INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR QUOTATION (RFQ)

COMPLETION OF STAGE 4, 5 AND 6

IDTECRFQ14/DOEARCHITECT/2022/2023

PROCUREMENT OF ARCHITECTURAL SERVICES

November 2022

PHYSICAL ADDRESS

PALM SQUARE BUSINESS PARK

SILVERWOOD HOUSE

BONZAROAD

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EAST LONDON

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LINGELETHU JUNIOR PRIMARY SCHOOL, LUSIKISIKI

EASTERN CAPE

-31.05602500 South, 30.99087888 East

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The scope of work will be in terms of the Gazetted rates and services as contained in the Engineering Council of South Africa and South African Council For The Architectural Profession.

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A minimum of 5 years' experience in the field of Architecture is required from the resource to be allocated unto the project.

Professional Indemnity required is of value not less than R1 million

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1. PROJECT BACKGROUND

Lingelethu Junior Primary School was implemented up to the appointment of the Contractor and the Contractor rejected the offer and also came to halt due to terminations by Architect. Basically, this request for quotation (RFQ) is for soliciting services of a replacement Architect.

The replacement Architect will have to review the existing drawing already approved and implemented by the original Architect, in order to move the project to completion.

2. OBJECTIVES

2.1 **Objective of this document**

The document calls for professional Architects to submit prices to undertake architectural services work for the above-mentioned school as per SACAP guidelines and scope of services.

2.2 **Ethical Consideration**

SACAP Guidelines on code of ethics shall apply.

3. SCOPE OF WORK

3.1 **General:**

The scope of work will be in terms of the Gazetted rates and services as contained in the South Council for The Architectural Profession (SACAP).

Deliverables

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

STAGE 4: Documentation and procurement

Stage 4.1

a) Prepare documentation required for local authority building plan application submission;

b) Co-ordinate technical documentation with the consultants and complete primary co-ordination sufficient to support building plan submission;

c) Review the costing and programme with the consultants;

d) Obtain the client's authority, and submit documents for approval at the local authority.

Stage 4.2

a) Prepare / Review specifications for the works;

b) Complete technical documentation sufficient for tender;

c) Obtain offers for the execution of the works;

d) Evaluate offers, and recommend a successful tenderer for appointment;

e) Prepare the contract documentation and arrange the signing of the building contract by the client and the successful tenderer;

f) Complete all remaining technical and construction documentation and coordinate same with the consultants;

STAGE 5: Construction

a) Administer the building contract;

b) Give possession of the site to the contractor;

c) Issue construction documentation;

d) Review sub-contractor designs, shop drawings and documentation for conformity of design intent;

e) Inspect the works for conformity with the contract documentation and acceptable quality in terms of industry standards;

f) Administer and perform the duties and obligations assigned to the principal agent in the building contract;

g) Manage the completion process of the project;

h) Assist the client to obtain the required documentation necessary for the client to obtain the occupation certificate

STAGE 6: Close-out

a) Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover and operational manual of the project.

b) When the contractor's obligations with respect to the building contract have been fulfilled, the architectural professional shall issue the certificates related to the contract completion.

c) Provide the client with construction record documentation and the relevant technical and contractual undertakings by the contractor and sub-contractors.

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

COMPANY STAMP

Date: ……

EVALUATION SCHEDULE: LOCATION OF SERVICE PROVIDER'S OFFICE (10 POINTS)

Points are allocated for existence of an office in a province where the project is implanted or adjacent provinces as indicated in the table below.

4. PRICING INSTRUCTIONS

4.1 The services will be on percentage basis

4.2 The service provider can propose a percentage discount in line with the National Department of Public Works Government Gazette.

4.3 Please note that price for Professional Service Providers would be based on the calculated percentage-based fees as per the relevant Gazette given plus discount expressed as a percentage.

4.4 Disbursement costs are not part of pricing and will be remunerated in accordance to the publication by DPWI

4.5 Please note that the base town to be used by the Professional Service Providers, as the furthest point of departure for claiming disbursement travel will be **KOKSTAD** or **UMTHATHA** depending on the geographical location of bidder.

Note: *Discount will be capped at 20% as per the IDT Policy*

4.1 PRICING TABLES

4.1.1 SCHEDULE OF PRICES - ARCHITECTURAL SERVICES

Table 1· Architectural Professional Services

Guideline Professional Fees in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000

PRICING FOR ARCHITECTURE				
Project				
Replacement of Architect. for completion of stage 4, 5 and 6				
Project Cost Estimate				**Amount**
Estimated Cost of construction work				**R 7 297 558.02**
PROFFESIONAL FEES (Gazette No. 455543, Board Notice 172 of 2021)				
	Lower range	**Primary Fee**	**Percentage**	**Total**
Basic Fee (Government Gazette, 26 November 2021)	As per the calculations given by the bidder.	As per the calculations given by the bidder.	As per the calculations given by the bidder.	As per the calculations given by the bidder.
Standard service		**Proportion of fee**	**% Discount Offer**	
Stage 4 – Full Services • Lingelethu Junior Primary School	Documentation and Procurement	30%		
Stage 5 – Full Services • Lingelethu Junior Primary School	Construction	30%		
Stage 6 – Full Services • Lingelethu Junior Secondary School	Close out	3%		
Total fees				**R**
Add: Disbursements (Provisional Sum)				**R 100 000.00**
Sub-total				**R**
Add:VAT (15%)				**R**
Total (carried to form of offer)				**R**

5 GOVERNANCE AND ACCOUNTABILITY

The IDT's Supply Chain Management Policy and Procedures will apply. The successful Architect will be held to the strictest letter of the law when complying with the governing body for the respective professional group, in this case the **South African Council for Architectural Services (SACAP),** and **Act 46 of 2000.** As a matter of principle for the successful outcome of the project, impeccable and scrupulous **professional conduct** will be expected at all times.

6 COMPULSORY REQUIREMENTS

a. The bidding firm must have majority of shareholding in favor of Professional Architects, that is shareholding at minimum 50%+1%
b. Attach an appropriate B Degree qualification in Architectural qualification, from a reputable faculty of Architecture with SAQA approval; original certification of a copy must be within 3 months prior closing date; for the resource to be allocated unto the project
c. Attach a copy of professional registration with South African Council Of Architectural Professions (SACAP); original certification of a copy must be within 3 months prior closing date; for the resource to be allocated unto the project
d. Curriculum Vitae of a resource to be allocated unto the project
e. A minimum of 5 years' experience in the field of Architecture is required from the resource to be allocated unto the project
f. Professional Indemnity required is of value not less than R1 million.
g. All qualifications above will be required inter alia for any appointed sub-consultants.
h. CSD report.
i. Cipro Document.

7 NON-COMPULSORY REQUIREMENTS

a. A valid Tax pin number

8 EVALUATION CRITERIA

The tender evaluation criteria will be functionality and priced based. It will be in two folds

a. Stage 1 which is functionality at total of 100 points with a minimum of 70 points for further evaluation.
b. Stage 2 which is price at a total of 20 points.

Stage 1 - Functionality

Functionality Evaluation	**Points**
Total functionality points attainable	**100**
Relevant Project Specific Track Record	30
References	20
Locality of firm's office/s	15
Competences (updated CV)	15
Qualifications & Professional Registration	20
Minimum points for further evaluation is 70	

Stage 2

Price to a maximum of **20 points**

9 BREAKDOWN OF FUNCTIONALITY POINTS

9.1 Relevant Project Specific Track Record

The bidder must attach a list of completed building projects with in the past 5 years. Attached projects must have a clearly described scope of work to ascertain whether it is a building project or not. Client letter of appointment and final completion certificate. Service Provider's letter of appointment with a value as proof of project value. The table below illustrates how points to a maximum of the 30 are allocated.

Criteria	**Points**
4 or above relevant projects with average value equals or above R10 million, within a period of 5 years	30
3 relevant projects with average value equals or above R10 million, within a period of 5 years	25
2 relevant projects with average value equals or above R10 million, within a period of 5 years	20
4 relevant projects with average value equals or above R5 million, within a period of 5 years	15

3 relevant projects with average value equals or above R5 million, within a period of 5 years	10
2 relevant projects with average value equals or above R5 million, within a period of 5 years	5
1 project submitted irrespective of the average value	3
No submission	0

9.2 References

All projects listed for relevant project specific track record must be substantiated by references from the Client to ascertain the performance of the bidder.

Criteria	Points
Good references for 4 projects listed	20
Good references for 3 projects listed	15
Good references for 2 projects listed	10
Good references for 1 projects listed	5
No submission	0

Note: *Good reference means that, confirm that the bidder completed the project successfully, indication of the value of work and duration, date of completion, stamped and signed.*

9.3 Location of Service Provider's Office

E. EVALUATION SCHEDULE: LOCATION OF SERVICE PROVIDER'S OFFICE (15 POINTS)		
Office Location	**Rating**	**Points Awarded**
Head office based in Eastern Cape Province - proof required (fully signed lease agreement with the companies name/ water and electricity bill/ proof of residence)	Very Good	15
Branch/Operational office based in Eastern Cape Province Province – proof required (fully signed lease agreement with the companies name/ water and electricity bill/ proof of residence)	Good	4
Office based outside Eastern Cape Province Province in South Africa - proof required (fully signed lease agreement with the companies name/ water and electricity bill/ proof of residence)	Satisfactory	1
Office based outside South Africa - proof required (fully signed lease agreement with the companies name/ water and electricity bill/ proof of residence)	Poor	No points
Total possible points for Location of service provider		**15**

Points are allocated for existence of an office in a province where the project is implanted, or adjacent provinces as indicated in the table below.

9.4 Competencies

Bidders must submit competencies by means of an updated curriculum vitae (CV)

Criteria	Points
An updated CV of a professional registered Architect with 5 years of experience	15
An updated CV of a professional registered Architect with less than 5 years of experience	10
Non updated CV	5
No submission	0

9.5 Qualifications

Copies of all relevant qualification and professional registration; certified within 3 months prior the closing date of this RFQ. The table below illustrates how points to a maximum of the 30 are allocated.

Criteria	Points
Bachelor of Architecture and Professional Registration obtained in line with 5 years of experience	20
B-Tech in Architecture and Professional Registration obtained in line with 5 years of experience	10
No submission	0

General

a. Also attached are the following SBDs, for your further attention:

SBD 1

SBD 4

SBD 4

b. You are requested to submit your quotations by no later than **11HOO** on Tuesday the **5th December 2022.** Any quotation documents received after closing date and time will not be considered.

c. No late quotations, or faxed documents will be considered.

10 DISCLAIMER

The IDT reserves the right not to appoint a service provider.

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**IDTRFQ15/DOEQS/2022/2023**	CLOSING DATE:	**06 December 2022**	CLOSING TIME:	**11:00**
DESCRIPTION	PROCUREMENT OF SECURITY SERVICES				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
Palm Square Business Park, Bonza Bay Road
Silverwood House
Beacon Bay

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Nomnikelo Dyasi**	CONTACT PERSON	**Mathongo Hesewu**
TELEPHONE NUMBER	**(043) 711 6000**	TELEPHONE NUMBER	**(043) 711 6000**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**nomnikeloD@idt.org.za**	E-MAIL ADDRESS	**mathongoH@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	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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.**
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. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
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 WWW.SARS.GOV.ZA.
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: ……...

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

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:
……
……

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.

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.

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

[3] 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.

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.

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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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

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:

(a) Price; and

(b) 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
Total points for Price and B-BBEE must not exceed	**100**

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**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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		NO	

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....……%
ii) The name of the sub-contractor……
iii) The B-BBEE status level of the sub-contractor.....…
iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	

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 last 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		
OR		
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

……
……
……
……

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

8.7 Total number of years the company/firm has been in business:……

8.8 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 certificate, 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 …….. …….. ……..

AGREEMENT AND CONTRACT DATA

Form of Offer and Acceptance

Offer

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

PROFESSIONAL SERVICES PROVIDER FOR ACHITECTURAL SERVICES

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 Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

The offered discount for PROFESSIONAL SERVICES PROVIDER (ARCHITECT) inclusive of value added tax, is

…….. (in figures)

…….. (in words)

Should there be a discrepancy between the amount in figures and the amount in words, then the amount in figures shall govern.

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 Service Provider in the conditions of Contract identified in the Contract Data.

Signature ……..

Name……..

Capacity……

For the bidder: Name				
Name & signature of witness	*(Insert name and address of organisation)* ……		Date ……	

AND WHO IS (if applicable)**:**

Trading under the name and style of:

……..

AND WHO IS:

Represented herein, and who is duly authorized to do so, by: Mr/Mrs/Ms: ..…..... In his/her capacity as:……..……..

Note:

A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

…….

…….

Other contact details of the Tenderer are:

Telephone no: ..…….... Cellular phone no: ……

Fax no: ……

Postal address: ……..…

Banker: ……. Branch: .....……..