

**NORTH WEST DEVELOPMENT CORPORATION**

**(NWDC)**



**REQUEST FOR QUOTATION**

**NWDC/SEZ018/2022**

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE THE  
REFURBISHMENT FOR THE CURRENT OFFICE BLOCK IN BODIRELO INDUSTRIAL PARK**

**INVITATION TO CONTRACTORS TO SUBMIT QUOTATIONS FOR THE CONSTRUCTION SERVICES:  
REFURBISHMENT OF THE EXISTING OFFICE BLOCK IN BODIRELO INDUSTRIAL PARK**

**Closing Date: 16<sup>th</sup> March 2023**

**Time: 11:00 am**

**Delivery address:**

**MAHIKENG HEAD OFFICE:**

NWDC (SOC) LTD 22 James Watt Crescent  
Mahikeng Industrial  
Mahikeng, 2900.

Work: 014 594 2571/4

Fax: 086 530 3265

**BIDDER:** \_\_\_\_\_

## **1. BACKGROUND**

- 1.1 North West Development Corporation (NWDC) is the official agency that assists with the planning, financing, coordinating, promoting, and carrying out the economic development as well as promoting trade and investment within the province, and its people in the field of industry, commerce, finance, mining and other business, resulting in wealth and job creation.
- 1.2 The NWDC, on behalf of the North West provincial Government, is planning the development of Bojanala Special Economic Zone with the purpose of driving the transformation of Bojanala Region into a regionally and globally competitive industrial production hub. Bodirelo Industrial Park is being integrated into the new Bojanala Special Economic Zone.
- 1.3 In Mogwase Township, Bojanala SEZ incorporates Bodirelo Industrial Park and an additional 1057 ha of land provided by the Moses Kotane Local Municipality.
- 1.4 There's a need for the refurbishment of the existing office block in the Bodirelo Industrial Park. The building is not in good condition for the ideal purpose it was intended for. Structural elements such as brickwork and trusses are still in place. Secondary elements must be refurbished.
- 1.5 To this end, the NWDC intends to appoint a suitably qualified and experienced service provider for the refurbishment of the existing office in Bodirelo Industrial Park.

## **2. PURPOSE**

The Bodirelo Industrial Park was first established in the 1980s as an area for industrial development. The site was divided into various stands of various sizes ranging from 1 hectars to 10 hectars joined by roads and water infrastructure. A 300 sq meter office was built to be the nerve centre for Park Management and coordination. The purpose of this assignment is to refurbish the existing office block so that it can be functional and used for the purpose it was initially intended for.

## **3. SCOPE OF WORK**

The service provider is required to refurbish and repair important elements of the office block.

The scope of this project entails the following but not limited to:

- Removal of all existing rubble on site
- Execution of all the works (civil, electrical & mechanical) on site
- Ensuring compliance with the Occupational Health and Safety Act
- Refurbishment of windows, ceilings, walls, doors, floors etc.
- Issuing of Certificate of compliance (electrical, plumbing etc.)
- Security services for the duration of construction
- Landscaping
- Fencing

#### **4. MINIMUM REQUIREMENTS**

Service providers with the requisite expertise (CIDB Grade 5) are herewith invited to submit a quotation. The quotation should meet the following minimum criteria:

##### **4.1. Company experience**

- (i) The company must have a minimum of 10 years of experience in general building construction and/or refurbishments.
- (ii) In support of the above point **(4.1.(i))**, bidders are required to submit at least 3 testimonials or reference letters, as proof that they successfully executed this kind of services before,
- (iii) The testimonials or reference letters must be signed and dated and include contact details for verification purposes.

##### **4.2. Project team**

###### **4.2.1. Team Leader/Project Manager**

- (i) A minimum of 10 years of management experience in general construction
- (ii) Must have a minimum of NQF 7 construction related qualifications.
- (iii) Must be registered with the relevant industry body or regulatory body
- (iv) A detailed CV of the team leader must be included, together with certified ID copy and certified copies of all qualifications.

###### **4.2.2. Team members**

- (i) Each team member must have minimum 5 years relevant experience.
- (ii) Must be registered relevant industry body or regulatory authority.
- (iii) Detailed CV of each team member, with certified copy of ID and certified copies of all qualifications.

## 5. DURATION

The project duration is 4 months (max)

## 6. COSTING AND TIMELINE

- Bidders are expected to provide a rate **(labour and mark-up inclusive)** for each of the quantities on the Bill of Quantities
- Bidders are expected to provide a schedule on how the activities will be executed and interfaced.
- The project should be completed in no more than 4 months

## 7. SPECIAL CONDITIONS

- 7.1. The NWDC reserves the right to reject any proposal found to be inadequate or non-compliant with the Terms of Reference.
- 7.2. The bidder should possess knowledge of the public entity activities.
- 7.3. A bidder may not intent to cede his right to payment in terms of a contract to a party without the prior written consent of the NWDC CEO. A bidder may not by means of reasons of cession, cede any of his obligations to perform in terms of a contract to any third party.

**7.4. A COMPULSORY SITE BRIEFING ON 21<sup>st</sup> February 2023**

## **8. REQUEST FOR QUOTATIONS RESPONSE REQUIREMENTS**

- 8.1. Bids shall include all relevant information about the bidder, which will assist the NWDC to assess the service provider's competence.
- 8.2. All the following documents (Part I to II) must be submitted as part of the response to this bid request. Failure to do so will invalidate such response.

### **PART I Company Profile**

The bidder must include a company profile detailing:

- (a) Shareholders/ Partners/ Directors s details, including name, position, race and gender  
(Including supporting documentation)
- (b) Address of bidding office
- (c) The contact details of one contact person must be provided and that person must be the primary liaison with the NWDC in all correspondence
- (d) Skills and expertise of the bidder for the requirements of the bid
- (e) Public Entity Knowledge, experience and activities.
- (f) Proof of a similar project executed elsewhere.

### **PART II: Price Schedules include VAT detailing**

- (a) A cost estimate for the contract period of 4 month which must include: labour and mark-up.
- (b) The total quotation must be inclusive of VAT (Firm Price)

## 9. TECHNICAL EVALUATION CRITERIA

### Stage 1: Technical/Functionality:

Bidders that scores less than 70 points out of 100 points in respect of the functionality, will be regarded as submitting a non-responsive proposal and will be eliminated from further evaluation process.

(A)	(B)	(C)	(D)
Criteria	Description	Weight	Functionality Assessment
Experience and Company Profile	Company grading & experience in general building construction	40	<b>5 points:</b> 0-4 years <b>10 points:</b> 5-9 years <b>40 points:</b> 10 years and more.
	Company Profile indicating a list of successfully completed similar projects. N.B! Attach company profile	30	<b>10 points:</b> 0-4 <b>20 points:</b> 5-8 <b>30 points:</b> 9 or more
Qualifications and experience of key personnel	<p>The project team should comprise of members with relevant technical expertise. Each expert should have a minimum of 3 years in the respective field.</p> <p>Curriculum Vitae of all personnel involved to be submitted highlighting specialization and experience that is relevant to this project</p>	10	<b>2 points:</b> 0 – 5 years personnel's working experience ( <b>attach proof</b> )  <b>5 points:</b> 6 – 9 years personnel's working experience ( <b>attach proof</b> )  <b>10 points:</b> 10 and more year's personnel's working experience ( <b>attach proof</b> )

Methodology	A clearly defined delivery methodology and schedule.	10	<b>5 points:</b> Well defined methodology  <b>10 points:</b> Well defined methodology with clear accelerated timelines
Contactable references indicating success in completion of similar Projects	Provide the list of contactable references (at least 3 confirmations letters indicating success in similar projects from companies/client's that you have done similar projects in with line with the scope of work).  The reference should be in that Company's Letter head.	10	<b>2 points:</b> 1 reference  <b>5 points:</b> 2 - 3 References  <b>10 points:</b> 4 and more references

**Stage 2: PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000: PREFERENTIAL PROCUREMENT REGULATIONS, 2017**

Criteria	Description	Score (%) - Price	B-BBEE
<b>Price and B-BBEE</b>	The 80/20 preference point system is applicable to bids* with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes Included).	80	20



## 11. SUBMISSION OF BIDS

The following compulsory documentation must be submitted with the bid documents

### FICA REQUIREMENTS AND ADDITIONAL ADMINISTRATIVE INFORMATION REQUIRED

Authenticated copies are permissible		
No	Document	Checked (v/X)
1	Company profile and experience	
2	B-BBEE certificate (Only Accredited and Sworn Affidavits Certificates shall be accepted)	
3	Company registration (CIPC) and Company Documents	
4	Confirmation of Residential Address or Business Address	
5	Construction Industry Development Board (CIDB) Grading 5 (At least)	
6	Valid Tax Pin	
7	Updated Central Supplier Database Report	
8	CV, ID Copies and Profile of Directors, Team Members and Supporting Staff Members for a consortium company (where applicable).	
9	Confirmation Letter of the Bank	
10	Confirmation letters from previous clients indicating success in similar projects at least (3) in line with the scope of work	
11	Signed Joint Venture/Consortium Agreement (where applicable)	
12	Proposal/Methodology/ Approach	
13	Project Plan with clear timelines	
14	SBD 1- Invitation to Bids	
15	SBD 3.1 - Firm Prices: All-inclusive + VAT	
16	SBD 3.3 – Pricing Schedule (Professional Services) (where Applicable)	
17	SBD 4 – Declaration of Interest	
18	SBD 6.1 - Preference points claim form in terms of the Preferential Procurement Regulations	
19	SBD 6.2 – Declaration Certificate for Local Product and Content (where applicable)	
20	SBD 8 – Declaration of Bidders Supply Chain Practices	
21	SBD 9 - Certificate of Independence	
22	General Conditions of Contract	

**Note:**

- Tax Pin must be valid at time of tender.
- Please Tick (v) if available and (X) if not available.
- In case of a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/JV member or subcontractor as well as certified copy of a relevant agreement signed by all parties.
- It must be noted that the evaluation of the proposal will be conducted in line with the scope of work indicated in this document.
- Only Accredited or SWORN AFFIDAVIT B-BBEE certificates shall be accepted.
- Non-submission of the Technical Required documents will render the proposal invalid.

**12. ENQUIRIES**

Enquiries may be directed to the following person:

Scope/Terms of Reference	Supply Chain
<b>Lesego Kgosiemang</b> - 066 484 0563 Email: <a href="mailto:lesebok@nwdc.co.za">lesebok@nwdc.co.za</a>	<b>Lebohang Matshasa</b> – 066 484 0582 Email: <a href="mailto:lebohangm@nwdc.co.za">lebohangm@nwdc.co.za</a>

The North West Development Corporation is not compelled to accept the lowest or any other tender. Tenders should remain valid for a period of 90 days after the closing date. Tenders not meeting specifications, evaluations criteria and requirements as specified in this invitation, will be automatically disqualified.

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## **SUBMISSION PROCESS**

- (a) One (1) Original must be sealed together marked Tender Number (NWDC/SEZ0018/2022) must be hand delivered or couriered and dropped in the tender box at the **NWDC Head Office, 22 James Watt Crescent, Mahikeng Industrial; Mahikeng, 2900 at 11h00.**
- (b) Proposals must reach the above address on or before. **No late submissions shall be accepted.**
- (c) Proposal that are not received by the deadline will not be considered and will be returned to the proposer unopened.
- (d) No Faxed Proposals shall be accepted.
- (e) Emailed documents will be accepted
- (f) All costs related to this tender shall be carried by the bidder.

## **CONDITIONS FOR DISQUALIFICATION**

The NWDC reserves the right to disqualify any bidder, who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

- Bidders who submitted incomplete information and documentation according to the requirements of this bid document.
- Bidders who submitted information that is fraudulent, factually untrue or inaccurate information.
- Bidders who received information not available to other vendors through fraudulent means; and/or
- Bidders who do not comply with mandatory requirements as stipulated in this bid document.