




# ANNEXURE C: BID STRUCTURE INFOGRAPHIC

Bids must be in searchable PDF format, and must be submitted electronically. Bid files, regardless of the file transfer application used (Google Drive, WeTransfer, et cetera), must be structured in the format illustrated below (**Please note that this is an example – bidders must use the schedule numbering specific to this tender – NRF/SARAO PEP6/XX/2024-25**).

## 1. Primary Folders for Compliance & Functionality Returnables

... > Tenders > Meerkat National Park F... ▾ 🗑

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size
 T2.2 - Returnable Documents (Compliance) - Schedules B1-B5	 me	2:57 PM me	—
 T2.2 - Returnable Documents (Functionality) - Schedules B7-B17	 me	2:56 PM me	—

**Create two separate schedules for compliance returnables and functionality returnables**

## 2. Subfolders for Compliance Returnables - Schedules B1-B5

... > Meerkat National Park ... > T2.2 - Returnable Docu... ▾ 🗑

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size
 B1 - Certificate of CIDB Registration of Bidder	 me	11:04 AM me	—
 B2 - Tax Clearance, COID and UIF Certificates	 me	11:05 AM me	—
 B3 - Proof of Registration on National Treasury Central Supplier Database	 me	11:06 AM me	—
 B4 - BBBEE Certificate or Sworn Affidavit	 me	11:06 AM me	—
 B5 - Schedule of Proposed Work Packages to be undertaken by Subcontractors	 me	11:07 AM me	—

**Create individual folders for each compliance schedule, and upload the required document into each folder**

### 3. Sub-folders for Functionality Returnables – Schedules B7-B17

... > Meerkat National Park ... > T2.2 - Returnable Docu... ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size
B7-B9 - Professional Qualifications, Registration & CVs of Key Construction Personnel	me	11:29 AM me	—
B10 - Project Organisational Chart for Key Construction Personnel	me	11:11 AM me	—
B11 - Bidding Entity Past Experience	me	11:12 AM me	—
B12 - Method Statement	me	11:12 AM me	—
B13 - Project Management Plan	me	11:13 AM me	—
B14 - Project Plan (Programme) in Primavera P6 or Microsoft Project (MSP)	me	11:13 AM me	—
B15 - Health, Safety, Environmental and Quality (SHEQ) Management Plans	me	11:14 AM me	—
B16 - Evidence of the Bidder's Existing Socio-Economic Development Activities	me	11:15 AM me	—
B17 - Procurement of Subcontractors Plan	me	11:16 AM me	—

Group Schedules B7-B9 in one folder, and create individual folders for the remaining functionality schedules, as shown above

### 4. Project Team – Schedules B7-B9

... > T2.2 - Returnable Docu... > B7-B9 - Professional Qu... ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size
1. Project Manager	me	11:31 AM me	—
2. Health and Safety Agent	me	11:31 AM me	—
3. Health and Safety Officer	me	11:31 AM me	—
4. Environmental Officer	me	11:31 AM me	—
5. Site Foreman	me	11:32 AM me	—
6. Project Organisational Chart for Key Construction Personnel	me	11:32 AM me	—

**Upload to this folder, the Project Manager's professional qualifications, registration with professional bodies, and CV (and other evidence of experience relevant to the project)**

**Repeat the same for the remaining team members in this Schedule, and attach Bidder's Project Team Organogram**