

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS FROM PROFESSIONAL SERVICE PROVIDERS TO IMPLEMENT PROFESSIONAL SERVICES FOR MQANDULI MAGISTRATE OFFICE: CONSTRUCTION OF NEW BUILDING (RE-CONSTRUCTION AND ADDITIONS)

CONTRACT NO: CDC/07/24 (A & B)

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's approach, backed by its core values, is innovation and continuous improvement. The National Department of Public Works and Infrastructure (NDPWI) appointed Coega Development Corporation (CDC) with effect from 21 October 2015 as the Implementing Agent to assist with delivery of infrastructure projects. The projects are mainly located in the eastern part of the Eastern Cape Province under the management of Mthatha Regional Office of NDPWI. Mqanduli Magistrate Office is one of the projects handed over to CDC for implementation. The National Department of Public Works and Infrastructure (NDPWI) appointed Coega Development Corporation (CDC) with effect from 21 October 2015 as the Implementing Agent to assist with delivery of infrastructure projects. The projects are mainly located in the eastern part of the Eastern Cape Province under the management of Mthatha Regional Office of NDPWI. Mqanduli Magistrate Office is one of the projects handed over to CDC for implementation.

INVITATION & SCOPE OF SERVICES

The CDC Invites competent Professional Service Providers to submit proposals for the IMPLEMENTATION OF MQANDULI MAGISTRATE OFFICE: CONSTRUCTION OF NEW BUILDING (RE-CONSTRUCTION AND ADDITIONS). The construction scope of work includes the construction of new replacement and additional buildings. Below are the disciplines required:

- (a) Mechanical and Fire Engineer
- (b) Construction Health and Safety Agent

Bidders may bid for one or both disciplines as appointment will be per single discipline. Bidders submitting for both disciplines must indicate as such and submit one document which includes both separate pricing schedules and Forms of Offer for the two disciplines.

The objective of this RFP is to include these disciplines into the existing professional team as detailed below:

- i) Smale and Partners (Principal Agent)
- ii) Bosch Projects (Civil and Structural)
- iii) Bosch Projects (Electrical)
- iv) Pierre Webber (QS)

The existing professional team has already completed Stage 1 and Stage 2. However, the appointed PSP would be required to familiarise themselves with the prior developed documentation.

Respondents are required to have relevant knowledge and demonstrated experience in the Planning, Design and Construction of projects. The period for this appointment will be valid for 48 months or after the approval of the Close Out report for this project, whichever comes first. The successful bidders will subsequently enter into an agreement (SLA) with the CDC.

PROJECT SCOPE OF WORKS:

The scope of works includes the development of conducive and fit for purpose accommodation that complies to SANS regulations and local authority bylaws including the availability of an Occupation Certificate. The Project Scope of works includes:

- (a) Regional Court (Circuit Court), Sexual Offence Court, Criminal (District) Court, Civil Court, Family (Equality) Court
- (b) Cells
- (c) Administration Room
- (d) Main Entrance
- (e) Civil Engineering Infrastructure
- (f) Electrical Infrastructure:
- (g) Mechanical installation
- (h) Security
 - (i) CCTV installation,
 - (ii) Access control.

SCOPE OF WORKS FOR PROFESSIONAL SERVICE PROVIDERS:

Below is the specific scope of works for the PSP's:

Mechanical Engineer & Fire Engineer

The Mechanical Engineer shall clarify interfaces with other engineering disciplines. The scope of work includes:

Wet services	Mechanical services (HVAC)	Fire Services
<ul style="list-style-type: none">Internal plumbingFire reticulationSprinkler system	<ul style="list-style-type: none">Air conditioningAir circulation	<ul style="list-style-type: none">Fire protection (passive protection structures within building)Fire detectionSmoke controlFire signage including evacuation plans

Occupational Health and Safety Agent

The services to be provided include the following:

Safety Agent Deliverables (refer to Annexure B for the detailed list)		
<ul style="list-style-type: none">Conduct construction project health and safety briefs.Identify construction project health and safety risk profiles.Provide necessary information within the agreed scope of the construction project to the other Consultants.Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants.Advise on preliminary cost estimates/budgets for construction project health and safety;	<ul style="list-style-type: none">Prepare project specific health and safety documentation for distribution to contractors for inclusion into tender / bid submission;Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work.	<ul style="list-style-type: none">Monitor the implementation, review and update of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changesAudit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits;Perform incident and accident investigations where necessary;Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defect's liability period;Prepare the consolidated construction project health and safety close-out report

CONDITIONS OF TENDER

Failure to adhere to the conditions stated hereinunder or to provide evidence where specified, will render the submission non-responsive and the submission will be declared as null and void and will not be considered further.

- (a) Consultants to be registered with the relevant professional Councils of South Africa.
- (b) The CDC's Procurement Policy and Procedures shall apply
- (c) The **80/20** preference point system, as per the Preferential Procurement Regulations, 2022
The following scores will be applied:
 - (i) Price - **80**
 - (ii) Specific Goals (B-BBEE Status Level of Contribution) - **20**
- (d) The following legislation shall apply:
 - (i) Public Finance Management Act (PFMA);
 - (ii) Construction Industries Development Board Act, Act 38 of 2000;
 - (iii) National Treasury Regulations;
 - (iv) Preferential Procurement Policy Framework Act, 2000;
 - (v) Preferential Procurement Regulations, 2022;
 - (vi) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (vii) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (viii) National Environmental Management Act, Act (107 of 1998);
 - (ix) Disaster Management Act (57 of 2002);
 - (x) B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013); and
 - (xi) Any other applicable legislation.
- (e) As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R 3 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R3 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. The consortia/Joint Venture must submit a consolidated B-BBEE Certificate as well as individual B-BBEE Certificates/affidavits of their own entities to confirm the type of enterprise
- (f) Bidders and all its Consortium/Joint Venture (JV) members, if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (g) All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must include VAT. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Service (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (h) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAAD.
- (i) The CDC will only award the Tender to a Successful Tenderer who is tax compliant. The tax compliant status of the Tenderers (and all the members in the Tendering Team in the case of Consortia or Joint Ventures) will be verified through the CSD and South African Revenue Services (SARS) website.
- (j) CDC will not award more than two active Projects to one bidder, unless one Project has reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded two contracts.
- (k) Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (l) The Bidders must nominate a person who will be their Overall Project Team Leader. The Overall Project Team Leader:
 - (i) Should have delegated authority to sign:
 - (1) The Tender Submissions;
 - (2) Any correspondence with the CDC during the bidding process;
 - (3) The Agreement to be entered into with the Successful Bidder; and
 - (4) Any correspondence during the Contract Execution Phase.
 - (ii) Would be conferred the authority to be the duly Authorised Signatory as would be provided in the Certificate of Authority of Signatory that should be included in the Tender Document.
 - (iii) Will be the sole point of contact between the CDC and the Bidder during this bidding process, and during contract execution (i.e. for the Successful Bidder).
 - (iv) Would be required to review and sign off all the deliverables to the CDC during the execution of the contract, confirming their quality and professional soundness.
- (m) In the case of JVs/Consortia, the Bidder must include a Letter of Intent to Enter into a **JV/Consortium Agreement**.
- (n) Entities are not allowed to be a member of more than one (1) JV/Consortium or Bidding Team.
- (o) Bidders must complete and sign the POPI Act Form Q. In the case of a Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed
- (p) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this Tender Document and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (q) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they collect the tender documents to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (r) Evaluation of bids will be done by at least three (3) CDC members of staff (Procurement representative and two (2) Project Managers).
The bids will be evaluated as follows:
 - (i) Stage 1: Responsiveness Assessment,
 - (ii) Stage 2: Quantitative Assessment,
 - (iii) Stage 3: Qualitative Assessment
- (s) Tender validity shall be Twelve (12) weeks from the closing date. Tenders must only be submitted on the tender document that is issued.
- (t) Tenders must only be submitted on the tender document that is issued.
- (u) No telephonic or any other form of communication with any other CDC member of staff, other than the named individual on the tender advert, relating to this request for the tender will be permitted. All enquiries regarding this tender must be in writing only and must be directed to: Zine Mtanda e-mail: mthathatenders@coega.co.za.
- (v) Bid documents will be available for download from the CDC Website (www.coega.co.za) under **Friday, 08 March 2024 from 10h00** at no cost. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

Bid documents will be available for download from the CDC Website (www.coega.co.za) from **Friday, 08 March 2024 from 10h00 at no cost**. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

A virtual briefing meeting will be held Monday the 18th of March 2024 at 11h00. Briefing notes will be shared with all potential bidders who attend the tender Briefing Meeting ([Click here to join the meeting](#)).

Meeting ID: 325 041 696 430;

Passcode: rtfiKL

All enquiries regarding this bid must be in writing only and must be directed to: Ms Zine Mtanda: SCM Unit Head mthathatenders@coega.co.za; between the period of **08 March 2024 to 28 March 2024**. No new queries received after **28 March 2024** will be entertained.

One original of the completed bid document shall be placed in a sealed envelope clearly marked, for example

“CONTRACT NO: CDC/07/24 (A or B): RFQ – MQANDULI MAGISTRATE OFFICE: CONSTRUCTION OF NEW BUILDING (RE-CONSTRUCTION AND ADDITIONS)”

The **closing date** and time for the receipt of completed documents is **Monday 08 April 2024 at 12h00**. Documents are to be placed in the tender box at the **CDC East London Office, Harraway House, 12 Pearce Street, Berea, East London, 5241**.

There will be no public opening of bid documents and no late submission will be considered.

Failure to provide any mandatory information required in this document will result in the submissions being deemed null and void and shall be considered non-responsive.

No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for tender will be permitted.

All enquiries regarding this bid must be in writing only, and must be directed to:

Ms Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: mthathatenders@coega.co.za.

The CDC reserves the right not to accept the lowest quotation in part or in whole or any proposal.

TIP-OFFS ANONYMOUS HOTLINE:
STOP: THEFT / FRAUD / DISHONESTY / BRIBERY /
BLACKMAIL / INTIMIDATION
Call Toll-free TODAY: 0800 007 035 and remain anonymous.

BBBEE LEVEL 1: CONTRIBUTOR
ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018
ISO 20000-1:2018 • ISO 27001:2013



• right **PLACE** • right **TIME** • right **CHOICE**