

## TENDER BID: ALEX 02/2024 (RE-ADVERTISEMENT)

1. Assignment:	Alexkor SOC Ltd invites companies possessing the necessary expertise and capabilities to actively engage in the execution of the scope of work for the renovation of the South African Police Service in Alexander Bay, Northern Cape Province.
2. Name of the responsible unit:	Finance Department
3. Address for submitting bid proposals and other correspondence:	Alexkor 1 Orange Road Alexander Bay 8290
4. Telephone number:	(027) 831 8352/8399
5. Email:	<a href="mailto:proposals@alexkor.co.za">proposals@alexkor.co.za</a> <a href="mailto:justine@alexkor.co.za">justine@alexkor.co.za</a> <a href="mailto:jacobm@alexkor.co.za">jacobm@alexkor.co.za</a>
6. Attention:	Justin Esau
7. Closing Date & Time for submission:	<b>19 June 2023 at 16:00</b>
8. Bid description:	Renovation of the South African Police Service in Alexander Bay, Northern Cape Province
9. Bid number:	<b>ALEX RFP 02/2024 (Re-Advertisement)</b>
10. Briefing session	Optional briefing session shall take place at the Alexander Bay Police Station after optional site visit on 07 June 2023 at 11:00.



## **BACKGROUND**

### **1.1 Alexkor**

Alexkor SOC Limited Company, with Registration Number 1992/006368/30, was established in terms of the Alexkor Limited Act, No. 116 of 1992, as amended by the Alexkor Amendment Act, No. 29 of 2001. The Company is listed as a Schedule 2 public entity, wholly owned by the Government through the Minister of Public Enterprises as the Shareholder representative. The group comprises Alexkor SOC Limited, Rehabilitation trust and The Pooling Sharing Joint Venture, which is an unincorporated Joint Venture between Alexkor Soc Limited and Richtersveld Mining Community ("RMC") Pty Ltd formed by the DoS (Deed of Settlement). The PSJV's operations are based in Alexander Bay and Port Nolloth, both in the Northern Cape Province.

The core business of the PSJV is the mining of diamonds on land, on beaches and in the sea along the north-west coast of South Africa. These activities are complemented by geology, exploration, ore reserve planning, and environmental management.

### **1.2 Project Description**

This project aims to enhance the infrastructure and functionality of the police service facility, ensuring a safe and efficient environment for the officers and the community they serve.

## **2. GENERAL GUIDELINES**

Completed tender submissions should be hand delivered in a sealed envelope and deposited in the Tender Box at Alexkor, at the reflected address on page 1 of this document. All envelopes should be sealed and clearly marked.

All enquiries should be in writing and must be directed to: [jacobm@alexkor.co.za](mailto:jacobm@alexkor.co.za) for attention of Mr Jacob Mokwena. The enquiries will be consolidated and Alexkor will issue one written response and such response will be emailed to all the bidders.

### **2.1 Terms of Reference (ToR)**

The purpose of this bid is to appoint a suitable service provider to renovate the South African Police Service station situated in Alexander Bay, Northern Cape.



## **2.2 Submission of Proposals**

2.2.1. The bid should be hand delivered to the address specified on page 1 of this document and it should be clearly marked as:

**“Renovation of the South African Police Service Station, REFERENCE NUMBER: ALEX RFP 02/2022”**

2.2.2. The closing date for Submission of bids is **19 June 2023 at 16:00**

2.2.3. The tender box is only available for deposit of the proposal during working hours (08h00 to 16h00) Monday to Thursday and (08:00 to 13:00) Friday.

2.2.4. The bid closing date, bidder name and the return address must be indicated on the envelope.

2.2.5. If a courier service company is used for delivery of the bid response, the bid description must be indicated on the delivery note/courier packaging and the courier must ensure that documents are placed/deposited into the tender box. Alexkor will not be held responsible for any delays, where bid documents are handed to Alexkor receptionist.

2.2.6. Where a bid response is not in the box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is Alexkor’s policy not to consider late bids for tender evaluation.**

**Bidders are requested to submit one (1) original, 1 (one) copy of the bid. No email responses will be considered.**

2.3.7 Bidders should adhere to the following;

2.3.7.1 No costs have been prescribed for the Bidding Document.

2.3.7.2 All proposals must be priced in ZAR, inclusive of VAT.

2.3.7.3 If the bid does not include all the required information, the bid will be considered invalid.

2.3.7.4 The price must remain valid for a period of ninety (90) days from the date of submission.

## **2.4 Infrastructure**

It is expected that bidders will be able to renovate the South African Police Service station situated in Alexander Bay, Northern Cape with/without any upfront payment by Alexkor.



## **2.5 Costs to be borne by Service Provider**

All expenses incurred by the bidders in any way associated with the development, preparation and submission of responses and providing any additional information required by Alexkor, will be borne entirely and exclusively by the service provider.

## **2.6 No Legal Relationship**

No binding legal relationship will exist between any of the bidders and Alexkor until the execution of a signed Service Level Agreement (SLA). The Terms of Reference (ToR) document will form part of any such contract or arrangement.

## **2.7 Evaluation of the proposals**

Each bidder acknowledges and accepts that Alexkor may, at its absolute discretion, apply selection criteria specified in this document for the evaluation of proposals for short listing/selecting the eligible bidder(s).

# **3. INSTRUCTIONS FOR PROPOSALS**

## **3.1 Format of your Proposal**

The proposal should be presented in two sections i.e. Financial Proposal and Technical Proposal.

### **3.1.1 Financial Proposal format**

Bidders must structure their financial proposal as per the format indicated on **4.2 below**.

### **3.1.2 Technical Approach**

The bidders should adhere to the Terms of Reference.

# **4. SCOPE OF SERVICES/WORKS/GOODS.**

## **4.1 Specification details:**

- Painting of internal and external walls complete with window frames and door frames
- Internal walls painting (Entrance foyer, Toilets and Hall)
- Repairs to the Toilet Urinals (Ensure flush masters are in working order).
- Repair of tiling and ceiling
- Repair of cracks and installation of lintels

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- Repair of blocked or damaged plumbing
- Repair of fixed cupboards, and
- Any other item(s) identified during site inspection.

#### **Requirements :**

- Please note that all work under this Scope of Work shall be quoted by the supplier and work may be carried out before or after payment has been made by Alexkor and its contractors on site.
- The successful contractor must provide a plan on how services, required to renovate the South African Police Service station situated in Alexander Bay, Northern Cape, shall be rendered without unnecessary delays.
- The successful contractor shall bill Alexkor once the job is completed and Alexkor's representative(s) are happy with the work done.
- The successful contractor shall renovate the South African Police Service station situated in Alexander Bay, Northern Cape.
- The proposal shall provide a plan on how the contractor intends to renovate the South African Police Service station situated in Alexander Bay, Northern Cape.
- A service level agreement shall be entered into, with Alexkor and the successful bidder.
- The successful bidder shall indicate how long it will take to start working after receiving an award letter.
- The bidder shall comply with the tender advert.

#### **4.2 Financial proposal**

Quotes should be made based on four categories and each of these categories should be on a different line item on the full quote. The quote should be based on site establishment, monthly subscription and per unit including installation yearly. See below:

- 1. Painting of internal and external walls** – Please specify based on what charges will be for painting.
- 2. Painting of window frames and door frames** – Please specify based on what charges will be for painting.
- 3. Repairs to the Toilet Urinals** – Please specify based on what charges will be repair of toilets.
- 4. Repair of tiling** – Please specify based on what charges will be for repair of tiling.
- 5. Repair of ceiling** – Please specify based on what charges will be for repair of ceiling.
- 6. Repair of cracks** – Please specify based on what charges will be for repair of cracks.
- 7. Repair of installation of lintels** – Please specify based on what charges will be for installation of lintels.
- 8. Repair of blocked or damaged plumbing** – Please specify based on what charges will be for repair of blocked and damaged plumbing.
- 9. Repair of fixed cupboards** – Please specify based on what charges will be for cupboards

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**10. Any other item(s) identified during site inspection–** Please specify what other charges will be

<u>Painting of internal and external walls</u>	<u>RXXXXXXXXXXXXX</u>
<u>Painting of window frames and door frames</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repairs to the Toilet Urinals</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repair of tiling</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repair of ceiling</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repair of cracks</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repair of installation of lintels</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repair of blocked or damaged plumbing</u>	<u>RXXXXXXXXXXXXX</u>
<u>Repair of fixed cupboards</u>	<u>RXXXXXXXXXXXXX</u>
<u>Any other item(s) identified during site inspection</u>	<u>RXXXXXXXXXXXXX</u>

<u>Total Bid Amount Vat inclusive</u>	<u>RXXXXXXXXXXXXX</u>
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Note: The total bid amount is fixed for entire project.

## **5. STANDARD REQUIREMENTS OF THE BID**

### **5.1 Disclosures**

5.1.1 The bidder must disclose:

- If they are or have been the subject of any proceedings relating to bankruptcy/insolvency.
- If they have been convicted of, or are the subject of any proceedings, relating to:
  - A criminal offence or other offence, involving the activities of a criminal nature in its organisation or found by any regulator or professional body to have committed professional misconduct.
  - Corruption, including the offer or receipt of any incentive of any kind in relation to obtaining any contract with any contracting authority.
  - Failure to fulfill any obligation in any jurisdiction relating to the payment of taxes and other legal obligations.
  - Any other information that is relevant.

5.1.2. If a bidder or related company or any individual discloses details of any previous misconduct or complaint, Alexkor will seek an explanation and background details. At the sole discretion of Alexkor, an assessment as to whether the bidder will be allowed to continue to the next phase of the evaluation phase will be made.

5.1.3 Disclosure extends to any company in the same group of the bidder, including but not



limited to parent, subsidiary and related parties, companies with common shareholders (whether director or indirect) and parties with whom the bidder is associated in respect of this tender.

## **5.2 Disclaimer**

Alexkor reserves the right to not appoint a service provider and to:

- Award the contract or any part thereof to one or more service providers;
- Reject all the bids;
- Decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this bid or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to all the bidders.

## **5.3 Confidentiality**

- Bids submitted will not be disclosed to any other bidders
- All information pertaining to Alexkor obtained by the bidder as a result of participation in this RFP is confidential.

## **5.4 Disqualification**

Any form of canvassing/lobbying/influence regarding the short listing will result in disqualification.

## **6. EVALUATION CRITERIA**

Bids will be evaluated in three (3) stages

### **Stage 1-Administrative Compliance.**

This entails initial screening of bid responses received at close of the bid. During this phase, bid responses are registered to ascertain the number of bid responses received before the closing date and time and to verify if the bidders submitted all the mandatory requirements.

The following mandatory/compulsory documents must be submitted for the first stage of evaluation:

- Valid Tax Clearance Certificate and SARS pin
- Valid BBBEE Certificate.



- All the SBD (standard bid document) forms must be fully signed.
- Copy of the Company registration certificate.
- Company profile.  
Central Supplier Database (CSD) registration documents not older than 3 months.
- Joint Venture/Consortium agreement signed (each TCC and combined BBBEE certificate)

## Stage 2-Technical/Functionality Assessment

This evaluation will be based on the responses using the functional assessment that is previous experience and technical approach.

The bidder must score at least 70 points or more out of 100 points on technical/functionality to qualify for the next phase,

Criteria	Weighting	Scoring Evaluation
<b>Company Experience and Track Record</b>	<b>20</b>	
- Number of years in construction industry	5	1 = Less than 2 years 2 = Between 2-3 years 3 = Between 4-5 years 4 = Between 5-6 years 5 = More than 6 years
- Previous experience in police station projects	7	1 = No experience 2 = Limited experience 3-5 = Moderate experience 6-7 = Extensive experience
- Similar projects completed	8	0= None 1-4 = Few 5-7 = Several 8 = Many
<b>Methodology and Project Management</b>	<b>25</b>	
- Detailed construction plan	10	1-2 = Inadequate plan 3-5 = Basic plan 6-8 = Detailed plan with some gaps 9-10 = Comprehensive and precise plan
- Project schedule and milestones	8	1-2 = Incomplete or unrealistic



		3-4 = Partially defined 5-6 = Well-defined with some gaps 7-8 = Clear and realistic
- Quality control measures	7	1 = Lack of quality control measures 2-3 = Basic quality control measures 4-5 = Established quality control measures with some gaps 6-7 = Comprehensive and effective quality control measures
<b>Technical Competence</b>	<b>20</b>	
- Qualified(Certifications) and experienced staff	12	1-3 = Limited qualifications and experience 4-6 = Adequate qualifications and experience 7-9 = Well-qualified and experienced staff 10-12 = Highly qualified and experienced staff
- CIBD Grading (please provide certificate)	8	0 = Non-compliant 1 = Below required grading 2 = Minimum required grading 3 = Intermediate grading 4 = High-level grading 8 = Fully compliant
<b>Resources and Equipment</b>	<b>15</b>	
- Sufficient manpower	6	0 = Insufficient 2-3 = Adequate 4-5 = Well-staffed 6-7 = Abundant
- Availability of necessary equipment	6	0 = Limited availability 1-2 = Adequate availability 3-4 = Sufficient availability 5-6 = Extensive availability
- Safety measures and protocols	3	0 = Insufficient safety measures 1 = Basic safety measures 2 = Well-established safety measures

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		3 = Comprehensive safety measures
<b>Financial Capacity</b>	<b>10</b>	
- Financial stability	5	0 = Financially unstable 1-2 = Somewhat financially stable 3-4 = Financially stable 5 = Highly financially stable
- Ability to secure necessary funds	4	1 = Unable to secure funds 2 = Partial ability to secure funds 3 = Able to secure funds 4 = Highly capable of securing funds
- Insurance coverage	1	0 = Inadequate insurance coverage 1 = Comprehensive insurance coverage
<b>Locality of Supplier</b>	<b>10</b>	
- Service Agent Addresses  (Note: Preference is given to suppliers who are located in the Richtersveld Municipal area)	10	1 = Outside of the Northern Cape Province 2-4 = Outside Namakwa District 5-7 = Other Municipal areas in the Namakwa District 10 = Richtersveld Municipal area
<b>Total Score</b>	<b>100</b>	

### Stage 3- Evaluation in terms of PPPFA Regulation, 2017 (80/20)

This bid will be evaluated and adjudicated according to the 80/20 preference points system. The 80 points will be awarded for price and 20 points will be awarded on the BBBEE status level.

Breakdown of points

80/20 Preferential point component	Points
Pricing	80
BBBEE Level Contributor	20
<b>Total</b>	<b>100</b>

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$$P_s = 80 * \left( 1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

- \*  $P_s$  = Points scored for price of tender under consideration.
- \*  $P_t$  = Price of tender under consideration and;
- \*  $P_{min}$  = Price of lowest acceptable tender

Points will be awarded to a bidder for the BEE level of contributor in accordance with the table below.

BBBEE Status Level of Contributor	Number of points (20 points)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

#### 7. PRICES

- Provide a "Pricing Grid or "Transaction Fee Schedule;

#### 8. PAYMENT TERMS

Alexkor undertakes to pay valid invoices in full within thirty (30) days from statement date for services rendered or goods delivered.

#### 9. REQUIREMENTS PRIOR TO CONTRACT AWARD

The following requirements must be met prior to a contract award being made to the preferred bidder. Should a preferred bidder not respond positively to Alexkor's written request within 7 working days of delivery of such request (if this has not been submitted

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with the tender), that tenderer will be disqualified and the next ranking bidder will be considered.

#### **10. VALIDITY**

A proposal shall remain valid for ninety (90) day after the closing date of the submission for proposals.

#### **11. SIGNATORIES**

All responses to this RFP should be signed off by the signatories of the bidder.

#### **12. SPECIAL TERMS AND CONDITIONS**

- Alexkor reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the bidder.
- This bid will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA.
- Alexkor is the sole adjudicator of the bid and the decisions in this regard will be final. Bidders are welcome to be present at the opening of bids.
- The Annexures are part of the bid documentation and must be signed by the bidder and attach to the bid document.

**END OF THE SPECIFICATON**

**APPROVED BY:**



MISS L SWARTBOOI

**ACTING CHIEF EXECUTIVE OFFICER**

**DATE: 24 MAY 2023**