



## BID ADVERTISEMENT FORM

### Annexure A

|                        |   |
|------------------------|---|
| <b>Bid description</b> | <p><b>A CALL FOR PROFESSIONAL SERVICE PROVIDERS (ARCHITECTS) TO SUBMIT PROPOSALS FOR ARCHITECTURAL SERVICES FOR THE REFURBISHMENT OF COMMUNITY LEARNING CENTRE (CLC) CAPE TOWN CENTRAL OFFICE (HERITAGE BUILDING) IN THE WESTERN CAPE PROVINCE.</b></p> <p>On behalf of the Department of Higher Education and Training, Independent Development Trust hereby calls for professional architectural service providers to submit proposals for <b>ARCHITECTURAL SERVICES FOR THE REFURBISHMENT OF COMMUNITY LEARNING CENTRE (CLC) CAPE TOWN CENTRAL OFFICE (HERITAGE BUILDING) IN THE WESTERN CAPE PROVINCE.</b></p> <p>Only professional service providers who are registered with the South African Council for the Architectural Professions and have at least one director registered as a professional architect are eligible to submit a proposal. Proposals will be adjudicated in terms of the Mandatory Requirements and Functionality as follows:</p> <p>The evaluation of the tender will be carried out in three (3) phases;</p> <p><b>1. PHASE ONE</b></p> <p><b>1.1. MANDATORY ADMINISTRATIVE REQUIREMENTS/ DOCUMENTATION</b></p> <p>1.1.1.Submission of fully completed and signed Invitation to Bid (SBD 1).<br/> 1.1.2.Submission of fully completed and signed Bidder's Disclosure (SBD 4).<br/> 1.1.3.Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).</p> <p><b>1.2. MANDATORY COMPULSORY REQUIREMENTS/ DOCUMENTATION</b></p> <p>Only Tenderers who satisfy the following eligibility criteria are eligible to submit tenders:<br/> (Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration. Use of correction fluid is prohibited.)<br/> Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed, and signed in black ink, (All as per Standard Conditions of Tender and as per the specific condition of this tender document)</p> <p>1.2.1.Authority to Sign a Bid.<br/> 1.2.2.Company Registration Documents (CIPC) or affidavit and a trade name if a Sole Proprietor.<br/> 1.2.3.Notarised Joint Venture Agreement or Consortium Agreement where applicable.<br/> 1.2.4.Professional Registration with SACAP of at least one director: as Pr. Architect (Pr. Arch).<br/> 1.2.5.List of all shareholders/directors with Original certified copies of their IDs (no older than 6 months from the tender closing date).<br/> 1.2.6.Valid proof of Professional Indemnity Insurance cover for minimum of R 5 000 000.00 or twice your professional fees, whichever is highest. The PI should be from licensed Financial Service Providers (FSP). Letter of intention from licensed FSP will not be accepted.<br/> 1.2.7.Valid COIDA or Letter good standing with the Department of Labour (if applicable).<br/> 1.2.8.Confirmation of Receipt of Addenda to Bid Documents.<br/> 1.2.9.Signed Priced Financial Offer.</p> |
|------------------------|---|



1.2.10. Signed Form of Offer.

1.2.11. Attendance to the compulsory briefing meeting by relevant personnel.

Failure to submit any of the above documents / requirements shall result in disqualification of the bid.

- (i) If any of the Directors are in the Employment of the State shall result in disqualification of the bid.
- (ii) If any of its Directors are listed on the Register of Defaulters shall result in disqualification of the bid.
- (iii) In the case of a Bidder, who during the last ten (10) years has been Terminated on Previous Contracts with the IDT shall result in disqualification of the bid.

## **PHASE TWO: FUNCTIONALITY CRITERIA**

| <b>FUNCTIONALITY CRITERIA<br/>ALLOCATION</b>                             | <b>POINTS</b>            |
|--|--------------------------|
| A. Experience of the company on similar projects not older than 10 years | 30 Points                |
| B. Evaluation Schedule: Key Personnel                                    |                          |
| B1. Qualifications   | 10 Points                |
| B2. Experience   | 20 Points                |
| B3. Professional registration  | 20 Points                |
| C. Technical proposal for execution of the project                       | 10 Points                |
| D. Company locally based   | 10 Points                |
| <b><u>TOTAL</u></b>  | <b><u>100 Points</u></b> |

## **PHASE THREE: PREFERENTIAL POINT SYSTEM**

Only competent tenders who have reached or exceeded the minimum functionality threshold of 70% (70 points) will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

In order to claim and be awarded points bidders must submit an original or an original certified copy of the following source documents to be submitted with the Bid:

- CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- Woman (Originally Certified ID Document)
- Youth (Originally Certified ID Document)
- People with Disability (Letter from the Dr. Confirming the Disability)
- Black Ownership (Originally Certified ID Document)

In cases of a Joint Venture, both JV partners must submit the abovementioned source documents to claim and be awarded points.

The point related to the IDT Specific Goals will be allocated proportionally as per table below:

|                       | <b>POINTS</b> |
|-----------------------|---------------|
| <b>PRICE</b>          | <b>80</b>     |
| <b>SPECIFIC GOALS</b> | <b>20</b>     |
| <b>TARGETED GROUP</b> |               |



|  |  |            |
|--|--|------------|
|  | Women  | 6          |
|  | Youth  | 6          |
|  | People with Disabilities                         | 4          |
|  | Black People                                     | 4          |
|  | <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

### STAGE OF AWARD

The following returnable documents shall be submitted together with the tender documents. Validity of this documentation will be verified at the time of award.

1. Proof of Central Supplier Database (CSD) registration.
2. Tax Compliance Letter with a unique pin.

|   |  |  |   |   |  |   |   |   |   |   |      |         |
|---|--|--|---|---|--|---|---|---|---|---|------|---------|
| Bid number  | DHET01WCAN002-ARC  |  |   |   |  |   |   |   |   |   |      |         |
| Name of institution                                   | Independent Development Trust (IDT)  |  |   |   |  |   |   |   |   |   |      |         |
| The place where goods, works or services are required | 89 Buitenkant Street,<br>CBD, Cape Town<br>Western CapeE   |  |   |   |  |   |   |   |   |   |      |         |
| Closing date and time                                 | Date   |  | 0 | 9 | 1  | 0 | 2 | 0 | 2 | 3 | Time | 12:00pm |
| Contact details                                       | Postal address   |  |   |   | IDT HEAD OFFICE<br>Glenwood Office Park<br>Corn. Oberon & Sprite Ave.<br>Faerie Glen, Pretoria<br>0081 |   |   |   |   |   |      |         |
|   | Physical address   |  |   |   | IDT HEAD OFFICE<br>Glenwood Office Park<br>Corn. Oberon & Sprite Ave.<br>Faerie Glen, Pretoria<br>0081 |   |   |   |   |   |      |         |
|   | Tel  |  |   |   |  |   |   |   |   |   |      |         |
|   | Fax  |  |   |   |  |   |   |   |   |   |      |         |
|   | email  |  |   |   | <a href="mailto:DHET01WCAN-TENDERS@IDT.ORG.ZA">DHET01WCAN-TENDERS@IDT.ORG.ZA;</a>                      |   |   |   |   |   |      |         |
|   | Contact person   |  |   |   | Mr Kruger  |   |   |   |   |   |      |         |
| Where bids can be collected                           | <ul style="list-style-type: none"><li>E Tender – <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></li><li>IDT website - <a href="http://www.idt.org.za">www.idt.org.za</a></li></ul> |  |   |   |  |   |   |   |   |   |      |         |
| Where bids should be delivered                        | IDT HEAD OFFICE<br>Glenwood Office Park<br>Corn. Oberon & Sprite Ave.<br>Faerie Glen, Pretoria<br>0081   |  |   |   |  |   |   |   |   |   |      |         |



|   |                     |  |
|---|---------------------|--|
| <b>Category</b><br>(Goods/<br>Services)       | Good & Services     |  |
| <b>Sector</b>                                 | Construction        |  |
| <b>Region</b>                                 | <b>Western Cape</b> |  |
| <b>Compulsory briefing session/site visit</b> | Date                | 26 September 2023  |
|   | Time                | 12h00  |
|   | Venue               | <p>A <b>compulsory briefing</b> meeting will take place at the Independent Development Trust Western Cape Office on the 25 September 2023 at 12h00:</p> <p>Followed by a site walk about after the briefing session on site at:</p> <p>89 Buitenkant Street,<br/>CBD, Cape Town<br/>Western Cape</p> |
|   | GPS                 | -33.91491763467678, 18.429222944935304   |
|   | Notes               | <p>Tenderers must sign a compulsory attendance register in the name of the tendering entity. Attendance by key personnel forming part of the project team is compulsory. Addenda and additional documents, if any, will be issued only to tenderers appearing on the attendance register.</p>        |