

**REQUEST FOR QUATATION (RFQ): OCCUPATIONAL HEALTH AND SAFETY AGENT:  
LINGELETHU JUNIOR PRIMARY SCHOOL  
MAMPELAZWE JUNIOR SECONDARY SCHOOL  
MAQEBEVU PRIMARY SCHOOL**

**SUPPLIER NAME:** .....

**CSD NO: MAAA** .....

**TEL:** .....

**FAX:** .....

**EMAIL ADDRESS:** .....

**QUOTATION ISSUE DATE: 25 November 2022**

**QUOTATION AMOUNT INCLUDING VAT: R**.....

<b>Quotation Reference No.</b>	<b>IDTECRFQ16/DOEOHS/2022/2023</b>
<b>Closing Date and Time</b>	<b>5 December 2022 @ 11:00</b>
<b>Compulsory Briefing Session</b>	<b>N/A</b>
<b>Compulsory Briefing Session Address</b>	<b>N/A</b>
<b>Address for submission of RFQ responses into the Tender Box</b>	<p>Palm Square Business Park Bonza Bay Road Silverwood House Beacon Bay East London</p> <p><b>ONLY HARD COPY DOCUMENTS WILL BE ACCEPTED IN A SEALED ENVELOPE PROPERLY MARKED WITH THE QUOTATION NUMBER</b></p>
<b>Technical Enquiries and Submission to:</b>	<p>Name: Mathongo Hesewu Tel: (043) 711 6000 Email: <a href="mailto:MathongoH@idt.org.za">MathongoH@idt.org.za</a></p>

<b>Evaluation Criteria</b>	<p>(a) The 80/20 Evaluation System will be used for procuring items with values of R30 000 and above but not exceeding R50 000 000 inclusive of Vat (PPPFA and IDT SCM Policy) Price; and</p> <p>(b) B-BBEE Status Level of Contribution.</p>
<p><b>Compulsory Returnable-Mandatory Documents</b></p> <p><b>N:B: Failure to submit the compulsory requirements will lead to automatic disqualification</b></p>	<ol style="list-style-type: none"> <li>1. A bidder to provide <b>Central Supplier Database (CSD)</b> report and/or CSD number as a proof of registration</li> <li>2. A fully completed and signed Invitation to Bid document (<b>SBD 1</b>)</li> <li>3. A fully completed and signed Bidder's Disclosure (<b>SBD 4</b>)</li> <li>4. A fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement (<b>SBD 6.1</b>)</li> <li>5. Fully Completed Fee Proposal in line with the Pricing Instruction as indicated in the bid document</li> <li>6. Completed Form of Offer, fully signed and witnessed</li> <li>7. Proof of Professional Registration with the South African Council for the Project and Construction Management Professions (OHS)</li> </ol> <p><b><u>FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION</u></b></p>
<b>Non-Mandatory Documents</b>	<ol style="list-style-type: none"> <li>8. BBBEE certificate issued by SANAS accredited agency or Sworn Affidavit</li> </ol>
<b>Submission documents</b>	<p>Quotations should be hand delivered to: <b>The Independent Development Trust (IDT)</b> <b>Palm Square Business Park</b> <b>Bonza Bay Road</b> <b>Silverwood House</b> <b>Beacon Bay</b> <b>East London</b> Submitted in a Marked Tender Box (Reception) before closing date and time</p> <p>Or <b>Couriered</b> and Submitted in the Tender Box before closing date and time.</p>

<b>Pricing</b>	<ul style="list-style-type: none"> <li>• Price must include 15% VAT</li> <li>• Only VAT Registered Vendors may charge VAT</li> <li>• All cost related to the service required must be included</li> <li>• Quotation must be valid for at least 90 days</li> </ul>
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**NB: Certified Copy of the BBBEE certificate issued by a SANAS accredited Agency or a Sworn Affidavit to claim preference points**

## TERMS AND CONDITIONS

- Quotations must be hand delivered on or before the quotation closing date and closing time as shown above. No late quotations will be considered.
- Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
- Only authorized representatives of the supplier may duly sign quotations. The IDT will not accept liability for quotations not duly signed.
- No services may be rendered without an official purchase order issued by IDT.
- The IDT reserves the right to award the quotations in a whole or in part or not to award at all.
- The IDT General Conditions of Contract are applicable for all quotations unless otherwise specified. ([www.idt.org.za](http://www.idt.org.za)).
- Quotations shall be inclusive of VAT (Where Applicable - VAT Vendors)
- Quotations shall be valid for 90 calendar days.
- All costs related to the service to be provided shall be included in the quotation.
- Applicable work stages for the project shall be quoted for in full.
- The quotation shall be inclusive of all work expenses as there shall be no additional monies that will be paid by the Employer for this project. As such all work-related risks shall be factored in the bidders' quotation. Price / Fee adjustments shall only be carried out when the construction price changes, as is the norm, and in line with the applicable tariff of applicable professional fees.

## SCOPE OF WORK ON SITE- CONSTRUCTION

Occupational Health and Safety services required for construction and repairs of 3 schools and provide the best and more economical solution of works to be affected:

NAME OF SCHOOLS	SCOPE OF WORKS
LINGELETHU JUNIOR PRIMARY SCHOOL	<b>Stage 4-6</b> (Double Grade R Facility, Fittings, Jungle Jim, Sand Pit, Under Cover Play Area)
MAMPELAZWE JUNIOR SECONDARY SCHOOL	<b>Stage 5-6</b> (Double Grade R Facility, Fittings, Jungle Jim, Sand Pit, Under Cover Play Area)
MAQEBEVU PRIMARY SCHOOL	<b>Stage 4-6</b> (Double Grade R Facility, Fittings, Jungle Jim, Sand Pit, Under Cover Play Area)

## SCOPE OF WORK FOR OHS AGENT

**N: B:** Please note this quotation is for work from stage 4 to stage 6 of the SACPCMP construction project stage; and the below deliverables will be expected from the appointed service provider:

1. Prepare construction project health and safety mobilization and access plan/s for the construction work.
2. Assess samples, mock-ups and products (evaluation) for construction project, structural maintainability and operability and health and safety compliance.

### STAGE 4:

1. Attend design and consultants' meetings.
2. Assist in developing clear construction project health and safety procurement process (records)
3. Finalize the construction project health and safety specification/s and integrate with the procurement documentation
4. Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants (communication)
5. Prepare the project construction health and safety documentation for submission to client
6. Participate in construction project tender clarifications meeting/s

7. Assist with tender's evaluation and verify contractor OHS competencies, knowledge & resources to carry out the construction works
8. Assist the cost consultant in the finalization of the construction project health and safety cost estimate/ budget
9. Assist with the preparations of contract documentation for signature
10. Prepare construction project health and safety mobilization and access plan/s for the construction work
11. Assess samples, mock-ups and products (evaluation) for construction project, structural maintainability and operability and health and safety compliance

#### **STAGE 5:**

1. Assess and approve the principal contractor construction project health and safety plan
2. Submit necessary documentation to authorities and facilitate permit/ notice that may be required to commence the construction work
3. Attend site handover meetings and lead the construction project health and safety mobilization and access plan
4. Attend regular site, technical and progress meetings (& risk communication)
5. Prepare the revised construction project H&S risk profile, specification and cost estimate/ budget in response to scope of work change/s
6. Monitor implementation (commissioning) of the CPH&S plan
7. Recommend stop orders (report) as required
8. Monitor the design risk management process (records)
9. Perform incidents and accident investigations where necessary (records & corrective actions)
10. Audit compliance with the construction project H&S plan and brief the project management team and contractor following site audits
11. Conduct health and safety management system audits
12. Facilitate construction health and safety system plan review for continual improvement
13. Monitor the compilation of the (interim) construction project health and safety file by the contractor
14. Prepare the consolidated Health and Safety file
15. Prepare the OHS report of compliance status for occupation elements of the health and safety plan for commissioning of the structure.



Palm Square Business Park  
Bonza Bay Road  
Silverwood House  
Beacon Bay  
East London  
Tel: 043 711 6000  
Website: [www.idt.org.za](http://www.idt.org.za)

**STAGE 6:**

1. Review, discuss & approve the H&S file with contractor and manage the construction project H&S during the defects & liability period (audit & risk communication)
2. Cancel all construction project health and safety legal appointment/s
3. Prepare the health and safety operations and maintenance report and approve H&S file
4. Prepare the consolidated construction project health and safety close-out report.

**The Award of this RFQ may be subjected to price negotiation with the preferred supplier /service provider**

I / We, the undersigned, hereby agree to provide all services at the price quoted and under the Terms and Conditions of Quotation shown in this Invitation Document.

Name: .....

Authorized Signature: ..... Company

Date: .....

COMPANY STAMP

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).
- 1.3 Points for this bid shall be awarded for:
- (c) Price; and
  - (d) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20 or 90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR



- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

## 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = ..... (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?  
(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

## COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.6 Total number of years the company/firm has been in business:.....

8.7 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

### WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....  
ADDRESS .....

**SBD 1**

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>IDTECRFQ16/DOEOHS/2022/2023</b>	CLOSING DATE:	<b>5 December 2022</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>Construction and Repairs</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Bonza Bay Road Silverwood House Beacon Bay 5205					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Nomnikelo Dyasi</b>		CONTACT PERSON	<b>Mathongo Hesewu</b>	
TELEPHONE NUMBER	<b>(043) 711 6000</b>		TELEPHONE NUMBER	<b>(043) 711 6000</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<b>Nomnikelod@idt.org.za</b>		E-MAIL ADDRESS	<b>mathongoh@idt.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
<div> <div>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</div> <div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> </div> <div> <div>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</div> <div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> </div> <div> <div>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</div> <div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> </div> <div> <div>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</div> <div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> </div> <div> <div>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</div> <div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> </div> <div> <div>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.</div> </div>			

## SBD 1

### PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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: .....

## 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 interest<sup>1</sup> 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

<sup>1</sup> 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 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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 consortium<sup>2</sup> 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.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.

3.6 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

<sup>2</sup> 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.





Palm Square Business Park  
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Tel: 043 711 6000  
Website: [www.idt.org.za](http://www.idt.org.za)

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 PREVENTING AND

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<b>Description</b>	Request for proposal (RFQ) to provide Health and Safety services for Construction and repairs of 3 existing schools project <b>and deliver all the deliverables from stage 4 to stage 6 as per SACPCPM</b>
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## **1. Background:**

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; “The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life”.

The Independent Development Trust (IDT) received instruction from The Eastern Cape Department of Education (ECDoE) to appoint OHS consultant for construction and repairs of 3 existing schools. The works are for stage 4 to stage 6.

## **2. Purpose:**

The IDT is therefore embarking on a project to partner with a service provider to render Occupational Health and Safety Services for construction and repairs of 3 existing schools. The works are for stage 4 to stage 6.

## **3. The “RFQ” process to be followed:**

The RFQ will be evaluated against the Preferential Procurement Policy Framework of 2017 (“PPPFA”). The evaluation will be done in the following phases in order to shortlist and rank respondents.

Phase 1 – Pre Qualification Criteria- Mandatory documents

Phase 2 – Price and B-BBEE evaluation (80/20)

4. The services of the project are: Agent in terms of the construction regulations of the Occupational Health and Safety Act for the project.
5. Scope of work for construction and repairs of 3 existing schools: To provide OHS service to the project as per SACPCMP stages from stage 4 to stage 6 (Refer to page 4-6 of this RFQ- OHS Agent deliverables)
6. Requirements for RFQ (construction and repairs existing schools)  
Phase 1 (Pre-Qualification Criteria)

### **COMPULSORY REQUIREMENTS:**

Bidders will first be evaluated in terms of the criteria set out below:

Bidders who do not meet all the requirements will be disqualified. Bidders who meet all the requirements will be further evaluated on Price and BBBEE (Phase 2).

- a) Proof of professional registration of company directors (SACPCMP)
- b) Valid proof of professional indemnity (Minimum of R1 million)
- c) Completed and signed:
  - SBD 1
  - SBD 4
  - SBD 6.1

Service Provider must please ensure that you have attached all the above documents before submitting your RFP.

### **6. Pricing and BBB-EE**

Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

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

**80/20**

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

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

The applicable point system is 80/20 (where 80 is for price and 20 for BBBEE level of contribution).

A certified copy of the BBBEE certificate issued by a **SANAS accredited agency** or a **sworn in affidavit confirming the BBBEE level of contribution in case of Emerging Micro Enterprises (EME)**. This is for claiming of preference point and failure to submit shall mean that a zero score will be allocated.

#### **Pricing and BBB-EE will be evaluated as follows:**

##### **Scoring Preference**

Score the preference claimed of the remaining responsive tender offers in terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, in accordance with the table below:

<b>B-BBEE Status Level of Contribution</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

#### **6.1. Payment Terms**

- The IDT undertakes to pay an original and valid tax invoices in full within thirty (30) days from date of invoice;
- All supporting documents for services rendered should be submitted together with the tax invoices by the first (25<sup>th</sup>) of every month;
- All tax invoices must include the IDT Vat number and
- Valid tax invoices for all services rendered are to be submitted to the IDT Eastern Cape office reception.

**THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST OR ANY BID AND RESERVES THE RIGHT TO ACCEPT ANY BID IN WHOLE OR IN PART**

## **PRICING DATA**

### **PRICING INSTRUCTIONS**

- I. Disbursement cost, if any, shall be paid on a proven incurred cost basis in line with applicable guidelines as per the National Department of Public Works and Infrastructure (NDPWI) "Rates for Reimbursable Expenses".
- II. **The base town for the projects shall be East London as such all disbursement related cost will be referenced to East London IDT (*only applicable where the bidder's offices are located further away from East London*)**
- III. **No travelling and time related claims shall be applied for sites / towns within 50km of the base town / service provider's office address**

## **1. FEE PROPOSAL**

The quotation shall be based on the work to be performed on site by the OHS Professional Service Provider and shall include all relevant allowances for unforeseen risk associated with the work of this nature. The quotations shall cover for all work to be carried out by the OHS Professional Service Provider including, but not limited to, Site Assessments, Reports, Various Site meetings, etc.

<b>Name of School</b>	<b>Construction Estimate</b>
LINGELETHU JUNIOR PRIMARY SCHOOL	8,242,800.00
MAMPELAZWE JUNIOR SECONDARY	4,418,929.64
MAQEBEVU PRIMARY SCHOOL	7,109,287.10
<b>TOTAL ESTIMATE Costs (incl. VAT)</b>	<b>R 19,771,016.74</b>

## FEE GUIDELINE FOR APPLICABLE PROFESSIONAL SERVICES (OHS)

Professional Discipline	Applicable Gazette
<b>Professional Health and Safety Services</b>	<b>SACPCMP- rates as per Gazette 42697 Board Notice 167 of 2019</b>

Fees shall be quoted per work stage as indicated in the table below.

The quotation shall be prepared in the manner as indicated below;

### LINGELETHU JUNIOR PRIMARY SCHOOL

Item	Applicable Work Stages	Fee Per Work Stage (Excl VAT)
<b>A</b>	Stage 4 (Documentation and Tender)	
<b>B</b>	Stage 5 (Construction & Supervision)	
<b>C</b>	Stage 6 (Close Out)	
<b>D</b>	<b>Total Proposed Fee (Excl VAT)</b>	
<b>E</b>	<b>Overall Discount Offered (%)</b>	%
<b>F</b>	<b>Overall Discount Offered (R)</b>	
<b>G</b>	<b>Total Discounted Fee (Excl. VAT)</b>	
<b>H</b>	Disbursement Fee	R 100, 000.00
<b>I</b>	<b>Total + Disbursements (Excl VAT)</b>	
<b>J</b>	<b>Total (Total + Disbursements)</b>	

### **MAMPELAZWE JUNIOR SECONDARY**

Item	Applicable Work Stages	Fee Per Work Stage (Excl VAT)
<b>A</b>	Stage 4 (Documentation and Tender)	
<b>B</b>	Stage 5 (Construction & Supervision)	
<b>C</b>	Stage 6 (Close Out)	
<b>D</b>	<b>Total Proposed Fee (Excl VAT)</b>	
<b>E</b>	<b>Overall Discount Offered (%)</b>	%
<b>F</b>	<b>Overall Discount Offered (R)</b>	
<b>G</b>	<b>Total Discounted Fee (Excl. VAT)</b>	
<b>H</b>	Disbursement Fee	R 100, 000.00
<b>I</b>	<b>Total + Disbursements (Excl VAT)</b>	
<b>J</b>	<b>Total (Total + Disbursements)</b>	

**MAQEBEVU PRIMARY SCHOOL**

Item	Applicable Work Stages	Fee Per Work Stage (Excl VAT)
A	Stage 4 (Documentation and Tender)	
B	Stage 5 (Construction & Supervision)	
C	Stage 6 (Close Out)	
D	<b>Total Proposed Fee (Excl VAT)</b>	
E	<b>Overall Discount Offered (%)</b>	%
F	<b>Overall Discount Offered (R)</b>	
G	<b>Total Discounted Fee (Excl. VAT)</b>	
H	Disbursement Fee	R 100, 000.00
I	<b>Total + Disbursements (Excl VAT)</b>	
J	<b>Grand Total (Total + Disbursements)</b>	

Name of School	Total Fees & Disbursement
LINGELETHU JUNIOR PRIMARY SCHOOL	
MAMPELAZWE JUNIOR SECONDARY	
MAQEBEVU PRIMARY SCHOOL	
<b>Sub-total</b>	
<b>VAT (15%)</b>	
<b>GAND TOTAL (incl. VAT)</b>	

**Total to be carried to offer and acceptance form**

**PLEASE NOTE DISCOUNTS WILL BE CAPPED AT 20% AS PER THE IDT POLICY.**



## **FORM OF OFFER AND ACCEPTANCE**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**PROVISION OF OCCUPATIONAL HEALTH AND SAFETY SERVICES FROM QUALIFYING AND EXPERIENCED ENTITIES FOR THE PROVISION OF PROFESSIONAL OCCUPATIONAL HEALTH AND SAFETY (OHS) SERVICES FOR THE CONSTRUCTION AND REPAIRS AT LINGELETHU JUNIOR PRIMARY SCHOOL, MAMPELAZWE JUNIOR SECONDARY SCHOOL AND MAQEBEVU PRIMARY SCHOOL FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION.**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS: .....**

Rand (in words); R ..... (in figures) **INCLUDING VAT**

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature ..... Date .....

Name ..... Identity number .....

Capacity .....

### **for the tenderer**

(Name and .....  
address of organization) .....  
Name and .....  
signature .....  
of witness .....

**NOTE: Failure of a Bidder to complete in full and sign this part of the tender form (offer) will invalidate the tender offer**

## FORM OF OFFER AND ACCEPTANCE

### Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature .....	Date .....
Name .....	Identity number .....
Capacity .....	
<b>for the Employer</b>	The Independent Development Trust (IDT) Palm Square Business Park Bonza Bay Road Silverwood House Beacon Bay East London



Palm Square Business Park  
Bonza Bay Road  
Silverwood House  
Beacon Bay  
East London  
Tel: 043 711 6000  
Website: [www.idt.org.za](http://www.idt.org.za)

Name and .....

signature

of witness .....

Date .....