

INDEPENDENT DEVELOPMENT TRUST



INVITATION TO BUILT ENVIRONMENT PROFESSIONALS FOR THE ESTABLISHMENT OF A PANEL OF CONSULTANTS FOR THE INDEPENDENT DEVELOPMENT TRUST (IDT) LIMPOPO OFFICE FOR A PERIOD OF 36 MONTHS

REQUEST FOR PROPOSALS

REF NO.: IDT/LP-PSP/PANEL 2022/23

Discipline/Profession	Tick Specific One
Quantity Surveyor	
Architects	
Civil Engineer	
Structural Engineer	
Mechanical Engineer	
Electrical Engineer	
Occupational Health and Safety Agents	

Name of company :.....

CSD Registration no :.....

Registered Director/Owner & Pr No:.....

Professional Council :.....

Tel:

Email Address:

Closing Date : 24 JUNE 2022

PREPARED BY:

Independent Development Trust – LIMPOPO

22 Hans Van Rensburg Street
Polokwane
0700

Bid Administration Enquiries

E-mail: MamikieM@idt.org.za

Technical Enquiries

E-mail: Dineol@idt.org.za / MohapiS@idt.org.za

All Enquiries may be addressed in writing by no later than 15th June 2022 at 16H00.

Bid Document to Procure Professional Services. This document contains the Term of Reference, the Bid Data, the Returnable Documents and Special Condition of Bid

Contents

PART T1: BIDDING PROCEDURES	1
T1.1 TENDER NOTICE AND INVITATION TO SUBMIT PROPOSALS	2
T1.2 BID DATA	5
T1.2.1 Background	5
T1.2.2 Bid Details	6
Bid Data (including special conditions of Bid)	6
T1.2.3 Evaluation Procedure	9
PART T2: RETURNABLE DOCUMENTS	15
T2.A5 _ SBD 1: INVITATION TO BID (SBD 1)	15
T2.A6 DECLARATION OF INTEREST (SBD 4)	17
T2.A10 CONFIRMATION OF RECEIPT OF ADDENDA TO BID DOCUMENTS	20
PART T2.B OTHER REQUIRED DOCUMENTS	21
PART C1: CONTRACT	35
C1.1 BID CONTRACT DATA	35
PART C2: PRICING DATA	35
C2.1 PRICING INSTRUCTIONS	36
C2.2 TYPING, PRINTING AND DUPLICATING WORK AND FORWARDING CHARGES	36
C2.3 TRAVELLING AND SUBSISTENCE ARRANGEMENTS AND TARIFFS OF CHARGES	37
PART C3: SCOPE OF SERVICES	38
C3.1 PROFESSIONAL SERVICE PROVIDER'S OBJECTIVES	38
C3.2 GENERAL REQUIREMENTS	39
C3.2.1 Services	39
C3.2.2 Location	39
C3.2.3 Project Programme	39
C3.2.4 Reporting Requirements and Approval Procedure	39
C3.2.5 Safety	39
C3.3 SOFTWARE APPLICATION FOR PROGRAMMING	39
C3.4 USE OF REASONABLE SKILL AND CARE	39
C3.5 COMPLIANCES WITH STANDARDS AND REGULATIONS	40
PART C4: NOTES TO BIDDERS	421

Part T1: BIDDING PROCEDURES



Independent Development Trust

REF NO.: IDT/LP-PSP/PANEL 2022/23

T1.1 Tender Notice and Invitation to Submit Proposals

INVITATION TO BUILT ENVIRONMENT PROFESSIONALS FOR THE ESTABLISHMENT OF A PANEL OF CONSULTANTS FOR THE INDEPENDENT DEVELOPMENT TRUST (IDT) LIMPOPO OFFICE FOR A PERIOD OF 36 MONTHS

The Independent Development Trust (IDT) in the Limpopo Province hereby calls for Expression of Interest from suitably qualified and experienced service providers from the built environment professions to establish pre-approved panels of Professional Service Providers (PSPs) for infrastructure projects in Limpopo to be utilised for a period of 36 months. The following categories of professional service providers are invited:

- Quantity Surveyors;
- Architects;
- Civil Engineers
- Structural Engineers;
- Electrical Engineers;
- Mechanical Engineers;
- Occupational Health and Safety Agents

Only PSP's/ consultants who are professionally registered with relevant professional bodies are eligible to submit expressions of interest. **Entities with multi disciplines must submit individual bids per discipline.** Proposals will be evaluated in terms of the Mandatory Requirements and Generic Functionality Criteria as follows:

PHASE ONE - MANDATORY RETURNABLE DOCUMENTS

ITEM	MANDATORY
1	Authority to Sign this Bid (for companies that has more than one director)
2	<p>The directors must be professionally registered on the relevant discipline with the relevant body as follows;</p> <ul style="list-style-type: none"> a. Quantity Surveyors - <i>Professional Quantity Surveyor Only</i> b. Architects – <i>Professional Architect Only</i> c. Civil Engineers – <i>Professional Engineer Only</i> d. Structural Engineers – <i>Professional Engineer Only</i> e. Electrical Engineers - <i>Professional Engineer Only</i> f. Mechanical Engineers - <i>Professional Engineer Only</i> g. Occupational Health and Safety Agents – <i>Construction Health and Safety Agents Only</i> <p>Professional registration of the director/s must own at least 50% in the company for the relevant discipline (Share percentage will be verified on the Full CSD Report of the company)</p>
3	<p>Fully completed and signed SBD Forms:</p> <ul style="list-style-type: none"> • SBD1: Invitation to bid • SBD4: Bidders Disclosure
4	Confirmation of addendum (if applicable)
5	Valid COIDA or Fem Certificates
6	Proof of Professional Indemnity Insurance of R5 million for all disciplines except OHS (OHS Agent is R3 Million)
7	Service Providers must be registered on Central Supplier Database (MAAA Number to be used to verify registration)
8	Attendance of Compulsory Briefing Meeting
Failure to comply with the above requirement will result in automatic disqualification.	

PHASE TWO – FUNCTIONALITY CRITERIA

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of the company on General Building Construction projects not older than 05 years	25
Client References	15
Qualifications of the key assigned personnel	15
Experience of Key assigned personnel more than 05 years of experience (General Building Construction)	15
Locality of the firm's office	10
Closure of Projects	20
TOTAL	100

Only bidders that score 70 points as minimum functionality threshold will qualify to be in the panel of consultants for a period of 36 months.

Non-Mandatory

ITEM	DESCRIPTION
1	List of all shareholders/directors with Original certified copies of their IDs (no older than 6 months from the tender closing date)
2	Company Registration Documents

DOCUMENTS TO BE VERIFIED AT BID AWARD

The following returnable documents shall be submitted at award, the validity of this documentation will be verified at the time of award.

- Compliant Proof of Central Supplier Database (CSD) registration report

Tender documents must be downloaded from IDT website and National Treasury e-tender on the following link: http://www.idt.org.za/business_opportunities/current-tenders and www.treasury.gov.za

Bids must be submitted on the original documentation that is issued by IDT and delivered at the following address:

Independent Development Trust
22 Hans van Rensburg street
Polokwane
0700

The closing time to receipt the Bids is 24 June 2022 at 11:00.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids **WILL NOT** be accepted.

T1.2 BID DATA

T1.2.1 Background

IDT is a Schedule 2 Public Entity governed by the PFMA and other applicable legislative frameworks as well as its 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"). In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programmes.

The IDT has representation in all provinces and is organized on the basis of regional offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids.

Copy of IDT's last Annual Report is available on request. Additional information with regards to the structure and functional activities of IDT can be obtained from IDT website (www.idt.org.za).

The Independent Development Trust (IDT) has been appointed as the Implementing Agent by various National and Provincial Department Clients to implement Social Infrastructure Service Delivery Programs, these include but not limited to School Building Programme, Water and Sanitation, Fencing Programme, Special Schools Programme and Alternative Construction Methodology Programmes utilising conventional methods, however Alternative Building Technologies (ABTs) could be considered on client request or sites with no access to deliver the materials.

The IDT invites suitable qualified professional consultants from various disciplines (Project Managers, Architects, Quantity Surveyors, Civil & Structural Engineers, Electrical Engineers, Mechanical Engineers and Health and Safety), wishing to be on IDT database/panel PSP's for undertaking of infrastructure related works in the Limpopo Region to submit proposals for expression of interest. The request for quotation will be issued to service providers on this panel as and when projects are allocated to the IDT.

The Database/panel will be valid for 36 months and will be subject to budget and project availability.

T1.2.2 Bid Details**Bid Data (including special conditions of Bid)**

The Standard Conditions of Bid make several references to the Bid Data for details that apply Specifically to this bid. The Bid Data shall have precedence in the interpretation of any ambiguity or Inconsistency between it and the Standard Conditions of Bid. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
F.1.1	The employer is Independent Development Trust
F.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p>Volume 1 - THE BID</p> <p>Part T1: Bidding procedures T1.1 - Bid notice and invitation to bid T1.2 - Bid data</p> <p>Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable schedules</p> <p>Volume 2 - THE CONTRACT</p> <p>Part C1: Contracts and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Performance Bond</p> <p>Part C2: Pricing data C2.1 - Pricing instructions</p> <p>Part C3: Scope of work C3 - Scope of work</p> <p>Part C4: Site information C4 - Site information</p>
F.1.4	The employer's agent will be confirmed if your company is appointed for projects.

F.2.1	Bid offers will only be accepted if the bidder has met the requirement stated on Table 1: List of Returnable Compulsory Documents
F.2.2	A Compulsory briefing session: Date: 01 June 2022 Time: @11h00 Venue: IDT Offices Limpopo region 22 Hans Van Rensburg stress Polokwane 0700
F.2.3	Alternative offers are not applicable.
F.2.4	Parts of each bid offer communicated on paper shall be submitted as an original.
F.2.5	The employer's details and address for delivery of bid offers and identification details that are to be shown on each bid offer package are: Location of bid box: Reception: Independent Development Trust Limpopo Office Physical address: 22 Hans Van Rensburg Street Polokwane 0700
F.2.5.1	Identification details: Bid reference number: BID No. IDT/LP-PSP/PANEL 2022/23 Title of Bid: PROFESSIONAL SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF PROFESSIONAL SERVICE PROVIDERS IN THE LIMPOPO REGION AT THE IDT FOR A PERIOD OF 36 MONTHS Closing date: 24 June 2022 Closing time of the bid: 11H00.
F.2.6	A two-envelope procedure is not required.
F.2.7	Telephonic, telegraphic, telex, facsimile, e-mailed and late bid offers WILL NOT be accepted.
F.2.8	The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid.
F.2.9	The bid offer validity period is 120 days from the closing date
F.3.1	Bids will not be opened in public and will only be published on IDT website

F.3.2.2	Quality / functionality / technical evaluation will be applicable please refer to T1.2.3 for details.
F.3.3.1	The employer reserves the right to award the contract in whole or in part to the successful bidder or not to award the bid at all.
F.3.4	The number of documents copies of the signed contract to be provided by the employer is one.
F.4	<p>NOTES</p> <p>Appointments for projects will be as and when required and will be dependent on project and budget availability. PSP's who qualify to be in the panel can be invited to respond to projects specific bidding for price in line with project scope, complexity, and value in accordance with the IDT SCM Policy, National Treasury regulations and or PFMA regulations. A second appointment letter will be provided for actual allocation of works</p> <p>The full bid document must be filled with ink.</p> <p>Packaged proposals to render more than one service will not be accepted.</p> <p>Applicants are however free to submit separate proposals for any discipline they wish to be involved in provided they meet the required criteria.</p> <p>If applicants chose to bid for more than one discipline, they are required to download a document for each discipline they intend to bid for.</p> <p>Upon allocation of works you will be required to submit a recent Professional Indemnity covering the allocated works or twice your estimated fees, whichever is the highest and conclusion of the applicable Client/ Consultant Agreement CIDB Standard Professional Services Contract 3rd Edition of CIDB document 1014 (or latest version at appointment), together with the IDT addendums and any other special conditions of contract.</p> <p>Upon allocation of works bidders are to ensure that the resources provided in this bid are available to undertake the work under stringent timeframes.</p> <p>Upon allocation of works the bidders are required to take cognizance of the role of the other professionals that might be involved on the project.</p> <p>Upon allocation of works the IDT reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the IDT requirements.</p>

T1.2.3 Evaluation Procedure

Bid evaluation will be conducted as per the stages below:

Phase 1: Eligibility of Bidders.

Phase one (1) entails the process of ensuring compliance of the bidders. Bidders shall submit all mandatory documents to qualify for phase two (2) of the evaluation processes. Failure to submit any of the compulsory returnable documents will lead to disqualification.

Table one (1) lists the compulsory documents that shall be submitted by all bidders to be considered eligible for this bid.

Table 1: List of Compulsory Documents

Description of Compulsory Document
1. Authority to Sign this Bid(If the company has more than one Director)
2. The directors must be professionally registered on the relevant discipline with the relevant body as follows; a).Quantity Surveyors – Professional Quantity Surveyor Only b).Architects – Professional Architect Only c).Civil Engineers – Professional Engineer Only d).Structural Engineers – Professional Engineer Only e).Electrical Engineers – Professional Engineer Only f) .Mechanical Engineers – Professional Engineer Only g) .Occupational Health and Safety Agents– Construction Health and Safety Agents Only <i>Professional registration of the director/s must own at least 50% in the company for the relevant discipline (Share percentage will be verified on the Full CSD Report of the company)</i>
3. Fully completed and signed SBD Forms: SBD1: Invitation to bid SBD4: Bidders Disclosure
4. Valid COIDA or Fem Certificates
5. Proof of Professional Indemnity Insurance of R5 million for all disciplines except OHS agent/Manager which is R3 Million
6. Service Providers must be registered on Central Supplier Database (MAAA Number to be used to verify registration)
7. Confirmation of Receipt of Addenda to Bid Documents (if applicable).
8. Attendance of Compulsory Briefing session

Phase 2: Evaluation on Functionality/Technical Requirements

Phase two (2) entails the process of evaluation of functionality/technical requirements. Only bidders who meet the threshold of **70%** and above of the total functionality/quality points will be appointed to be on the panel

The Table two (2) below, specifies in detail the functionality/technical criteria to be considered under the evaluation.

Table 2: Summary of Functionality / Quality Criteria

Functionality Criteria		Points Allocation
A1	Experience of the company on General Building Construction projects not older than 05 years	25
A2	Client References	15
B1	Qualifications of the key assigned personnel	15
B2	Experience of Key assigned personnel experience (General Building Construction)	15
C	Locality of the firm's office	10
D	Closure of Projects	20
TOTAL POINTS		100

A. EVALUATION SCHEDULE: FIRM'S EXPERIENCE (40 points)**A.1 Relevant Experience on Construction Projects (25 points):**

A schedule of **completed** contracts in built environment in relation to **general building works**. The following details **must** be included in the schedule and to score points we need Appointment letters, Practical and Final completion certificates: -

NB: Should the bidder not submit any of the required documents on a specific project, that specific project will not be considered

- Full description of the project
- Service rendered (Stages involved)
- Name of Employer / client and their representative contact details
- Cost of the works
- Date of practical and/or final completion
- Duration of the project and start date
- Only general building (GB) projects will be evaluated.

A1 – Evaluation sub-criteria: Firm's Experience on Similar Projects (25 points)		
Sub Criteria	Category	Points Awarded
Bid has executed and completed no less than 5 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Very Good	25
Bidder has executed and completed at least 4 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Good	20
Bidder has executed and completed at least 3 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Satisfactory	15
Bidder has executed and completed at least 2 projects from Stage 1 to 6 in the past 5 years and supported by contactable references	Fair	10
Bidder has executed and completed 1 project from Stage 1 to 6 in the past 5 years and supported by contactable references	Poor	5
No submission	Not submitted	0

A.2 Reference Form = (15 points)

The **IDT Reference Form for Projects** listed that have been submitted as complete will be used to evaluate. The following details must be in the IDT Reference Form: -

- Only fully signed and stamped forms by the client will be accepted.
- Clear client contact details are required.

A2 – Evaluation sub-criteria: Reference Form (15 points) as per the reference form signed by the client		
Sub Criteria	Category	Points
Project A	Very Good (3), Good (2.25), Fair (1.5), Poor (0.75) Not Submitted (0)	3
Project B	Very Good (3), Good (2.25), Fair (1.5), Poor (0.75) Not Submitted (0)	3
Project C	Very Good (3), Good (2.25), Fair (1.5), Poor (0.75) Not Submitted (0)	3
Project D	Very Good (3), Good (2.25), Fair (1.5), Poor (0.75) Not Submitted (0)	3
Project E	Very Good (3), Good (2.25), Fair (1.5), Poor (0.75) Not Submitted (0)	3

B. EVALUATION SCHEDULE: KEY PERSONNEL (30 points)

Provide information on the individuals with qualifications, skills and experience of at least one key resource:

- Relevant Qualifications (bidders are to include certified copies of the relevant qualifications of key individuals)
- Relevant registration with professional bodies (bidders are to include certified copies of the relevant registration certificates of individuals and certified ID Copies)
- Number of years of relevant experience in the industry **and** in the proposed role
- Detailed CV's for each member of the team noting their **specific relevant project experience, project description, role and responsibility and project value.**
- SAQA verification certificate must be attached for international qualifications. No points will be allocated for international qualifications if the SAQA verification certificates are not attached.

B1 – Evaluation sub-criteria: Qualifications of proposed key personnel (15 points)

Name of Proposed Key Personnel	Qualification within the built environment profession (15 points)				
	Professional (Project Manager, Quantity Surveyor, Architect or Engineers , Professional Technologist ;Technician etc.)	Master's Degree (NQF L-8 or above)	Bachelor of Degree (NQF L-7)	National Diploma (NQF L-6)	Not submitted
Project Manager	5	4	3	2	0
Senior Consultant	5	4	3	2	0
Technician	5	4	3	2	
Subtotal points	15	12	9	6	0

B2 _ Evaluation sub-criteria: Experience of Key assigned personnel experience (General Building Construction) (15 points)

Name of Proposed Key Personnel	Experience of proposed key personnel (15 points)			
	Between 1 – 4 Years	Between 5 – 6 Years	Between 7 – 9 Years	10 Years and above
Project Manager	2	3	4	5
Senior Consultant	2	3	4	5
Technician	2	3	4	5
Subtotal number of points	6	9	12	15

C. LOCALITY (10 POINTS)

Locality Points will be allocated for office operation in Limpopo province in the name of the company or Director -:

- Proof of Water and Electricity bill or
- Levy account,
- Tribal authority letter, and
- Signed Lease Agreement accompanied by the Landlord's water and Electricity bill will be considered

Failure to submit proof of locality will result in zero points.

Criteria	Points
Office based in the Limpopo Province	10
No office in the Limpopo Province	0

D. PROJECT CLOSURE (20 POINTS)

Closure points will only be allocated in line with the below table and the following supporting documents should accompany each project below:

- Final Completion Certificate
- Final Account Approval Letter by Client

A2 – Evaluation sub-criteria: Project Closure (20 points)			
Sub Criteria	Final Account Approved	Final Completion	Non –Submission
Project A	4	2	0
Project B	4	2	0
Project C	4	2	0
Project D	4	2	0
Project E	4	2	0
Total	20	10	0

PANEL QUALIFICATION

Only bidders who will obtain a threshold of 70% minimum of the total functionality points will qualify to be in the panel for a period of 36 months.

Part T2: RETURNABLE DOCUMENTS CHECKLIST

T2.A “Compulsory Documents Checklist”

Compulsory Commercial Documents shall be submitted by the bidders. If any of the below documentation is not supplied will lead to the immediate disqualification of the bidder. Certified copies of documents shall be submitted in original and not older than 6 months from the tender closing date.

Item	Description of Compulsory Returnable Document	Yes /No
T2.A1	Authority to Sign this Bid (Important for companies that have more than one Director)	
T2.A2	Professional registration of the director/s of 50% in the relevant discipline	
T2.A3	Fully completed and signed SBD1: Invitation to bid Fully completed and signed SBD4: Bidders Declaration	
T2.A4	Confirmation of Receipt of Addenda to Bid Documents (if applicable)	
T2.A5	Proof of Central Supplier Database (CSD) registration report	
T2.A6	Valid COIDA or FEM certificates	
T2.A7	Attendance Compulsory Briefing Session	
T2.A8	Proof of Professional Indemnity Insurance of R5 Million for all Disciplines except for OHS (OHS Agent is R3 Million)	

T2.B List of other documents including Technical and Preferential Returnable Documents

The technical and preferential returnable documents are required for bid evaluation purposes (Note: If any of the below is not supplied, it will result in the deduction of bid evaluation points)

The table below lists other documents required including those required for technical and preferential returnable documents that should be submitted by the bidders.

OTHER REQUIRED DOCUMENTS		Yes /No
T2.B1	Tax Compliance Letter with a unique pin	
T2.B2	Experience of engineering company on similar projects not older than 10 years	
T2.B3	Key personnel assigned to the project: Qualification, Experience, Professional registration	
T2.B4	Proof of residence/ office operations in the selected province for this bid	
T2.B5	Company Registration Document (CK) and Directors ID copies	

T2.A5 _

SBD 1

**INVITATION TO BID
PART A**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST					
BID NUMBER:	IDT/LP-PSP/PANEL 2022/23	CLOSING DATE:	24 JUNE 2022	CLOSING TIME:	11h00
DESCRIPTION	A CALL FOR PROFESSIONAL SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT EXPRESSIONS OF INTEREST TO BE ON A PRE-APPROVED PANEL OF PROFESSIONAL SERVICE PROVIDERS IN THE LIMPOPO REGION AT THE IDT FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
22 Hans Van Rensburg Street Polokwane 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mamikie Mashele		CONTACT PERSON	Mohapi Sheea	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	MamikieM@idt.org.za		E-MAIL ADDRESS	Mohapis@idt.org.za	
SUPPLIER INFORMATION					
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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.					

PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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.”</p>

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:

T2.A6

(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 interest¹ 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

¹ 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 consortium² 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.

² 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.

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 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

T2.A10 CONFIRMATION OF RECEIPT OF ADDENDA TO BID DOCUMENTS

I / We confirm that the following communications amending the bid documents that I / we received from Independent Development Trust or his representative before the closing date for submission of bids have been taken into account in this bid.

ADDENDUM No.	DATE	TITLE OR DETAILS

BIDDER'S NAME: _____

BIDDER'S ADDRESS: _____

PRINT FULL NAMES: _____

SIGNATURE

DATE

(Duly authorised to sign on behalf of the tenderer)

Part T2.B Other required documents

The documents should be submitted as Annexure /Attachment as per the index below:

Item	Description
1	CENTRAL SUPPLIER DATABASE FULL REPORT
2	TAX COMPLIANCE LETTER WITH UNIQUE PIN
3	KEY PERSONNEL TO BE ASSIGNED TO THE PROJECTS <i>(Key personnel to be assigned to the project: Qualifications, Experience, Professional registration)</i>
4	PROOF OF RESIDENCE IN LIMPOPO PROVINCE
5	COPY OF PROFESSIONAL INDEMNITY INSURANCE DOCUMENTS
6	VALID COPY OF A LETTER OF GOODSTANDING WITH COMPENSATION FOR OCCUPATIONAL AND INJURIES DISEASE ACT (COIDA) REGISTRATION CERTIFICATE
7	FIRM'S COPY OF REGISTRATION OF INCORPORATION OR COMPANY REGISTRATION DOCUMENTS
8	SHAREHOLDERS/DIRECTORS ORIGINAL CERTIFIED COPIES OF THEIR IDS
9	A COPY OF THE DIRECTORS PROFESSIONAL REGISTRATION FOR THE RELEVANT SOUTH AFRICA COUNCIL ON THE BUILT ENVIRONMENT OF AT LEAST 50%

NB: THE ABOVE DOCUMENTS MUST HAVE SEPARATE ATTACHEMENT AND LABELED CORRECTLY

**REQUIRED RETURNABLE QUALITY /FUNCTIONALITY
EVALUATION DOCUMENTS**

T2.B16: FIRM'S EXPERIENCE ON EXECUTION OF PROJECTS**T2.B16.1: Firm's Experience on execution of projects**

The Bidder shall provide details of his relevant experience on similar scale projects above implemented in the past 10 years. In support Bidders are to complete the "Project Experience" schedule below and attach thereto copies of (a) Letters of Appointment, and (b) all the relevant Completion Certificates

NO.	PROJECT DESCRIPTION	PROJECT VALUE (Including VAT)	PSP FEES obtained for services	START DATE	COMPLETION DATE
A					
B					
C					
D					
E					

T2.B16.2.A EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME A:

Type of Project, e.g.:

.....
 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Initial Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	3	
Good	2.25	
Fair	1,5	
Poor	0.75	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature: Date:.....

STAMP

T2.B16.2.B EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME B:

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Initial Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	3	
Good	2.25	
Fair	1,5	
Poor	0.75	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature:..... **Date:**.....

STAMP

T2.B16.2.A EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME C:

Type of Project, e.g.:

.....
 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Initial Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	3	
Good	2.25	
Fair	1,5	
Poor	0.75	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client's contact person:

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature: **Date:**.....

STAMP

T2.B16.2.A EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME D:

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Initial Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	3	
Good	2.25	
Fair	1,5	
Poor	0.75	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature: **Date:**.....

STAMP

T2.B16.2.A EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the "Relevant Experience" returnable schedule. "Client Reference Scorecards" will be completed by each of the respective Clients for the projects listed in the "Previous Experience" returnable schedule.

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME E:

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Professional Fees Amount:

Professional Role:

Initial Contract Duration:.....

Actual Contract Duration:.....

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	3	
Good	2.25	
Fair	1,5	
Poor	0.75	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client's contact person:.....

Telephone:.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature: **Date:**.....

STAMP

T2.B17 EVALUATION SCHEDULE: KEY PERSONNEL ASSIGNED TO THE WORK

The Bidder shall insert in the spaces provided on the following pages details of the key personnel required to be in the employment of the bidder or other organization, in order for the bidder to be eligible to submit a bid for this project. Certified proof of qualifications and professional registration must be appended to these schedules, together with the Curriculum Vitae of each individual. Failure to attach them will result in a zero score.

The Bidder shall list below the personnel that he intends to utilize on the Works, including key personnel that may have to be brought in from outside if not available locally. The proposed personnel cannot be replaced without an approval of the employer.

Insert in the table below the key personnel and their proposed function

KEY PERSONNEL SCHEDULE

No.	Key Person Name	Proposed Function	Professional Registration	Years of Experience
1		Director		
2		Project Manager		
3		Senior consultant		
4		Technician		

T2.B17.1 Key Personnel 1: CURRICULUM VITAE OF KEY PERSONNEL – DIRECTOR

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
Name of Employer :		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience Required:</u>		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBANT IN THE SCHEDULE

.....
DATE

.....
INCUMBANT'S IDENTITY NUMBER

T2.B17.2 Key Personnel 2: CURRICULUM VITAE OF KEY PERSONNEL – PROJECT MANAGER

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
Name of Employer :		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience :</u>		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBENT IN THE SCHEDULE

.....
DATE

.....
INCUMBENT'S IDENTITY NUMBER

T2.B17.2 Key Personnel 2: CURRICULUM VITAE OF KEY PERSONNEL – SENIOR CONSULTANTS

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: —
Professional Body:	Category of Registration:	Registration Number:
Name of Employer :		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience:</u>		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBENT IN THE SCHEDULE

.....
DATE

.....
INCUMBENT'S IDENTITY NUMBER

T2.B17.2 Key Personnel 2: CURRICULUM VITAE OF KEY PERSONNEL – TECHNICIAN

(Comprehensive CVs, certified copies of qualifications and registration certificates for key personnel are required and must be attached)

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number: –
Professional Body:	Category of Registration:	Registration Number:
Name of Employer:		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience Service:</u>		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBENT IN THE SCHEDULE

.....
DATE

.....
INCUMBENT'S IDENTITY NUMBER

T2.17: EXPERIENCE OF PROJECT TEAM AND DELIVERABLES

PROJECT TEAM CVS

The experience of each key person, relevant to the scope of work, will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), in the specific sector, field, subject, etc. which is directly linked to the scope of work;
- 2) Qualifications in the relevant field or sector; and
- 3) Professional registration with a professional body in the specific sector, field, subject, etc., which is directly linked to the scope of work.

A CV of each key person should be attached to this schedule.

Each CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, certificates, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate / diploma experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work (professional services as per discipline under consideration)

The scoring of the experience of key staff will be as detailed in T1.2.3 above.

I, the undersigned, who warrants that I am duly authorized to do so on behalf of the enterprise, confirm that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed	Date
_____	_____
Name	Position
_____	_____
Bidder	

(The CVs, certified copies, not older than 6 months, of qualifications and professional registration of the above personnel to be attached here).

Part C1: CONTRACT

C1.1 Contract data

C1.1 Bid Contract Data

The Service Provider is advised to read the CIDB Standard Professional Services Contract 3rd Edition of CIDB document 1014. Which is the current applicable contract used for professional services providers. This services contract is based upon the **CIDB Standard Professional Services Contract**, published by the CIDB in July 2009.

Contractual obligations will be confirmed in the **Request for Quotation** as and when is required.

NOTE: (How the Panel Will Operate)

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when required.

The IDT will invite the services providers who qualified for this panel to compete for allocated projects to IDT by our client departments during this 36 months. Appointments for projects will be as and when required and will be dependent on project and budget availability.

PSP's who qualify to be in the panel can be invited to respond to projects specific bidding for price in line with project scope, complexity, and value in accordance with the IDT SCM Policy, National Treasury regulations and or PFMA regulations. A second appointment letter will be provided for actual allocation of works

Applicants must submit separate proposals for any discipline they wish to be involved in provided they meet the required criteria. Note that applicants who chose to bid for more than one discipline are required to download a document for each discipline they intend to bid for.

Upon allocation of works you will be required to submit a Professional Indemnity covering the allocated works or twice your estimated fees, whichever is the highest and conclusion of the applicable Client/ Consultant Agreement CIDB Standard Professional Services Contract 3rd Edition of CIDB document 1014 (or latest version at appointment), together with the IDT addendums and any other special conditions of contract.

Upon allocation of works applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

Upon allocation of works the bidders are required to take cognizance of the role of the other professionals that might be involved on the project.

Upon allocation of works the IDT reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the IDT requirements.

Part C2: PRICING DATA

C2.1 Pricing Instructions

C2.1.1 Basis of remuneration, method of bidding and estimated fees

- C2.1.1.1 Professional fees for Services will be paid based on the current Government Gazette at the time of the allocation of projects. Although government gazetted rates will apply, pricing may be a factor in determining the suitability of the proposal regarding the services to be provided.
- C2.1.1.2 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.2 herein will be paid in full.
- C2.1.1.3 Disbursements in respect of all travelling and related expenses including all travelling costs, time charges and subsistence allowances related thereto will be paid as specified in C2.3.1 herein.

C2.2 Typing, printing and duplicating work and forwarding charges

C2.2.1 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as adjusted from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Service providers Guidelines"; item 1.

C2.2.2 Typing and duplicating

If the Service Provider cannot undertake the typing, printing and duplicating work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

C2.2.3 Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

C2.2.4 The typing of correspondence, appendices and covering letters are deemed to be included in the fees.

C2.3 Travelling and subsistence arrangements and tariffs of charges

C2.3.1 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

The Employer shall not be liable for travelling expenses for less than 50 km radius away from the base office.

Where firms do not have a local office in the Limpopo province, the base town will be Nelspruit.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's mal performance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

The travelling disbursement cost will only be considered from the location of the project site and the closest location between the Service providers' bidding local office or the IDT's regional office managing the project.

C2.3.2 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the Employer.

Part C3: SCOPE OF SERVICES

C3.1 Professional Service Provider's objectives

- 3.1.1 The objective of this bid is to invite and appoint suitable Professional Service Providers that can provide and maintain a professional service to the Independent Development Trust (IDT), Limpopo Regional Office in order to successfully implement the construction administration and closeout of building projects, i.e., management and closing out project/s.
- 3.1.2 The Service Provider shall provide **"NORMAL" professional services as detailed in the Government Gazette of each discipline, applicable to the required service** and any other services related to the scope of work in the built environment which may reasonably be required for the successful completion of an infrastructure delivery project / programme.
- 3.1.3 The Service Provider shall provide suitably qualified, experienced personnel to undertake assignments relating to the delivery of the project/s as set out below as and when required during the Period of Performance.
- 3.1.4 Whereby service providers are appointed for stages 1 to 6, they will be expected to perform all activities and submit all deliverables as described in the deliverables aligned to the Government Gazette.
- 3.1.5 The Professional Service Provider will be appointed for the duration of the project, which incorporates any necessary project related extensions. Service Providers are to note that once appointed, they will be expected to commence the work at possibly very short notices.

C3.2 General Requirements

C3.2.1 Services

The Services required shall generally be all “**Normal Services**” as defined in the Government Gazette/s for stages 1 to 6, unless otherwise reduced in writing.

The Service Provider shall be instructed by the Employer in writing to undertake specific assignments as additional services in terms of the contract as and when required during the contract period.

C3.2.2 Location

Location of the project will be confirmed on actual allocation of project/s.

C3.2.3 Project Programme

The Service Provider shall prepare a detailed programme for the performance of the Service which shall be approved by the Employer. The programme shall be in sufficient detail to monitor the Service Providers performance at the time of allocation of project/s.

No agreed milestones may be extended beyond the timeframes outlined in the programme without acceptable motivation and approval by the Employer.

C3.2.4 Reporting Requirements and Approval Procedure

The Service Provider shall submit monthly (Aligned with prescribed Phase deliverables and fixed time deliverables and dates) progress reports, cost reports, cash flows and labour reports on the agreed date over and above site and technical meeting minutes required by the relevant contract on the time that the project is allocated.

Notwithstanding any other requirements, the Service Provider shall submit a monthly report covering progress (programme, delays, scope change, critical path, etc.), costs (expenditure, cash flow, variation orders, etc.), milestones, socio economic achievements (number of jobs created, use of SMMEs, interns, etc.), challenges and achievements.

C3.2.5 Safety

The Service Provider shall provide all safety equipment as required for his/her staff and shall undertake all duties in conformance with the relevant OHS legislation.

C3.3 Software application for programming

The Service Provider must avail himself of software to be used for compatibility with the Employers software before undertaking the work utilising the software. The Service Provider shall at its costs convert data files to a format compatible with the Employers software if it chooses to utilise software different from that used by the Employer. No additional compensation will be considered for this activity.

C3.4 Use of reasonable skill and care

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the Service Provider’s documents and recommendations may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties.

During assessment of any existing facilities, which may have a direct bearing on the assignment, the Service Provider shall determine deficiencies in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify them.

C3.5 Compliances with standards and regulations

The implementation of works should be executed in compliance with:

- National building Regulations and Building Standard Act
- Relevant SANS Standards
- PW 371-B Construction Works: Specifications (Edition 2.2 December 2015) from DPWI
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020 from Department of Labour (DoL)

Part C4: NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to comply with these requirements or part thereof will result in your proposal being excluded from the evaluation process.

- a) This Request for Proposals (RFP) does not constitute an offer or recommendation to enter into such transaction
- b) The IDT reserves the right to amend, modify or withdraw this RFP if deemed necessary.
- c) Neither the IDT nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid in response to the expression of interest.
- d) No entity may be involved, whether directly or indirectly, in more than one bid in response to this RFP. A failure to comply with this requirement will result in disqualification of the relevant entity
- e) The IDT and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- f) All Bids submitted to the IDT will become the property of the IDT and will as such are not returned to the Bidder unless if received after the closing date and time. The IDT will make all reasonable efforts to maintain bids in confidence. Proprietary information should be identified as such in each bid
- g) Evaluation of bids will be carried out by a Bid Evaluation Committee (BEC). The Evaluator(s) will, if necessary, contact Bidders to seek clarification of any aspect of the bid.
- h) The validity period of this bid is **one hundred and twenty (120) days** from the closing date.
- i) The validity period of the panel of consultant is thirty-six (36) months from date of the appointment.
- j) This document is confidential and should not be distributed to any non-bidding party without the proper authorization of the IDT.
- k) This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- l) All bids must be formulated and submitted in accordance with the requirements of this RFP.
- m) The service provider will be required to sign confidentiality contracts with the IDT.
- n) Please note that Bid Offer is synonymous to Request for Proposals (RFP) in this document
- o) Service providers who are blacklisted by any statutory body will, under no circumstances, not be considered

DISCLAIMER

The IDT reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal.