b>		
<b><u>Experience Record Pertinent to Required Service:</u></b>		

#### Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
SIGNATURE OF THE INCUMBANT IN THE SCHEDULE

.....  
DATE

**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 and place of birth
  - 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)