



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER No: KIN 13.1/2021

CLOSING DATE: 19 NOVEMBER 2021

PROCUREMENT DOCUMENTS

VOLUME 1: TENDER PROCEDURES

DEPARTMENT OF EMPLOYMENT AND LABOUR

TOTAL REFURBISHMENT OF EXISTING LABOUR OFFICES

AT

UPINGTON

NORTHERN CAPE PROVINCE

**DEPARTMENT OF PUBLIC WORKS
INFRASTRUCTURE
KIMBERLEY REGIONAL OFFICE
PRIVATE BAG X5002
KIMBERLEY
8300**

**PROJECT MANAGER:
GRAHAM MARTIN**

OCTOBER 2021



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PROCUREMENT DOCUMENTS

**DEPARTMENT OF EMPLOYMENT AND LABOUR
TOTAL REFURBISHMENT
OF
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AT
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QUANTITY SURVEYORS

QSPower QUANTITY SURVEYORS (PTY) LTD
14 Robbie Ross Road
Kimberley
8301

Contact Person: Hannelie Smuts
Tel: (053) 832 0900
E-mail: qspower@xsinet.co.za

ARCHITECT

KMS ARCHITECTS (PTY) LTD
Kruger Office Park
100 Marshall Street
Polokwane
0669

Contact Person: Zandi Makhubele
TEL: (015) 590 0995
E-mail: z.makhubele@kmsarch.co.za

ELECTRICAL ENGINEERS

Optimum Engineering Consultants
The Oval Office Park
Centurion Building
1 Meadowbrook Lane
Bryanston
2191
Contact Person: Moses Maliba
Tel: (010) 800 1534
E-mail: mosesm@etlconsulting.co.za

DEPARTMENT OF PUBLIC WORKS

KIMBERLEY REGIONAL OFFICE
Private Bag X5002
Kimberley
8301
Contact Person: G. Martin
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E-mail: Graham.Martin@dpw.gov.za

OCTOBER 2021

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

PA-04 (EC): NOTICE AND INVITATION TO TENDER

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	Uppington:Employment and Labour:Total refurbishment of existing labour office
Reference no:	19/2/4/2/2/2349/192

Tender no:	KIM 13.1/21		
Advertising date:	29 October 2021	Closing date:	19 November 2021
Closing time:	11H00	Validity period:	90days

It is estimated that tenderers should have a CIDB contractor grading designation of **6GB** or **6GB*** or higher.

** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **6GBPE** or **6GBPE*** or higher.

** Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable*

Only tenderers who are responsive to the following responsiveness criteria are eligible to submit tenders. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed and signed where required.
<input checked="" type="checkbox"/>	Submission of (DPW-07 EC): Form of Offer and Acceptance.
<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices.
<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
<input type="checkbox"/>	Submission of (DPW-16 EC): Site Inspection Meeting Certificate as proof of attendance of compulsory site inspection meeting. N/A
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database (CSD).
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement as indicated below.
<input type="checkbox"/>	Submission of proof of registration on National Treasury's Central Supplier Database (CSD) for all sub-contractors for 30% compulsory sub-contracting (attach CSD print out).
<input checked="" type="checkbox"/>	Submission of PA 36 and Annexure C as proof of Compliance to Local Production and Content requirements.

<input checked="" type="checkbox"/>	Submission of (DPW-09EC): Particulars of Tenderer's Projects.
<input type="checkbox"/>	Specify other responsiveness criteria
<input type="checkbox"/>	Specify other responsiveness criteria

Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input checked="" type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3
<input type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE;

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

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system. (To be used in instances where the estimate cannot be reasonably determined or when one is unsure as to what the market price may be).

Note: *Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.*

Minimum functionality score to qualify for further evaluation:	50%
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Functionality criteria:	Weighting factor:
<p>1. Experience and capability</p> <p>1.1 Previous projects</p> <p>Provide a descriptive(proof) list of similar projects(repairs and maintenance)in size and scope in terms of rand value(R5 million and above)that have been successfully completed. (Both copies of appointment letters and practical completion certificates) to be attached.</p> <p>Scoring 5 - projects = 5 points 4 - projects = 4 points 3 - projects = 3 points 2 - projects = 2 points 1 - project = 1 point No list provided = 0 points</p>	35

<p>Financial credibility</p> <p>Provide bank rating from banking institute</p> <p>Credit rating of A = 5points Credit rating of B = 4points Credit rating of C = 3points Credit rating of D = 2points Credit rating of E = 1point No list provided = 0 points</p>	15
<p>Management</p> <p>Project full time key personnel in the service of bidder</p> <p>Provide (proof of qualifications and registration of relevant professional body) of the key personnel to be employed on this project. Points will be awarded to the below mentioned key personnel</p> <p>Scoring 1 x Professional quantity surveyor with 5 years experience= 5points 1 x Professional quantity surveyor with 4 years experience= 4points 1x Professional quantity surveyor with 3 years experience=3points 1 x Professional quantity surveyor with 2 years experience = 2 points 1 x Professional quantity surveyor with 1 year experience = 1 point No list provided =0points</p>	25
<p>Workforce</p> <p>Provide proof of qualification/trade test certificates of artisans to be employed on this project. Points will be awarded to the below mentioned workforce.</p> <p>5 or more qualified bricklayer/tiler/painter/plumber/carpenter = 5 points 4 or more qualified bricklayer/tiler/painter/plumber/carpenter = 4 points 3 or more qualified bricklayer/tiler/painter/plumber/carpenter= 3 points 2 or more qualified bricklayer/tiler/painter/plumber/carpenter = 2 points 1 qualified bricklayer/tiler/painter/plumber/carpenter = 1 point No list provided = 0 points</p>	25
Total	100 Points

Collection of tender documents

- Bid documents are available for free download on e-Tender portal www.etenders.gov.za
- Alternatively; Bid documents may be collected during working hours at the following address **21 Market Square Kimberley**. A non-refundable bid deposit of R 500.00 is payable (cash only) on collection of the bid documents.

Site inspection meeting

A pre-tender site inspection meeting will **not be** held in respect of this tender.
Attendance of said pre- tender site inspection meeting is **not compulsory**

The particulars for said pre- tender site inspection meeting are:

Venue: N/A
Date: N/A
Starting time: N/A

inquiries related to tender documents may be addressed to:

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

DPW Project Manager:	G.H.Martin	Telephone no:	053 - 838 5243
Call no:	082 824 7777	Fax no:	
E-mail:	graham.martin@dpw.gov.za		

Deposit / return of tender documents

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

<p>Tender documents may be posted to:</p> <p>The Director-General Department of Public Works and Infrastructure Private Bag X5002 Kimberley 8301</p> <p>Attention: Procurement section: Room N32</p>	OR	<p>Deposited in the tender box at:</p> <p>Old Magistrates Building New Wing Phakamile Mabija N32</p>
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Compiled by:

G.H.Martin		2021-10-19
Name of Project Manager	Signature	Date

T1.2 TENDER DATA

DPW-03 (EC): TENDER DATA

Project title:	<i>Upington:Employment and Labour:Total refurbishment of existing labour office</i>
Reference no:	<i>19/2/4/2/2/2349/192</i>

Tender no:	<i>KIM 13.1/2021</i>	Closing date:	<i>19 November 2021</i>
Closing time:	<i>11H00</i>	Validity period:	<i>90 days</i>

Clause number:	
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement as per Government Notice No. 423 published in Government Gazette No. 42622 of 8 August 2019 and as amended from time to time. (see www.cidb.org.za).</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.</p>
C.1.1	The employer is the Government of the Republic of South Africa in its Department of Public Works and Infrastructure.
C.1.2	<p>For this contract the three volume approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings as contained in the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>The three volume procurement document issued by the employer comprises the following:</p> <p>Volume 1: Tendering procedures T1.1 - Notice and invitation to tender (PA-04 EC) T1.2 - Tender data (DPW-03 EC)</p> <p>Volume 2: Returnable documents T2.1 - List of returnable documents (PA-09 EC) C1.1 - Form of offer and acceptance (DPW-07 EC) C2.2 - Bills of Quantities / Lump sum document (if a returnable document) T2.2 - Returnable schedules</p> <p>Volume 3: Contract Part C1: Agreement and contract data C1.2 - Contract data (DPW-04 EC or DPW-05 EC) C1.3 - Form of guarantee (DPW-10.1 EC / DPW-10.3EC or DPW-10.2 EC/DPW-10.4 EC)</p> <p>Part C2: Pricing data C2.1 - Pricing instructions (PG-02.2 EC or PG-02.1EC) C2.2 - Bills of Quantities / Lump sum document (if not a returnable document)</p> <p>Part C3: Scope of work C3 - Scope of work (PG-01.2 EC or PG-01.1EC)</p> <p>Part C4: Site information C4 - Site information (PG-03.2 EC or PG03.1EC)</p>

Tender no: *KIM 13.1/2021*



<p>C.1.4</p>	<p>The Employer's agent is:</p> <table border="1"> <tr> <td>Name:</td> <td>G.H.Martin</td> </tr> <tr> <td>Capacity:</td> <td>Departmental Project Manager</td> </tr> <tr> <td>Address:</td> <td>21 Market Square, Kimberley,8300</td> </tr> <tr> <td>Tel:</td> <td>053 - 838 5243</td> </tr> <tr> <td>Fax:</td> <td>086 276 5243</td> </tr> <tr> <td>E-mail:</td> <td>graham.martin@dpw.gov.za</td> </tr> </table>	Name:	G.H.Martin	Capacity:	Departmental Project Manager	Address:	21 Market Square, Kimberley,8300	Tel:	053 - 838 5243	Fax:	086 276 5243	E-mail:	graham.martin@dpw.gov.za				
Name:	G.H.Martin																
Capacity:	Departmental Project Manager																
Address:	21 Market Square, Kimberley,8300																
Tel:	053 - 838 5243																
Fax:	086 276 5243																
E-mail:	graham.martin@dpw.gov.za																
<p>C.2.1 C.3.11</p>	<p>A. ELIGIBILITY IN RESPECT OF CIDB REGISTRATION:</p> <p>The following tenderers who are registered with the CIDB, or are *capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated (* tenderers who are capable of being so registered, or who have applied for registration but have not yet received confirmation of such registration, must provide, with this tender, acceptable documentary proof thereof):</p> <ol style="list-style-type: none"> contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a GB or GB** class of construction work; and contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> every member of the joint venture is registered with the CIDB; the lead partner has a contractor grading designation in the GB or GB** class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations for a GB or GB** class of construction work <p>** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable</p> <p>A contract will be entered into with a tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff. - Applicable</p> <p>B. INDICATE THE FUNCTIONALITY WEIGHTING APPLICABLE TO THIS BID:</p> <p>Note: Functionality will only be applied as a prequalification criterion. Such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.</p> <table border="1"> <thead> <tr> <th>Functionality Criteria</th> <th>Weighting Factor</th> </tr> </thead> <tbody> <tr> <td>Experience and capability</td> <td>35</td> </tr> <tr> <td>Financial credibility</td> <td>15</td> </tr> <tr> <td>Management</td> <td>25</td> </tr> <tr> <td>Workforce</td> <td>25</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td>100 Points</td> </tr> </tbody> </table> <p><i>(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)</i></p>	Functionality Criteria	Weighting Factor	Experience and capability	35	Financial credibility	15	Management	25	Workforce	25					Total	100 Points
Functionality Criteria	Weighting Factor																
Experience and capability	35																
Financial credibility	15																
Management	25																
Workforce	25																
Total	100 Points																



Minimum functionality score to qualify for further evaluation:	50
<i>(Total minimum qualifying score for functionality is 50 Percent).</i>	

C ELIGIBILITY IN RESPECT OF RISK TO EMPLOYER:

Provisions applicable to Evaluation Method 1 and 2:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Project Manager, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

C.1. Technical risks:

C.1.1 Criterion 1: Quality of current and previous work

Quality of current and previous work performed by the Tenderer in the class of construction work stated above as per the evaluation report prepared by the Professional Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC).

C.1.2 Criterion 2: Contractual commitment

Adherence to contractual commitments, demonstrated by the Tenderer in the performance on current and previous work, evaluated in terms of:

- a) the level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
- b) the degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto; and
- c) general contract administration, i.e. compliance with contractual aspects such as laws and regulations, insurances, security, written contract instructions, subcontractors, time delay claims, etc as can generally be expected in standard/normal conditions of contract.

C.2 Commercial risks:

The level to which agreement with the Tenderer is reached in respect of the adjustment of rates which are considered to be imbalanced or unreasonable and to eliminate errors or discrepancies, without changing the tendered total price, over and above the correction of arithmetical errors as provided for in C.3.9.

C.2.7 For particulars regarding a pre-tender site inspection meeting, see Notice and Invitation to Tender T1.1

C.2.12 If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements. A tenderer may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. Provided that the tenderer's main tender offer is according to specification and would under normal circumstances be recommended for acceptance, his alternative tender offer may also be considered for the purpose of the award of the contract.

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.

Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.



	<p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> <p>Alternative tender offer permitted: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
C.2.13.2	<p>The list of Returnable Documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the Returnable Documents, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the Returnable Documents back to the Department.</p>
C.2.13.5	<p>The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per Notice and Invitation to Tender T1.1.</p>
C.2.13.6 C.3.5	<p>A two-envelope procedure will not be followed.</p>
C.2.15	<p>The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1.</p>
C.2.16	<p>The tender offer validity period is as per Notice and Invitation to Tender T1.1.</p>
C2.16.3	<p>Omit the wording of the last sentence for those projects which are subject to CPAP</p>
C.2.18	<p>The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts):</p> <p><input checked="" type="checkbox"/> Together with his tender; or <input type="checkbox"/> Within fourteen (14) calendar days of the date on which he has been requested to do so prior to the award of the contract.</p>
C.2.19	<p>Access shall be provided for inspections, tests and analysis as may be required by the Employer.</p>
C.3.4.1 C.3.4.2	<p>The location for opening of the tender offers, immediately after the closing time thereof shall be at: Old Magistrates Building</p>
C.3.8	<p>The words "responsive tender" and "acceptable tender" shall be construed to have the same meaning.</p>
C.3.9.3	<p>Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."</p>
C.3.9.4	<p>Omit the wording of the first sentence and replace with the following: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"</p>
C.3.9.4	<p>Add sub paragraph c) to C.3.9.4, as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tender is to be classified as not acceptable/non responsive and removed from further contention."</p>
C.3.11.1	<p>The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.</p>
C.3.13	<p>Add the following to sub paragraph a), as follows:</p> <p>The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector;</p>
C.3.17	<p>Provide to the successful tenderer one copy of the signed contract document.</p>