



Request for Proposal:

**PROJECT MANAGEMENT (EMPLOYER'S
REPRESENTATIVE) CONSULTANCY
SERVICES FOR THE PLANNING, DESIGN AND
CONSTRUCTION OF VARIOUS CLINICS:
DEVELOP & CONSTRUCT**

Contract N^o

CDC/251/25

CLOSING DATE: 15 September 2025

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DOCUMENT INFORMATION SHEET

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Prepared by : *Adah Daniels*

Typed by : *Adah Daniels*

Business Unit : *ECDOH Programme*

Prepared for : *Potential Bidders*

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : *Project Management (Employer's Representative) Consultancy Services for the Planning, Design and Construction of Various Clinics: Develop & Construct*
DOCUMENT TITLE : *REQUEST FOR PROPOSAL (RFP)*
DOCUMENT No. : *CDC-DOH-RFP-001-25*

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 18 August 2025	Name: Adah Daniel Signature:	Name: Bongi Mabaso Mnyandu Signature:	Name: Gugulethu Moyo Signature:

Distribution:	Potential Bidders
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REVISION CHART

REVISION 1	Name: Adah Daniel	Name: Bongi Mabaso-Mnyandu	Name: Gugulethu Moyo
Date: 19 August 2025	Signature:	Signature:	Signature:

REVISION 2	Name:	Name:	Name:
Date:	Signature: <small>Digitally signed by: Adah Daniel Project Manager 7c3e92b5-9a83-4aa0-b176-6c53297791ef IP Address: 10.0.99.131 Date: 2025/08/20 12:58:48 PM</small>	Signature: <small>Bongi Mabaso Mnyandu 9a22e6c3-b618-40ff-804f-a46d0848cc0e 2025/08/20 12:5</small>	Signature: <small>Gugulethu Moyo ee4126ba-7a3f-489f-be95-b22567d88bc8 2025/08/20 1:03:12</small>

REVISION 3	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:



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REQUEST FOR PROPOSAL

PROJECT MANAGEMENT (EMPLOYER'S REPRESENTATIVE) CONSULTANCY SERVICES FOR THE PLANNING, DESIGN AND CONSTRUCTION OF VARIOUS CLINICS: DEVELOP & CONSTRUCT

Contract No. CDC/251/25

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 in 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 quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The CDC is assisting the Eastern Cape Department of Health (ECDOH) with implementation of infrastructure projects within the Eastern Cape Province. These projects are aimed at enhancing the health infrastructure leading to sustainable livelihoods, creating jobs, developing and transferring skills and reducing poverty.

INVITATION AND SCOPE OF SERVICES

The CDC is inviting capable and competent Professional Service Providers to submit proposals for the provision of **PROJECT MANAGER (EMPLOYER'S REPRESENTATIVE) CONSULTANCY SERVICES FOR REPRESENTING THE CLIENT FOR THE IMPLEMENTATION OF A DEVELOP & CONSTRUCT PRIMARY HEALTHCARE FACILITIES PROGRAMME IN THE EASTERN CAPE, DEVELOPMENT AND CONSTRUCTION MANAGEMENT OF VARIOUS CLINICS:**

The CDC is implementing four (4) primary healthcare facility projects following a Develop and Construct methodology, utilising the NEC3 Suite of Contracts. This tender is for the procurement of an entity that shall fulfil the function of **Project Manager/Employer's Representative**, as identified under the NEC Suite of Contracts, in providing contract administration and oversight during the design, construction implementation and close out

stages of all four (4) primary healthcare facility projects. Respondents must be registered with the South African Council for the Project and Construction Management Professions (SACPCMP).

The CDC shall procure and appoint separate Develop & Construct entities i.e. Contractors for each of the listed Primary Healthcare Facilities (PHCFs), for which the **Project Manager/Employer's Representative's** services are required. The projects are as follows:

- (a) Good Hope Clinic, Ward 1 of the Ingquza Hill Local Municipality, OR Tambo District, located approximately 40kms from Lusikisiki (coordinates: -31.322749; 29.260045);
- (b) Ntshela Clinic, erf 883 and 912 Zimbane, King Sabata Dalindyebo (KSD) Municipality, OR Tambo District, located approximately 15kms from Mthatha (coordinates: -31.67177; 28.723315);
- (c) Mpozolo Clinic, Amathole District, located approximately 40kms from Willowvale (coordinates: -32.181066, 28.779346); and
- (d) Nyaniso Clinic, Alfred Nzo District, located approximately 55kms from Matatiele (coordinates: -30.559152, 28.735506).

The projects are at Stage 2 – Concept as per the Framework for Infrastructure Delivery and Procurement Management (FIDPM). It is anticipated that the implementation of the projects will be staggered in response to Client/Project Sponsor budget allocations per Financial Year. The average duration of each project will be 24 months, of which 4 months will be for planning and 20 months for construction. The overall **Project Manager/Employer's Representative's** contract duration, is therefore, estimated at 48 months.

It is expected that the construction implementation of the projects may overlap and in that event the **Project Manager/Employer's Representative** will be required to attend to all project sites simultaneously, based on an agreed schedule with the Project Sponsor and Employer. All project meetings (alternatively Progress and Technical) will take place fortnightly and will be scheduled to accommodate all four (4) projects sites on consecutive days, in periods where construction implementation overlaps. Respondents must ensure appropriate allocation of resources in relation to the simultaneous albeit staggered implementation of the projects.

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 null and void and will not be considered further.

- (a) The bidding entity's nominated representative must be registered as a Professional Construction Project Manager (Pr. CPM) with the South African Council for the Project and Construction Management Professions (SACPCMP). Only professional registration is accepted and registration as a candidate will not be accepted.
- (b) The bidding entity's nominated representative must have demonstrated knowledge of NEC contract administration.
- (c) The CDC's Procurement Policy and Procedures shall apply.
- (d) 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
- (e) The following legislation, in accordance with the latest applicable version, shall apply:
 - (i) Public Finance Management Act (PFMA).
 - (ii) Construction Industries Development Board Act, Act 38 of 2000
 - (iii) Preferential Procurement Policy Framework Act 28 of 2024
 - (iv) The Preferential Procurement Regulations 2022
 - (v) National Treasury Regulations.
 - (vi) The National Qualifications Framework Act (Act No. 67 of 2008);
 - (vii) The National Qualifications Framework Amendment Act (Act No. 12 of 2019);
 - (viii) The Skills Development Act (Act No. 97 of 1998);
 - (ix) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (x) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (xi) Disaster Management Act (57 of 2002);
 - (xii) Board-Based Black Economic Empowerment (BBBEE) Act No 53 of 2003 (as amended by Act No 46 of 2013);
 - (xiii) Competition Act (Act No. 89 of 1998);
 - (xiv) National Water Act, NWA (Act No. 36 of 1998);
 - (xv) National Heritage Resources Act, NHRA (Act No. 25 of 1999);
 - (xv) The Project and Construction Management Professions (Act 48 of 2000)

- (xvi) NEMA National Environmental Management Act, NEMA (Act No 107 of 1998) and
- (xvii) Any other applicable legislation.
- (f) A bidder who provides an invalid BBBEE Certificates or Affidavit will score zero points for specific goals. The type of certification a bidder needs to comply with is dependent on their annual turnover. For built environment professionals the requirements are as follows:
 - (i) An entity with less than R1.8mil annual turnover as per their latest financial statements qualifies for the EME construction affidavit or submits a BEE certificate issued by CIPC.
 - (ii) All entities with more than R1.8mil annual turnover as per the latest financial statements must engage a SANAS Accredited verification agency and will be issued with a BEE certificate.
- (g) Bidders 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.
- (h) All Bidders must be Value Added Tax (VAT) Vendors and the offers will be deemed to 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.
- (i) Joint Venture & Consortiums will not be accepted due to the nature of services required.
- (j) The CIDB B.U.I.L.D Standard for Indirect Targeting for Enterprise Development through Construction works Contracts, published in Gazette Notice No. 36190 of 25 February 2013 is applicable to this project. The CIDB B.U.I.L.D Standard for Developing Skills Through Infrastructure Contracts (March 2023) also apply to this contract.
- (k) Bidders must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0.
- (l) The CDC will only award the Tender to a Successful Tenderer who is a tax compliant. The tax compliant status of the Tenderers will be verified through the CSD and South African Revenue Services (SARS) website.
- (m) CDC will not award more than five (5) active Projects to one bidder, unless one Project has reached 80% completion stage and beyond. A capacity assessment may be conducted in the event that the recommended bidder is the only responsive service provider and has already been awarded five contracts.
- (n) 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.

- (o) The Bidders must nominate a person who
 - (i) Should have delegation of 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.
- (p) Entities are not allowed to be a member of more than one (1) Bidding Team.
- (q) 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.
- (r) Bidders must complete and sign the POPI Act Form Q.
- (s) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and National Environmental Management Act, Act (107 of 1998), Disaster Management Act, Act (57 of 2002) and all applicable Legal and Other requirements. CDC Sustainability Business Unit will monitor compliance and implementation of SHE Management Systems throughout the duration of the contract.
- (t) 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.
- (u) The successful bidder will be required to submit a CV for an alternative Representative to the equivalence of the designated Project Manager as per Form F to substitute where there is a conflict in commitments during the implementation of these various projects

- (v) Evaluation of bids will be done by at least three (3) CDC members of staff, (One (1) Procurement Representative and two (2) Project Managers). The bids will be evaluated as follows:
 - (i) Stage 1: Responsiveness Assessment,
 - (ii) Stage 2: Functionality Assessment
 - (iii) Stage 3: Quantitative Assessment,
 - (iv) Stage 4: Qualitative Assessment
- (w) Tender validity shall be **Twelve (12) weeks** from the closing date.
- (x) 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: dohtenders@coega.co.za
- (y) Incomplete Tender document Submissions will be deemed null and void and shall be considered non-responsive. Tenders must only be submitted on the tender document that is issued. Tenders must only be submitted on the tender document issued.
- (z) Disbursements will be paid based on proven costs using Department of Public Works and Infrastructure's Rates for Reimbursable Expenses as a guideline. Bidders are advised to utilise the correct vehicle capacity they intend to use when pricing for Travelling under disbursement. The Vehicle Capacity e.g., 2500 cc used at bidding stage will be the same vehicle capacity e.g., 2500 cc utilised on appointment and during Implementation.
- (aa) Proof of registration with the relevant Professional Statutory Body i.e. SACPCMP of professional registration will be conducted at a point in time of the evaluation process through the Professional Bodies' Registries; therefore, professionals must ensure that their registrations are valid and appear in the registers throughout the evaluation process.

Downloading of Documents

Bid documents will be available for download from the CDC Website (www.coega.co.za), E-Tender Portal and Provincial Treasury Tender Bulletin from **22 August 2025 10:00 am, at no cost**. No hard copies of the RFP Document will be made available by CDC to any Bidder. Potential bidders must 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. It is the bidder's responsibility to ensure the document is downloaded correctly and submitted as per the original document sequence as CDC will not be responsible for any inconsistencies on the tender document which may lead to the disqualification of the bidder.

Briefing Session

A **non-compulsory** briefing meeting will be held virtually where representatives from the Coega Development Corporation will meet prospective Bidders. The Link to the meeting on **Friday, 29 August 2025 at 11:00 is as follows:**

[Join the meeting now](#)

Meeting ID: 362 326 392 299

Passcode: i9gn9Ls2

Closing date and time

The closing date and time for the receipt of completed bids is **Monday, 15 September 2025 at 12:00** at the **CDC Mthatha Office, 24 Park Rd, Umtata Central, Mthatha, 5100**. Bids are to be placed in the tender box at the reception area.

One original completed bid document shall be placed in a sealed envelope clearly marked:

CDC/251/25 PROJECT MANAGEMENT (EMPLOYER'S REPRESENTATIVE) CONSULTANCY SERVICES FOR THE PLANNING, DESIGN AND CONSTRUCTION OF VARIOUS CLINICS: DEVELOP & CONSTRUCT.

Bids will not be opened in public, 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.

Bid Communication

Queries relating to this RFP may be addressed to **Ms. Zine Mtanda, Unit Head: Supply Chain Management** strictly via e-mail: dohtenders@coega.co.za between the period of **22 August 2025 to 08 September 2025**. No new queries received after **08 September 2025** will be considered.

No telephonic or any other form of communication relating to this bid with any other CDC member of staff, CDC Agent, Client or any other role players will be permitted. All enquiries regarding this tender must be in writing only, and must be directed to: **Ms. Zine Mtanda, Unit Head: Supply Chain Management**; email: dohtenders@coega.co.za.

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

There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms conditions, etc., to any other service Bidder nor to any parties who have not submitted tender documents.

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

1 INTRODUCTION AND BACKGROUND

The Eastern Cape Department of Health (ECDoH) has identified the requirement to develop several Primary Healthcare Facilities (PHFs) located within the Eastern Cape. The ECDoH has devised a comprehensive plan, which makes use of a Develop & Construct (D&C) procurement strategy. The CDC was appointed as the Implementing Agent these projects. The implementation of the projects will be done expeditiously to allow for an earlier on-site start date and an earlier completion date when compared to a traditional Design by Employer delivery model, through overlapping design and construction activities. The CDC was mandated to develop the following clinics:

- (a) Good Hope Clinic, OR Tambo District, located approximately 40kms from Lusikisiki (coordinates: -31.322749; 29.260045);
- (b) Ntshеле Clinic, OR Tambo District, located approximately 15kms from Mthatha (coordinates: -31.67177; 28.723315);
- (c) Mpozolo Clinic, Amathole District, located approximately 30kms from Willowvale (coordinates: -32.181066, 28.779346); and
- (d) Nyaniso Clinic, Alfred Nzo District, located approximately 55kms from Matatiele (coordinates: -30.559152, 28.735506).

The D&C Clinic Programme is in line with the ECDOH mission which seeks to provide and ensure accessible, comprehensive, integrated services in the Eastern Cape, emphasising the primary health care approach, optimally utilising all resources to enable all its present and future generations to enjoy health and quality of life. The task of rolling out the facilities was assigned to the CDC under the ECDoH's strategic infrastructure plan, i.e. the Infrastructure Programme Management Plan (IPMP).

Central to the ECDoH's five strategic goals of facilitating a functional, quality-driven public health system that provides an integrated and seamless package of health services and is responsive to customer needs, is the National Development Plan's (NDP) core elements which seek to provide access to quality healthcare and improve healthcare outcomes.

Similarly, embodied in the NDP are the following strategic objectives and actions on health:

- (a) To strengthen primary healthcare to ensure better access, equity and quality;
- (b) To advocate a District Health System that embodies a decentralised area-based, people centred approach to healthcare;
- (c) To shift investment from hospital-based care to focus on comprehensive primary healthcare service coverage, population-based public health services, and the social determinants of health.

Through the implementation of D&C Clinics, the ECDoH seeks to provide a strong primary healthcare mechanism that will lay the foundation for the implementation of an ideal service

delivery platform to the affected rural communities. These initiatives also strive to create universal health coverage through the development of National Health Insurance (NHI) scheme and improving the readiness of health facilities for its implementation which will in the end help in obtaining the necessary accreditation of health facilities for NHI.

The D&C method involves the Contractor providing both services of developing designs and construction services. This is the procurement method that has been selected for the clinics. The purpose of this document is to procure a project manager who would be responsible for the projects.

Although most of the Professionals Service Providers (PSPs) will form part of the construction contractor's team, there is a need for a project manager to be appointed as the client's agent directly under the CDC to immediately commence with the initial works and to ensure that there is independent project management & quality control during the implementation of the works.

2 INSTITUTIONAL ARRANGEMENTS

The CDC was appointed by the Eastern Cape Department of Health (ECDOH) to act as an Implementing Agent for the implementation of various clinics on their behalf. Using the Design and Build (D&C) methodology, the CDC was mandated to develop Good Hope Clinic, Ntshela Clinic, Nyaniso Clinic and Mpozolo Clinic, from here onwards referred to as "**The Project**".

- (a) The CDC is running two parallel procurement processes for The Project:
 - (i) Solicitation of a D&C Contractor that will carry out the design development and construction, of the four Clinics; and
 - (ii) Solicitation of services of a Professional Service Provider, that will be the CDC's representative on Contracts Management for the Project including Site Supervision of the successful Bidder in item (i) above, up until Close-out Stage. This RFP pertains to the latter.
- (b) Following the conclusion of the procurement processes, the CDC will enter into two separate contracts with the successful Bidders from both procurement processes, namely:
 - **NEC3 PROFESSIONAL SERVICES CONTRACT (PSC)**
 - **CDC Service Level Agreement**
- (c) The ECDoH is the CDC's client and Sponsor for The Project.

3 PROJECT LOCATIONS AND DETAILS

3.1 GOOD HOPE CLINIC

The current location of the Good Hope Clinic is in Ward 1 of the Ingquza Hill Local Municipality, which is found in the rural O.R. Tambo District (ORTD) of the Eastern Cape. The project site is located 40 kms from Lusikisiki, and 169kms from Mthatha, which is approximately 3.5 hours travel time. The project is the construction of new 8-hour primary healthcare facility, in accordance with Ideal Clinic standards. The project is predominantly a greenfield project, that is accessed via gravel road. The project includes the provision of staff accommodation units, a guard house and support buildings and associated enabling works and bulk infrastructure. There is an existing clinic that is operational from a portion of the project site, triggering sectional completion of the works. The D&C contractor will be required to develop a concept proposal issued by the Employer that has been prepared specifically for the project site in response to a site-specific clinical brief.

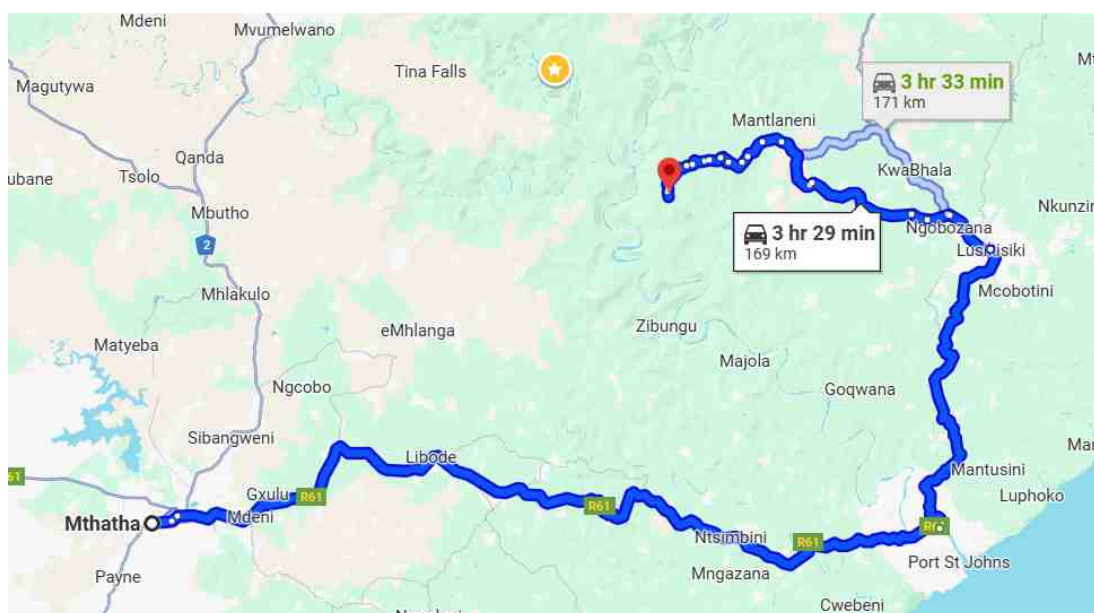


Figure 1: Good Hope Clinic - Mthatha

3.2 NTSHELE CLINIC

Ntshеле Clinic is situated on a Portion of un-surveyed State Land, parallel to the existing clinic is an additional vacant land which has been donated to the clinic by the community, which extends onto portions of erven 883 and 912 Zimbane, Ntshеле Administrative Area, King Sabata Dalindyebo (KSD) Municipality, approximately 15.1km south of Mthatha. The site is bordered by gravel access roads on all sides. The project includes the provision of staff accommodation units, a guard house and support buildings and associated enabling works and bulk infrastructure. There is an existing clinic that is operational from a portion of the project site, triggered sectional completion of the works. The D&C contractor will be required to develop a concept proposal issued by the Employer that has been prepared specifically for the project site in response to a site-specific clinical brief.

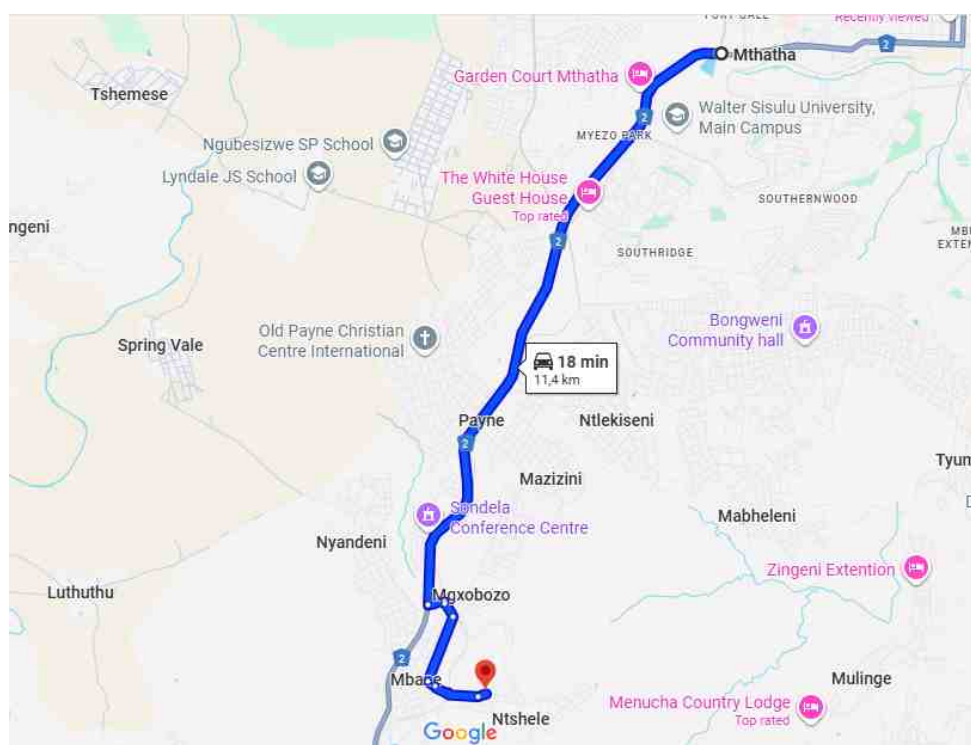


Figure 2: Ntshēle Clinic - Mthatha

3.3 MPOZOLO CLINIC

Mpozolo Clinic is in the Mpozolo village, which is a main administrative village that consists of smaller sub-villages in Shukuma, 38 kilometres from Willowvale. Willowvale is a small town in ward 24 of the Mbhashe Local Municipality, which falls under the Amathole District Municipality in the Eastern Cape. The project site is 90kms from Mthatha, which is approximately 2.5 hours travel time. The project includes the provision of staff accommodation units, a guard house and support buildings and associated enabling works and bulk infrastructure. There is an existing clinic that is operational from a portion of the project site, triggered sectional completion of the works. The D&C contractor will be required to develop a concept proposal issued by the Employer that has been prepared specifically for the project site in response to a site-specific clinical brief.

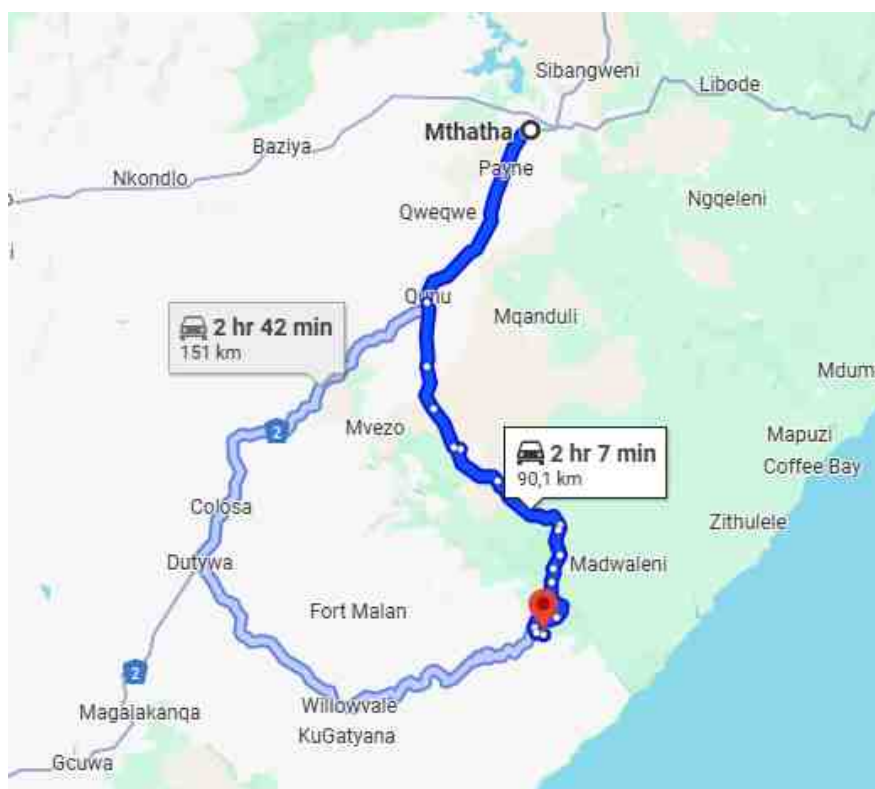


Figure 3: Mpozolo Clinic - Mthatha

3.4 NYANISO CLINIC

The current location of the Nyaniso Clinic is in Ulundi Village in Alfred Nzo, approximately 50kms from Matatiele and 167kms from Mthatha, with approximately 3.5hours travel time. The project is the construction of new 8-hour primary healthcare facility, in accordance with Ideal Clinic standards. The project is predominantly a greenfield project, that is accessed via gravel road. The project includes the provision of a guard house and support buildings and associated enabling works and bulk infrastructure. There is an existing clinic that is operational from a portion of the project site, however it will not affect the project site, as it can be separated and operate undisturbed by construction activities. The D&C contractor will be required to develop a concept proposal issued by the Employer that has been prepared specifically for the project site in response to a site-specific clinical brief.

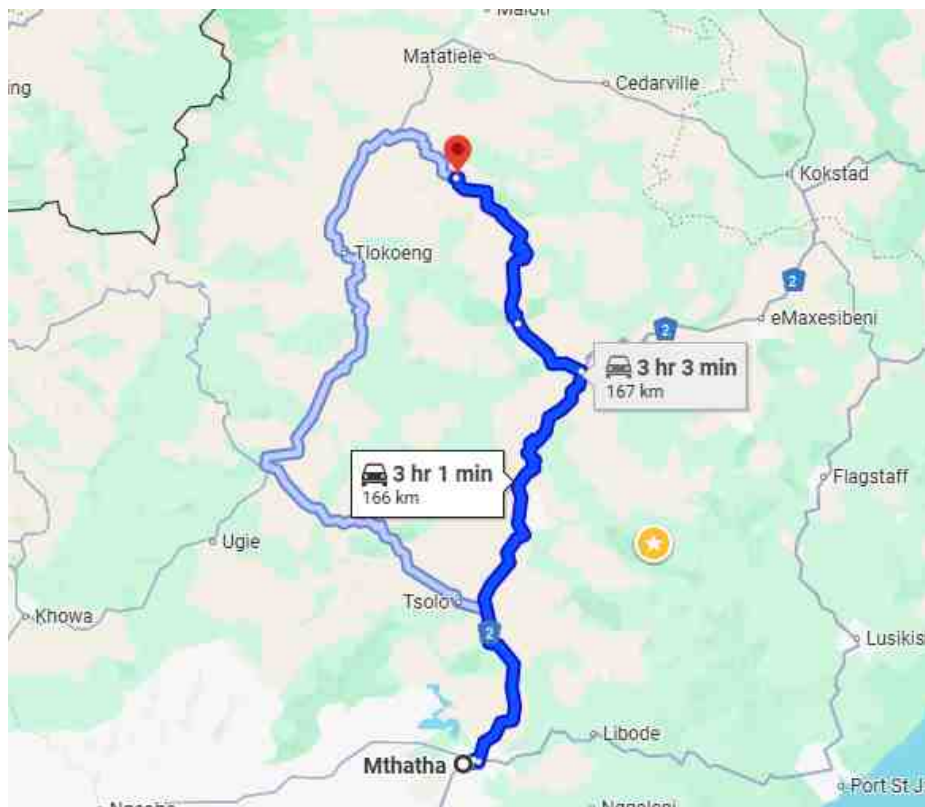


Figure 4: Nyaniso Clinic - Mthatha

4 DETAILED SCOPE OF SERVICES

The following are the detailed services, broken down into various project stages with specific deliverables, which shall be provided by the Employer's Representative:

STAGE	DESCRIPTION	SCOPE OF SERVICES	PSP DELIVERABLES
Stage 3 - 4 <i>(As per Schedule A1)</i>	Design Development	<ol style="list-style-type: none"> 1. Representing the Employer (Owner): Acting as the primary point of contact and liaison between the Employer and the Contractor. 2. Arrange, conduct and record all co-ordination, design progress and other meetings; 3. Agree with the CDC and D&B contractor on the format and procedures for cost control and reporting for the project 4. Oversee the D&B contractor's preparation of an indicative design and construction programme 5. Agree and implement communication processes and procedures for the design development of the project. 6. Oversee, co-ordinate and monitor a detailed design process and documentation 7. Conduct and record D&B contractor's and Employer meetings. 8. Facilitate design reviews for compliance and cost control. 9. Oversee the compliance of CDC's SMME requirements and identification of SMME work packages in consultation with the contractor, CDC PM, CDC SMME Unit, and preparation of work packages. 10. Manage and monitor the timeous submission by the contractor of all drawings and documentation to obtain the necessary statutory approvals; 11. Conduct Value Engineering exercise and evaluation of cost-effective designs; 	<ol style="list-style-type: none"> i. Record of all meetings ii. Construction Permit iii. Programme iv. PIP v. Risk Register vi. Quality Register vii. Approval by the client to proceed to Stage 4.



STAGE	DESCRIPTION	SCOPE OF SERVICES	PSP DELIVERABLES
		<ul style="list-style-type: none"> 12. Ensure OHS compliance input is incorporated onto the design rationale. Oversee the development of project specific health & safety documentation 13. Facilitate client approval of all Stage 3 documentation and Designs approval by the relevant District Municipality 14. Ensure Compliance by obtaining all related statutory, licenses, permits, consents, directive approvals where required 15. Assist in negotiating with the Contractor where necessary 	
Stage 5	Construction	<ul style="list-style-type: none"> 1. Arrange site handover to the contractor. 2. Administering the Contract: Overseeing compliance with the contract terms, managing notifications, and coordinating communications. 3. Progress Monitoring, evaluating and reporting: Keep track of the project's progress, identifying potential issues, and advising the Employer accordingly. 4. Conduct and record regular site meetings. 5. Monitor, review and recommend approval the Construction programme and payment schedule by the D&B contractor. 6. Regularly monitor performance of the contractor against the design and construction programme. 7. Adjudicate entitlements that arise from changes required to the construction programme and recommend outcome to the CDC 8. Receive, co-ordinate and monitor all contract documentation provided by the D&B contractor. 9. Agree quality assurance procedures and monitor implementation thereof by the D&B contractor and his consultant 	<ul style="list-style-type: none"> i. Contract Administration ii. Approved construction programme iii. Construction documentation (including drawings) iv. Payment certificates v. Quality Reports vi. Progress reports vii. Record of meetings viii. Taking Over Certificates



STAGE	DESCRIPTION	SCOPE OF SERVICES	PSP DELIVERABLES
		<ol style="list-style-type: none"> 10. Monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the health and safety consultant. 11. Establish procedures for monitoring scope and cost variations. 12. Monitor, review, approve and issue certificates. 13. Receive, review and adjudicate any contractual claims. 14. Review financial control reports submitted by the other D&B contractor's consultants 15. Ensuring a safe working environment for everyone on-site by providing proactive measures like conducting risk assessments, implementing safety plans, and ensuring compliance with regulations. 16. Review D&B contractors monthly progress reports and prepare a consolidated one to the CDC. 17. Monitor Contractor's adherence to targets stipulated for socio-economic deliverables on the project, namely: Labour, SMME Participation and Skills Training. 18. Contractor's drawings: Reviewing and facilitate the approval of all all documentation i.e. drawings, including the project programme and budget and cashflows. 19. Managing Variations: Assessing, recommending and track approvals of all changes to the project scope, cost, or programme. 20. Ensuring Quality & Compliance: Verifying that the project meets the required standards, specifications, and regulations. 21. Managing Payments: Certifying payments due to the Contractor and ensuring compliance with payment terms. 22. Overseeing Testing and Commissioning: Overseeing the testing and commissioning process to ensure a smooth handover. 	



STAGE	DESCRIPTION	SCOPE OF SERVICES	PSP DELIVERABLES
		23. Co-ordinate, monitor and issue defects/snag lists and the taking over certificate. 24. Oversee all SMME and Labour contracts between the main contractor, SMMEs and Labour 25. Assist in disputes resolution where necessary	
Stage 6	Close-Out	1. Co-ordinate and monitor rectification of defects. 2. Ensure the submission of operations and maintenance manuals, guarantees and warranties by the contractor. 3. Ensure submission of as-built drawings and documentation by the contractor 4. Facilitate training and commissioning (broad definition) 5. Ensure submission of all required statutory certificates by the contractor 6. Monitor, review and ensure conclusion of final payment certificates. 7. Issue completion certificates. 8. Oversee and facilitate closure of final account 9. Facilitate the preparation and conclusion of the project close-out report and submit to the CDC	i. Completion certificates ii. Record of necessary meetings iii. Project close-out report iv. Training Registers v. Quality registers with associated POE's

5 CONDITIONS OF THE BID

5.1 DISQUALIFICATION OF BIDDERS

Prospective Bidders, Bidders or successful Bidders will be disqualified immediately either:

- (a) During the bidding process;
- (b) During the bid evaluation process;
- (c) During the bid adjudication process;
- (d) After the bidding process has been concluded; or
- (e) During the execution of the contract if they are found to have conducted or committed any of the following:
 - (i) Not registered on the National Treasury's Central Supplier Database (CSD) at the time of concluding the procurement process, having a reasonable time to do so been afforded to the Bidder;
 - (ii) Bid/Proposal Document or any of the returnable either not signed or signed by another person other than the designated signatory
 - (iii) The Bidders, Bidder's representative, Bidder's associates, or Bidder's shareholders sought to influence the adjudication process of this RFP, or the outcomes of the adjudication process, directly or indirectly;
 - (iv) Collusion among the Bidders;
 - (v) Misrepresentation of information;
 - (vi) Any Bidder and/or its principals have engaged in corrupt and fraudulent practices, not only with the CDC but anywhere else; and
 - (vii) Bidder and/or Bidder's principal(s) appearing on the National Treasury's Blacklist.
- (f) Public servants are prohibited from doing 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 carried out and Bidders will be disqualified should they be found to be in contravention with the regulations.
- (g) All the information as listed in the Financial Proposal, must:
 - (i) Form part of the Bidder's Submission to this RFP;
 - (ii) Be provided as required – accurate and complete;
 - (iii) Not be altered using a Correcting Fluid but scratched out and initialled;
 - (iv) Where altered, be initialled; and
 - (v) Signed, complete by the duly authorised Bidders Representative.

Failure to which would lead to disqualification of the Bidder.

5.2 CIDB B.U.I.L.D. STANDARD FOR DEVELOPING SKILLS THROUGH INFRASTRUCTURE PROJECTS

The contractor shall achieve the CSDG (*per Government Gazette No.48491 of 31 March 2023 and any subsequent legislative amendment*) by providing opportunities to trainees, learners, interns and candidate professionals requiring structured workplace learning and experiential opportunities, for the Service Provider to fully comply to the requirements of the CIDB Contract Skills Development Goal.

The service providers shall ensure the provision of structured workplace learning opportunities for built environment profession candidates towards professional registration by a listed statutory council. (CSDG Method 4).

A provisional sum has been provided in the Disbursement under the Financial Proposal section of the RFP Pricing Schedule for these initiatives. The above initiatives should apply over the full appointment period.

5.3 COPYRIGHT

Copyright in this document is vested in the CDC. No part of this document may be copied, in whole or in part, in any form or any format without the prior written consent of the CDC.

5.4 CONFIDENTIALITY AND MEDIA PROTOCOL

All information and documents received in relation to this tender shall be treated with strict confidence. The CDC reserves the right to announce the names of the successful bidders in the media and/or its website. A respondent shall not be entitled to any information, or documents disclosed by another bidder to the CDC which the CDC has determined to be confidential.

6 CONDITIONS OF THE CONTRACT

6.1 CONDITIONS OF CONTRACT

For the **Project Manager/Employer's Representative**, the *Conditions of Contract for the NEC3 Engineering and Construction Contract (under the NEC 3: PROFESSIONAL SERVICES CONTRACT (PSC))* would be used.

However, the successful Bidder for this RFP will enter into a Contract with the CDC by signing a Service Level Agreement upon award.

6.2 FORM OF OFFER AND ACCEPTANCE

- (a) Upon completing the Financial Proposal/Cost Schedules, the Bidders must furnish the Letter of Tender, as the Form of Offer, for the Design, Capital Works, and Commissioning.
- (b) Upon completion of the procurement process for this RFP Process, the CDC will issue a Letter of Appointment to the successful Bidder, as a Form of Acceptance of Offer.

7 BIDDER'S PROPOSAL

CDC/251/25 PROJECT MANAGEMENT (EMPLOYER'S REPRESENTATIVE) CONSULTANCY SERVICES FOR THE PLANNING, DESIGN AND CONSTRUCTION OF VARIOUS CLINICS: DEVELOP & CONSTRUCT

Name of Bidder:

Schedule A1 – Total Fee per Stage

Activities per CDC Stage	Activity per FIDPM Stage	Fee Percentage Weighting	Calculated Tendered Fee Percentage/Stage
Stage 1: Initiation	Stage 1: Initiation	N/A	N/A
Stage 2: Concept	Stage 2: Concept	N/A	N/A
Stage 3: Detail Designs	Stage 3: Design Development	12.5%	
Stage 4: Detailed Design	Stage 4: Detailed Design	12.5%	
Stage 5: Construction (incl. construction & Commissioning)	Stage 5: Works (Construction documentation & management)	45%	
Stage 6: Close Out	Stage 6: Hand Over	5%	
	Stage 7: Close Out	25%	
Total Fee Percentage & Fee Amount (Carry forward to Schedule A2)			_____ %

Notes

- Tendered percentage value stated to 2 decimal places (i.e. 0.01)
- Fees will be paid upon proof of satisfactory fulfilment of all deliverables as per scope of service for each stage

Schedule A2 – Fee Calculation Amount (Percentage Based)

Scope of Services	Estimated Construction Contract value (excl. VAT)	Tendered Fee Percentage carried forward from Schedule A2	Calculated Fee Amount
FIDPM Stages 3 to 7: Good Hope Clinic	R 50 000 000.00 %	R.....
FIDPM Stages 3 to 7: Ntshеле Clinic	R 40 000 000.00 %	R.....
FIDPM Stages 3 to 7: Mpozolo Clinic	R 50 000 000.00 %	R.....
FIDPM Stages 3 to 7: Nyaniso Clinic	R 50 000 000.00 %	R.....
TOTAL PERCENTAGE BASED FEE AMOUNT – Carry Forward to Schedule A4 (excl. VAT)			R.....

Schedule A3 – Disbursement Cost

Disbursement Structure Breakdown					
Item	Description	Unit	Qty	Rate	Total
1	Good Hope Clinic				
1.1	Copies & Prints	Prov. Sum	1	R 10 000.00	R 10 000.00
1.2	Travelling (vehicle only per Km)	KMs	15936		R
1.3	Travelling Time	Hours	336		R
1.4	Accommodation	Nights	48	R1 300.00	R 62,400.00
2	Ntshеле Clinic				
2.1	Copies & Prints	Prov. Sum	1	R 10 000.00	R 10 000.00
2.2	Travelling (vehicle only per Km)	KMs	1440		R
2.3	Travelling Time (2 persons max)	Hours	48		R
2.4	Accommodation	Nights	48	R1 300.00	R 62,400.00
3	Mpozolo Clinic				
3.1	Copies & Prints	Prov. Sum	1	R 10 000.00	R 10 000.00
3.2	Travelling (vehicle only per Km)	KMs	8640		R
3.3	Travelling Time	Hours	192		R
3.4	Accommodation	Nights	48	R1 300.00	R 62,400.00
4	Nyaniso Clinic				
4.1	Copies & Prints	Prov. Sum	1	R 10 000.00	R 10 000.00
4.2	Travelling (vehicle only per Km)	KMs	15936		R
4.3	Travelling Time	Hours	336		R
4.4	Accommodation	Nights	48	R1 300.00	R 62,400.00
5	Other Services and Specialist Subconsultants				
5.1	CSDG Internship Programme	Prov. Sum	4 interns 12m ea.	R 776,000.00	R 776,000.00
5.2	Mark up and Profit charge (on 5.1)	Percentage (%)	%	R
5.3	Other provisions	Prov. Sum		R50,000.00	R 50,000.00
	TOTAL DISBURSEMENT (EXCL. VAT) <i>Carry forward to Schedule A4</i>				R

Schedule A4 – Total Fee Amount

No.	Description	Amount
A2	Schedule A2: Total Percentage Based Fee Amount	R _____
A3	Schedule A3: Total Disbursement	R _____
	Total Fee Amount Excluding VAT	R _____
	Add 15% VAT	R _____
	Total Fee Amount (Carry over to FINAL OFFER)	R _____

Notes:

- Fees will be paid upon proof of satisfactory fulfilment of all deliverables as per scope of services for each stage and signed off;
- Disbursements will be paid on a proven cost basis as per Department of Public Works Rates as approved by the Client.
- Disbursements for Travel – the first 100km/trip and the 2 hours, is to be included in Calculated Fee in item 1 of Schedule A2 above.
- Disbursements estimate is based on travel distance and time from Mthatha.
- Fee Split will be based on construction value of each project relative to the cumulative value of the four projects (Good Hope, Ntshele, Mpozolo and Nyaniso). This ratio will be established at appointment.

Schedule A5 - Time Based Services (that may be requested by the Employer upon instruction to the Service Provider)

Item No.	Description	Unit	Rate
1	Principal > 10 years' experience	Hour	
2	Professional < 10 years' experience	Hour	

Note: CDC reserves the right to negotiate the rates if they are not market related



SCHEDULE A6:
FINAL FORM OF OFFER

We/I _____ in my/our capacity
_____ duly authorized Lead Party for the
_____ Consortium/Joint Venture offer for FIDPM
Stages 3 to 7 the total amount for Fees and Disbursements amounting to
R_____ (inclusive of VAT) (Amount in Words)

for rendering Professional Consultancy Services for the ECDOH Clinics.

Name of Person: _____ **Authorized Signature:** _____

Delegation: _____

Witness:

Name: _____ **Signature:** _____

8 EVALUATION OF SUBMITTED BIDS

The assessment of the submissions from the Bidders to this RFP will be carried out in four (4) stages as indicated in the **Table 2** below.

Table 2: Stages and areas of Assessment of Bidders' Submissions to this RFP.

STAGE OF ASSESSMENT	AREA OF ASSESSMENT	REQUIREMENTS
Stage 1	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> • Not been provided or submitted partially complete; • Been altered and not initialled by the duly authorised person; • Correcting fluid used to alter some information; • Not meeting the requirements of this RFP Document; • Has not been signed by the duly authorised Bidder's Representative. <p>Refer to table 3</p>
Stage 2	Functionality Assessment	<p>The Bidder must obtain the minimum threshold score of 65 points for the Quality/Functionality Assessment.</p> <ul style="list-style-type: none"> • Refer to Functionality Assessment in Section 6 and Table 5A & 5B in this document.
Stage 3	Quantitative Assessment	<ul style="list-style-type: none"> • This will be carried out on all the Bids that met the responsiveness Assessment in Stage 1 • Those Bids will be further evaluated on Price and Specific Goals; • The 80:20 scoring system (Price and Specific Goals) will be applied.
Stage 4	Qualitative Assessment	<p>This is aimed at assessing if the Bidders that have gone through the Quantitative Assessment in Stage 2 pose any commercial risks.</p>

8.1 STAGE 1 – RESPONSIVENESS ASSESSMENT – MANDATORY REQUIREMENTS

- (a) In order for the Bidder to be considered as being responsive and eligible for the next stage of assessment, it has to pass the Responsiveness Assessment Stage. This will be determined from the submitted Bid and Returnable Documents that are listed in **Tables 3** below.
- (b) If any of the items reflected in **Tables 3** is not furnished fully, filled in erasable ink or not signed and initialled on each page by the duly authorised Bidder's Representative, then the submitted Bid will be considered as null and void and shall be considered as non-responsive and will therefore not be assessed further.

Table 3: Responsiveness Assessment.

ITEM NO.	RESPONSIVENESS ASSESSMENT CRITERIA: MANDATORY REQUIREMENTS
1	Completed and Signed SBD 1 FORM : Invitations to Bid.
2	Completed and Signed SBD 4 FORM : Bidder's Disclosure.
3	Completed and Signed Certificate of Authority of Signatory to be signed by the authorised person in the Bidder's Organisation. Proof of Authority to sign may be submitted in a form of company resolution.
4	Nominated representative to fulfil the function of Project Manager/Employers' Representative must be registered as a Professional Construction Project Manager with the South African Council for the Project and Construction Management Profession (SACPCMP). Note 1: <i>The nominated Project Manager/Employer's Representative MUST not be nominated in more than one (1) bid. All bids with the same nominated Project Manager/Employer's Representative will be eliminated from the procurement process. Refer to tender document: Form F</i> Note 2: <i>Repetition of resources for the disciplines of Project Manager/Employer's Representative: CDC/251/25 and any of the Consultant disciplines stipulated under CDC/260/25 will not be accepted.</i>
5	Demonstrated experience of firm in completion - i.e. the design, planning, site supervision and close out of a health care facility project in the last 10 years – health facility specific to the construction of either clinics or hospital projects. Bidding professional discipline firm must supply: <ul style="list-style-type: none"> (a) Completion certificate for at least two (2) health care facility projects; AND (b) Reference letters for each completed project for at least two (2) health care facility projects Note: <i>Condition Assessment and Facilities Maintenance projects shall not be considered.</i>
6	Completed Financial Proposal MUST be filled in clear legible with permanent ink and duly signed and carried to the Letter of Tender / Form of Offer .

Note: Failure of bidders to meet all the above mandatory requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered for further evaluation.

Table 4: Additional Information to be Submitted

ITEM NO.	DESCRIPTION
1	As per the Built Environment Professionals, Any entity with less than R1.8mil annual turnover as per their latest financial statements qualifies for the EME construction affidavit or submits a BEE certificate issued by CIPC. All entities with more than R1.8mil annual turnover as per the latest financial statements must engage a SANAS Accredited verification agency and will be issued with a BEE certificate.
2	Completed and signed Form SBD 6.1 preference points claim form in terms of the Preferential Procurement Regulations 2022.
3	All returnable documents per item 13.2 of this RFP .
4	Bidders must submit a completed and signed POPIA Consent Form .
5	Proof of NEC Qualification of Nominated Project Manager/Employer’s Representative that demonstrates basic awareness (as included in CV or basic project report) OR provide proof of completion of informal training (basic project report) or formal training (certificate of attendance) OR provide proof of certification.
6	The successful bidder will be required to submit a CV for the Nominated and Alternative Project Manager/Employer’s Representative as per Form F to substitute where there is a conflict in commitments during the implementation of these various projects.
7	Proof of Quality Management System
8	Proposed Methodology and Work Programme for execution of the professional services



8.2 STAGE 2 - FUNCTIONALITY ASSESSMENT CRITERIA

Table 5A: Functionality Assessment Criteria and Weighting

Item No.	Assessed Item	Criteria or Factors being Assessed	Points
1	NEC Qualifications for entity's nominated Project Manager/Employers Representative	The criterion assesses the NEC qualification of the bidding entity's nominated Project Manager/Employer's Representative. Bidders must demonstrate basic awareness (as included in CV or basic project report) OR provide proof of completion of informal training (basic project report) or formal training (certificate of attendance) OR provide proof of certification.	30
2	Post Registration Experience of Project Manager/ Employers Representative	This criterion covers the relevant experience of the Project Manager/ER. The nominated and assigned representative to this project is to supply a comprehensive CV detailing their Relevant Experience. Project Manager/ER must supply proof of specific experience to act as Project Manager on projects of similar complexity. The CV must state the position held and year started and ended, include value of individual projects undertaken with each employer failing which no points will be allocated.	30
3	Quality Management System	The bidders are to provide documentation of the availability of a quality management systems or quality management plan established within the organisation which can be utilised for this project. Details of the certification or accreditation (and maintenance) of the quality control and assurance system is to be provided by the bidders.	10
4	Proposed Methodology and Work Programme for execution of the professional services	The bidders are to provide details of the proposed methodology and work programme for the execution of the professional services. The proposed methodology to refer to the scope of services, specific deliverables and staff resource allocation and utilisation. The key risk factors to be identified with mitigation actions stated.	30
TOTAL			100

A maximum of up to 100 evaluation points will be awarded in respect of functionality/quality.

*A minimum of **65 points** of the total number of points will be required in order to be considered further.*



Table 5B: Functionality Assessment Scoring Sheet

Item No.	Assessment Item	Total Points	0%	25%	50%	75%	100%
1	NEC Qualifications for entity's nominated Project Manager/Employers Representative	30	No information provided: No evidence of NEC3/4 knowledge, training or experience provided	Basic Awareness: Nominated individual shows informal familiarity with NEC3/4 principles (e.g. through self-study or limited exposure). No formal training	Introductory Training: Nominated individual has attended NEC3/4 related workshops or introductory training. Demonstrated basic understanding of NEC3/4 roles and terminology	Formal Training Completed: Nominated individual has completed NEC3/4 ECC Project Manager training (e.g., through NEC-provided or accredited courses). Demonstrates practical understanding of NEC3/4 contract management.	Accredited NEC3 ECC Project Manager: Nominated individual holds current NEC3 ECC Project Manager Accreditation. Listed on NEC Accreditation Register. Demonstrates full competency in NEC3 contract administration and leadership
2	Post Registration Experience of Project Manager/ Employers Representative	30	Not provided	Has 5 years or more years post registration experience on built environment projects	Has 7 or more years but less than 10 years' post registration experience on built environment projects	Has 10 or more years but less than 15 years' post registration experience on built environment projects	More than 15 years' post registration experience on built environment projects
3	Quality Management System	10	The bidder does not have a quality assurance or quality management system	Documented Quality Management System is available, minimum utilization and not audited	Documented Quality Management System is available, and proof supplied that the system is audited	Accredited Quality Management System i.e. ISO 9001 with accreditation proof provided	Accredited Quality Management System i.e. ISO 9001 with accreditation proof provided, and a specific Quality Management Plan for this project



Item No.	Assessment Item	Total Points	0%	25%	50%	75%	100%
4	Proposed Methodology and Work Programme for execution of the professional services	30	No methodology provided for executing the work	The technical approach and/or methodology and work programme is poor and is unlikely to satisfy project objectives or requirements. The bidder has misunderstood the complexity of the scope of works, key activities to achieve required deliverable have not been identified and does not deal with the critical aspects of the project. No risk factors have been listed	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The risk factors have been listed; however, they are generic and are not detailed	The approach is specifically tailored to address the specific project objectives, scope and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The risk factors have been listed which are specific to the project and have sufficient detail	Besides meeting the 75-score rating, the important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of state-of-the-art approaches. The methodology incorporates programme/scheduling and provides detailed information. The planned use of staff resources is aligned with the implementation approach.
	TOTAL SCORE	100					



Table 5C: Score Summary Table

ITEM NO.	CRITERIA	WEIGHTINGS	SCORES BROUGHT FORWARD	CALCULATED SCORE
1	NEC Qualifications for entity's nominated Project Manager/Employers Representative	30		
2	Post Registration Experience of Project Manager/ Employers Representative	30		
3	Quality Management System	10		
4	Proposed Methodology for Execution of the Services	30		
	TOTAL COMBINED SCORE			

Note:

Bidders are required to achieve a minimum threshold of 65 points in order to be considered for next stage evaluation.

8.3 STAGE 3 - QUANTITATIVE ASSESSMENT

Bids that pass the functionality assessment Stage will be further evaluated on Price and Specific Goals. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goals.

Table 6: Price & Specific Goals

AREA OF ADJUDICATION	MAXIMUM POINTS
Tendered Price	80.00
Specific Goals	20.00
Total Points	100.00

The formula to be used is as follows:

Where:

P_s = Points scored for comparative price of tender or offer under consideration.

P_t = Comparative price of tender or offer under consideration; and

P_{min} = Comparative price of lowest acceptable tender or offer.

Points for Specific Goals shall be based on the Bidder's Scorecard reflected on the BEE Certificate issued in accordance with Notice 305 of 2019 of Government Gazette No: 42496 on 31 May 2019 by DTIC. Points for Specific Goals shall be determined as follows:

Table 7: Points for Specific Goals

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8.4 STAGE 4 – QUALITATIVE ASSESSMENT

-
- (a) Qualitative Assessment will be conducted on the three (3) highest scoring Bidders that met the Quantitative Assessment.
 - (b) The main aim of this assessment is to do risk analysis and mitigation and also to ascertain that they have capacity and capability to execute the project successfully.
 - (c) Reference letters for the previous projects done internal and external will be reviewed and those bidders with negative performance reports will be invited to a clarification to explain the reasons for non-performance before the decision is taken.
 - (d) During this stage, tender offers will be verified if they are market related and if there are arithmetic errors made. The outcome of the verification will be communicated with the bidder to confirm if their tendered price still stands or withdraws.
 - (e) Restricted bidders as well as bidders listed on the Treasury default register will be disqualified.
 - (f) The Bidders will also be checked on National Treasury Database of Restricted Suppliers as well as National Treasury Tender Defaulters.

9 OWNERSHIP OF DELIVERABLES AND INTELLECTUAL PROPERTY

- (a) All the submissions and subsequent information received by the CDC as part of the bidding process shall become the property of the CDC and will not be returned to any Bidder.
- (b) Any deliverables (documents, drawings, etc.) prepared by the successful Bidder and submitted to the CDC during the execution of the contract arising from this RFP shall become the property of the CDC, as its Intellectual Property including its Copy Rights.
- (c) The deliverables from the successful Bidder to the CDC during the execution of the contract would be both in the printed and in electronic format, and no PDF will be accepted. The CDC will advise the successful Bidder of the specific format in which the electronic deliverables should be submitted.

9.1 LIST OF RETURNABLE ANNEXURES

The list of Returnable Documents is the following:

- (a) Annexure RD-1: SBD 1, Invitation to Bid
- (b) Annexure RD-2: SBD 4, Bidders Disclosure Form
- (c) Annexure RD-3: SBD 6.1 Form, Preference Point Claim Form
- (d) Annexure RD-4: EME Form and QSE Affidavits
- (e) Annexure RD-5: Form F, Professionals to be Assigned to the Project
- (f) Annexure Rd-6: POPI Act Consent Form
- (g) Annexure RD-7: Construction Professional Service Provider Performance Evaluation Form
- (h) Annexure RD-8: Form F, Professionals to be Assigned to the Project

ANNEXURE RD1: PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/251/25	CLOSING DATE:	15 September 2024	CLOSING TIME:	12H00
DESCRIPTION	PROJECT MANAGEMENT (EMPLOYER'S REPRESENTATIVE) CONSULTANCY SERVICES FOR THE PLANNING, DESIGN AND CONSTRUCTION OF VARIOUS CLINICS: DEVELOP & CONSTRUCT				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Coega Development Corporation (Pty) Ltd 24 Park Rd, Umtata Central, Mthatha, 5100					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Zine Mtanda		CONTACT PERSON	Ms Zine Mtanda	
TELEPHONE NUMBER	No calls allowed		TELEPHONE NUMBER	No calls Allowed	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	dohtenders@coega.co.za		E-MAIL ADDRESS	dohtenders@coega.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
9.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		9.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING 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	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2022 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

ANNEXURE RD2 – SBD 4
BIDDER'S DISCLOSURE

1 PURPOSE OF THE FORM

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

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

2 BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State Institution

2.2. Do you, or any person connected with the bidder, have a relationship 1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise. Full Name Identity Number Name of State institution SBD4 with any person who is employed by the procuring institution?

YES/NO

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

2.2.1. 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 consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

- 3.5. 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.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring Joint venture¹ 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.
- 3.7. 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....

ANNEXURE RD3

SBD 6.1 : PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80.00
SPECIFIC GOALS	20.00
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes; and
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

Where

Ps = Points scored for price of tender under consideration

- Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	18	
B-BBEE Status Level of Contributor 3	14	
B-BBEE Status Level of Contributor 4	12	
B-BBEE Status Level of Contributor 5	8	
B-BBEE Status Level of Contributor 6	6	
B-BBEE Status Level of Contributor 7	4	
B-BBEE Status Level of Contributor 8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM



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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.



.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....



ANNEXURE RD-4- EME AND QSE AFFIDAVIT TEMPLATES

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full names and surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business: <i>Indicate the applicable category with a tick.</i>	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

- I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black Female Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
 - Black Youth % _____ %
 - Black Disabled % _____ %
 - Black Unemployed % _____ %
 - Black People living in Rural areas % _____ %
 - Black Military Veterans % _____ %

Construction Sector Affidavit

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (dd/mm/yyyy) the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP:	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

- Please Confirm on the below table the B-BBEE Level Contributor, by ticking the applicable box below.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

ANNEXURE RD5
FORM F: PROFESSIONALS TO BE ASSIGNED TO THIS PROJECT

The bidder shall list below the key personnel whom he proposes to employ on the contract should his offer be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities. **Curriculum Vitae of Key Personnel to be attached to this Bid Document.**

DESIGNATION	NAME OF NOMINEE	SUMMARY OF QUALIFICATIONS, EXPERIENCE AND PRESENT OCCUPATION
Professional Construction Project Manager i.e. Project Manager/ Employer's Representative		

Note: Above personnel to match, and Professional Registration to be provided as per Mandatory Requirement Item 4.

SIGNATURE: DATE:
(of person Nominated as Project Manager/Employer's Representative)

SIGNATURE: DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE RD6

FORM R: PROTECTION OF PERSONAL INFORMATION (POPIA) CONSENT FORM

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - a) They process the information only for the express purpose for which it was obtained.
 - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.

- f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
- g)
- 2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
- 3. Bidder's Obligations:
 - h) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the CDC's personal information.
 - i) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
 - j) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
 - k) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

On behalf of the Bidder:

..... Signature Date
..... Position Name of the Bidder

On behalf of the Client:

..... Signature Date
..... Position Name of Client Representative



ANNEXURE RD-7: CONSTRUCTION PROFESSIONAL SERVICE PROVIDER PERFORMANCE EVALUATION FORM

PROJECT NUMBER	
CONTRACT NUMBER	
PROJECT NAME	
PROJECT MANAGER	
SERVICE PROVIDER	
CONTRACT VALUE	
PROJECT DURATION AND START DATE	
PROJECT STATUS (Planning/Design/Construction/Completed)	
REVIEW PERIOD	
EVALUATION DATE	



STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL OF PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
STAGE 1 – Inception	<ul style="list-style-type: none"> Project Implementation Plan; Assessment Report; Consultation Report; Record of Technical Team Meetings 		<p>PSP was a drag; Does not execute as planned or as agreed; Does not have an appreciation of the objectives of this Stage; Literally guided by the Project Management Team at all times; Quality of work rejected more than once; All the deliverables submitted 50% or more behind PIP Schedule.</p>	<p>PSP needed to be “hand-held”; Displayed some degree of professionalism; Does not have full appreciation of the objectives of this Stage; Guided by the Project Management Team 80% of the time; Quality of work rejected at least once; All the deliverables submitted not more than 40% behind PIP Schedule.</p>	<p>PSP has done the basic bare minimum; Not pro-active; Displayed reasonable degree of professionalism; No additional suggestions on how to improve the total deliverables; Deliverables returned at least once to be revised; All deliverables submitted not more than 30% behind scheduled time.</p>	<p>PSP has most (80%) of the time been pro-active; Displayed satisfactory professionalism, diligent, insightful, useful suggestions but lack full implementation of best approaches to minimise time, costs and improve quality of the deliverables. Deliverables accepted first time meeting quality expectations; All deliverables submitted not more than 20% behind scheduled time.</p>	<p>PSP has at all times been pro-active, displayed astute professionalism, diligent, insightful; Useful suggestions and implementation of best approaches to minimise time, costs and improve quality of the deliverables; All deliverables accepted first time and not more than 10% behind scheduled time.</p>



<p style="writing-mode: vertical-rl; transform: rotate(180deg);">STAGE 2 – Concept & Viability</p>	<ul style="list-style-type: none"> • Draft Project Brief; • Draft Sketch/Layout Plans; • Level 2 WBS, WBS-D and Baseline Plans; • Concept Designs; • Preliminary Cost Estimates; • Preliminary Schedule of Major Deliverables; • Site Development Plans; • Value Engineering Report 		<p>PSP is a pain to work with; Did not display professionalism nor commitment; Non-coherent team with rife team dynamics that affected the progress; Does not have sense of urgency and has to be pushed at all times; Did not display appreciation nor understanding of the WBS and Baseline Process; Minimal or no useful input in the VE workshop and during the entire Stage; No appreciation of SHE, S-E and Sustainability issues; Quality of work rejected more than twice; All the</p>	<p>PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Has to be reminded frequently of the timelines; Did not display good understanding of WBS and Baseline Process; Minimal input in the VE workshop and during the entire Stage; Limited appreciation of SHE, S-E and Sustainability issues; Quality of work rejected at least twice; All the deliverables submitted not more</p>	<p>PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism and commitment, diligence, insightfulness; Fair understanding of WBS and Baseline Process; Fair inputs in VE Workshop; Reasonable responsiveness to SHE, S-E and Sustainability issues; Deliverables needed to be rectified at least once; All deliverables submitted not more than 30% behind scheduled time; Fair responsiveness to client meeting</p>	<p>PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Good understanding of WBS and Baseline Process; Useful insights in the VE Workshop; Useful ideas, proposals but lacks effective implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Good responsiveness to SHE, S-E and Sustainability issues; Deliverables</p>	<p>PSP has at all times been pro-active, displayed astute professionalism and commitment, diligent, insightful; Astute understanding and execution of WBS and Baseline Process; Critical insight in the VE Workshop; Superb ideas, proposal and implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Proactive on SHE, S-E and Sustainability issues; Deliverables accepted first time, exceeding expected quality standards; All the deliverables submitted not more than 10% behind PIP Schedule; Excellent</p>
--	---	--	--	---	--	---	---



			deliverables submitted 50% or more behind PIP Schedule; Not responsive to client meeting requirements, ad hoc requirements.	than 40% behind PIP Schedule; Poor responsiveness to client meeting requirements, ad hoc requirements.	requirements, ad hoc requirements.	accepted first time meeting quality expectations; All the deliverables submitted not more than 20% behind PIP Schedule; Very good responsiveness to client meeting requirements, ad hoc requirements.	responsiveness to client meeting requirements, ad hoc requirements.
STAGE 3 – Design Development	<ul style="list-style-type: none"> • Design Development Drawings; • Outline Specifications; • Detailed Cost Estimates; • Design Report 		PSP is a pain to work with; Did not display professionalism nor commitment; Non-coherent team with rife team dynamics that affected the progress; Does not have sense of urgency and has to be pushed at all times; Designs not triangulated and not	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Serious team dynamics that affected the progress; Has to be reminded frequently of timelines; Did not	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism and commitment, diligence, insightfulness; Worked as a coherent team with minimal team	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Worked as a coherent team with managed team dynamics; Conscious of cost effective designs	PSP has at all times been pro-active, displayed astute professionalism and commitment, Worked as a strong coherent team with well-managed team dynamics; Cost effective and aesthetic solutions proposed; triangulated designs that incorporated all the concepts agreed upon in



			incorporating concepts agreed upon in Stage 2; Quality of work rejected more than twice; All the deliverables submitted 50% or more behind PIP Schedule.	display good understanding of triangulated designs; Incorporated some (50%) of the concepts agreed upon in Stage 2; Not conscious of cost effective designs; Quality of work rejected at least twice; All the deliverables submitted not more than 40% behind PIP Schedule.	dynamics; Aware and attempted triangulated designs; Incorporated most (75%) of the concepts agreed upon in Stage 2; Deliverables needed to be rectified at least once; All deliverables submitted not more than 30% behind scheduled time	but lack effective implementation; Triangulated designs, incorporating all the concepts agreed upon in Stage 2; Deliverables accepted first time meeting quality expectations; All the deliverables submitted not more than 20% behind PIP Schedule;	Stage 2 and more thus improving the solution; Deliverables accepted first time, exceeding expected quality standards; All the deliverables submitted not more than 10% behind PIP Schedule.
STAGE 4 – Documenta	<ul style="list-style-type: none"> Working Drawings Elemental Bill of Quantities Tender Documents 		PSP is a pain to work with; Did not display professionalism nor commitment; Non-coherent team with rife team dynamics that affected the progress; Does not have sense of	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Serious team dynamics that	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism and commitment, diligence,	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Has good understanding and	PSP has at all times been pro-active, displayed astute professionalism and commitment; Pro-active and astute in packaging Elemental BoQ; All the Specifications included and of high quality



	<ul style="list-style-type: none"> Tender Evaluation Report 		<p>urgency and has to be pushed at all times; Concept of Elemental BoQ not understood at all and struggles to implement; Not all the Specifications are included and all are incorrect; Not useful in the tender adjudication process; Quality of work rejected more than twice; All the deliverables submitted 50% or more behind PIP Schedule.</p>	<p>affected the progress; Did not display good understanding of Elemental BoQ; All the Specifications included but incomplete or incorrect; Limited usefulness during the tender adjudication process; Quality of work rejected at least twice; All the deliverables submitted not more than 40% behind PIP Schedule.</p>	<p>insightfulness; Reasonable understanding of Elemental BoQ; Reasonable acceptable level of performance on tender evaluation; Deliverables needed to be rectified at least once; All deliverables submitted not more than 30% behind scheduled time.</p>	<p>packaging of Elemental BoQ; All the Specifications included with no errors; Innovative ideas provided in negotiations with contractor for a cost optimised solution; Deliverables accepted first time, meeting quality expectations All the deliverables submitted not more than 20% behind PIP Schedule; PSP was easily accessible.</p>	<p>standard; Very insightful and professional tender evaluations; Deliverables accepted first time, exceeding expected quality standards; All the deliverables submitted not more than 10% behind PIP Schedule; PSP was easily accessible.</p>
<p>5 1 4</p>	<ul style="list-style-type: none"> Work Plans Site Hand-over Certificate 		<p>PSP is a pain to work with; Did not display professionalism nor commitment; Does not have sense of</p>	<p>PSP needed to be hand-held; Displayed some degree of professionalism</p>	<p>PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active;</p>	<p>PSP has most (80%) of the time been pro-active, displayed professionalism</p>	<p>PSP has at all times been pro-active, displayed astute professionalism and commitment; Satisfied</p>



	<ul style="list-style-type: none"> • Summary of Test Results with interpretations • Uploaded Information on Reporting Systems • Contractors Payment Certificates and Monitoring Tool; • Consultants Fees and Progress Report • Practical Completion Certificate • Works Completion Certificate • Record of Meetings 		<p>the importance of effective management of this Stage; Level 3 WBS and Work Plans are a grossly incorrect; Site meetings not attended; Not responsive to contractor queries; Very poor in Contracts Management; Does not manage the SHE and S-E issues at all; Payment Certificates rejected and submitted late; Extremely poor management of the process of arranging Completion certificates and maintenance contracts.</p>	<p>and some degree of commitment; Serious team dynamics that affected the progress; Level 3 WBS and Work Plans need high level of reworking; Site meetings attended sparingly (60%) of the time; Poor responsiveness to contractor queries; Poor in Contracts Management; Poor management of the SHE and S-E issues; Payment Certificates need to be corrected most of the time and submitted late most of the time; Poor management of the</p>	<p>Displayed reasonable professionalism; Satisfied the preliminary site h/o requirements; Fairly useful in the development of Level 3 WBS and Work Plans; Most (80%) of site and co-ordination meetings attended; Fairly good responsiveness to Contractor queries/requests; Fairly good Contracts Management practices; Reasonable in the implementation of SHE and S-E issues; 80% of payment certificates correct and submitted on time 80% of the time;</p>	<p>and commitment, diligent, insightful; Satisfied all the preliminary site h/o requirements; Useful in the development of Level 3 WBS and Work Plans; Most (90%) of site and co-ordination meetings attended; Good responsiveness to Contractor queries/requests; Good Contracts Management practices; Effective in the implementation of SHE and S-E issues; Correct payment certificates submitted on time</p>	<p>all the preliminary site h/o requirements; Proactive and instrumental in the development of Level 3 WBS and Work Plans; All site and co-ordination meetings attended; Excellent responsiveness to Contractor queries/requests; Excellent and effective Contracts Management practices; Instrumental in the implementation of SHE and S-E issues; Timeous submission of correct payment certificates; Issued all Completion Certificates and secured maintenance contracts.</p>
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				process of arranging Completion certificates and maintenance contracts.	Issued Completion Certificates late and secured maintenance contracts.	most (90%) of the time; Issued all Completion Certificates and secured maintenance contracts.	
STAGE 6 – Close-out	<ul style="list-style-type: none"> • Operations and Maintenance Manuals, Guarantees and Warranties; • As-built Drawings • Certificate of Final Completion • Final Accounts • Project Close-out Report • Record of necessary meetings 		PSP is a pain to work with; Did not display professionalism nor commitment; Does not have sense of urgency and has to be pushed at all times; All the deliverables submitted 40% or more behind PIP Schedule.	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; All the deliverables submitted not more than 30% behind PIP Schedule.	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism; All deliverables submitted not more than 20% behind scheduled time	All guarantees and Maintenance Manuals in place; As-built drawings of reasonable high quality standards completed within reasonable time; Acceptable final accounts prepared and completed on time; Very good Close-out Report submitted slightly late (10%).	All guarantees and Maintenance Manuals in place; As-built drawings of high quality standards proactively completed on time; Correct and accurate final accounts prepared and completed on time; Excellent and useful Close-out Report submitted on time.



OVERALL SCORE AND RECOMMENDATION		0.0 - 6.0 <i>High risk; Not recommended for further appointment</i>	6.1 – 12.0 <i>Risky, to use for the same scope of work. May be considered for simpler jobs with a thorough risk analysis for the scope of work</i>	12.1 – 18.0 <i>Low to moderate risk; Recommended for use where speed is not critical and after further risk analysis</i>	18.1 – 24.0 <i>Very low risk, Recommended for future engagements</i>	24.1 – 30 <i>Highly recommended for future engagements and for emergencies</i>
PROJECT MANAGER'S COMMENT						

Signatures:

Project Manager:

Date:

ANNEXURE RD-08: Authority for Signatory

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I,, chairperson

of the board of,

hereby confirm that by resolution of the board (copy attached) taken on

..... 2025, Mr/Ms

acting in the capacity of, was authorised to sign all documents in connection with this tender for Contract No. CDC/77/25 and any contract resulting from it on behalf of the company.

As witnesses:

1. Chairman:

2. Date: