



Request for Proposal:

**PROFESSIONAL CONSULTANCY
SERVICES FOR THE REFURBISHMENT
OF UGIE LIBRARY, MISSIONARY
MUSEUM QONCE AND STERKSTROOM
MUSEUM**

Document N^o

CDC-DD-RFP-001-25

CLASSIFICATION: PUBLIC

CLOSING DATE: 17 FEBRUARY 2025

SELECT PROJECT BIDDING FOR:

CONTRACT NO.	TICK
CDC/47/25	
CDC/48/25	
CDC/49/25	

BIDDING CONSORTIUM /JV/ MULTI-DISCIPLINARY ENTITY:

DOCUMENT INFORMATION SHEET

Title of Document : *PROFESSIONAL CONSULTANCY SERVICES FOR THE
REFURBISHMENT OF UGIE LIBRARY, MISSIONARY
MUSEUM QONCE AND STERKSTROOM MUSEUM*

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Document Number : *CDC/47/25 ET AL*

Prepared by : *Luzuko Ntantiso*

Typed by : *Luzuko Ntantiso*

Business Unit : *ECDDoE Programme*

Prepared by : *Prospective Bidders*

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : PROFESSIONAL CONSULTANCY SERVICES FOR THE
REFURBISHMENT OF UGIE LIBRARY, MISSIONARY MUSEUM QONCE
AND STERKSTROOM MUSEUM

DOCUMENT TITLE : *Request for Proposals: Professional Consultancy Services for the
Refurbishment of Ugie Library, Missionary Museum Qonce and Sterkstroom
Museum*

DOCUMENT No. : CDC-DD-RFP-001-25

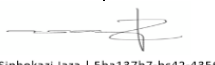
SIGNING OF THE DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 12 Feb 2025	Name: Luzuko Ntantiso	Name: Siyabulela Ntanta	Name: Thembeke Poswa
 Siphokazi Jaza 5ba137b7-bc42-4356-ac3c-b0d543dd6d0c 2025/02/19 11:23:26 AM	Signature:  Digitally Signed by: Siyabulela Ntanta Programme Manager 87f4cdd0-55fb-4e3e-95ff-473f5346b8c1 IP Address: 10.0.30.78 Date: 2025/02/19 12:27:51 PM	Signature:  Digitally Signed by: Thembeke Poswa Programme Director e5acf010-e91a-438e-9aea-3613285b3c2a IP Address: 10.0.99.131 Date: 2025/02/19 12:40:30 PM	Signature:

Distribution:	Potential Bidders
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REVISION CHART

REVISION 1	Name: Siphokazi Jaza	Name: Siyabulela Ntanta	Name: Thembeke Poswa
Date:	Signature:  Siphokazi Jaza 5ba137b7-bc42-4356-ac3c-b0d543dd6d0c 2025/02/19 11:23:26 AM	Signature:  Digitally Signed by: Siyabulela Ntanta Programme Manager 87f4cdd0-55fb-4e3e-95ff-473f5346b8c1 IP Address: 10.0.30.78 Date: 2025/02/19 12:27:51 PM	Signature:  Digitally Signed by: Thembeke Poswa Programme Director e5acf010-e91a-438e-9aea-3613285b3c2a IP Address: 10.0.99.131 Date: 2025/02/19 12:40:30 PM

REVISION 2	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF UGIE
LIBRARY, MISSIONARY MUSEUM QONCE AND STERKSTROOM MUSEUM
CONTRACT NO. CDC/47/25 ET AL

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's approach, backed by its core values, is innovation and continuous improvement.

*The CDC has been appointed by the Eastern Cape Department of Sport, Recreation, Arts and Culture to assist with rolling out the following projects, **Refurbishment of Ugie Library, Missionary Museum Qonce and Sterkstroom Museum** in various part of the Eastern Cape.*

INVITATION TO TENDER

The CDC is inviting capable and competent Service Providers to submit Proposals **as Consortia/JVs or Multidisciplinary entities** for the provision of professional consulting services for Refurbishment of Ugie Library, Missionary Museum Qonce and Sterkstroom Museum. These projects are in various parts of the Eastern Cape:

Bidders may bid for one or two or all three contract/projects as the appointment will be per single contract/project. Bidders submitting for one or two or three contracts must indicate as such and submit one document which includes three separate pricing schedules and Forms of Offer for the three contracts/projects.

ITEM NO	CONTRACT NUMBER	CONTRACT DESCRIPTION	LOCATION
1	CDC/47/25	Professional Consultancy Services for the Refurbishment of Ugie library facility	Ugie Library located in No.6 Umnga Road, Ugie, Elindini Local Municipality, Joe Gqabi District Municipality, Eastern Cape Province, South Africa Coordinates: S 31 12' 20" E 28 13' 58"
2	CDC/48/25	Professional Consultancy Services for the Refurbishment of Missionary Museum Qonce	Missionary Museum Qonce located in Erf 906, Berkeley Street, King William's Town, Buffalo City, Amathole District Municipality, Eastern Cape Province, South Africa Coordinates: S 32 52' 30" E 27 23' 34"
3	CDC/49/25	Professional Consultancy Services for the Refurbishment of Sterkstroom Museum.	Sterkstroom Museum located in No.34 Van Zyl Street, Sterkstroom, Enoch Mgijima Local Municipality, Chris Hani District Municipality, Eastern Cape, South Africa Coordinates: S 31 33' 30" E 26 33' 10"

The consortium/JV or Multi-disciplinary entity must consist of the following professional disciplines services:

1. Lead Consultant/Principal Agents
2. Architectural Services
3. Quantity Surveying Services
4. Civil Engineering Services
5. Structural Engineering Services
6. Electrical Engineering Services

7. Mechanical Engineering Services
8. Construction Health and Safety Agent

The consortium/JV or Multi-disciplinary entity shall include **ALL** the disciplines listed above. Any bid that does not meet this requirement will be considered as non-responsive.

One of the disciplines above with the relevant expertise will also act as a Principal Agent/Lead Consultant. The entity that meets the requirements in terms of the expertise must also price for this function on **Annexure G – Percentage Fee Proposal and Annexure H – Project Estimated Range & Disbursement Costing**

In addition to the disciplines listed above, a Land Surveyor, a Geotechnical Engineer, Heritage Specialist and Environmental Control Officer would be required to supplement the services once the Teams are appointed. **An allowance has been made for this under the disbursement proposal.**

Respondents are required to have relevant experience and knowledge in the planning, design, construction management and commissioning of infrastructure projects.

The period for this appointment will be valid for 48 months or after the acceptance of the Close Out report for this project, whichever comes first. The successful bidders will subsequently enter into an agreement (SLA) with the CDC.

Collection of Documents

Bid documents will be available for download from the CDC Website (www.coega.co.za), Tender Bulletin (E-Tender) and Provincial Tender Bulletin from **21 February 2025 10:00 am, at no cost**. The CDC assumes no responsibility or liability for any errors or omissions when downloading the document. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

Compulsory Briefing Sessions

Bidder must attend the briefing session **for the contract number** that the Bidder will be bidding for as outlined in the briefing session dates below. Attendance of the respective contract number briefing session **is compulsory**. Failure to attend the briefing session for the respective contract will deem your bid non-responsive for the said contract number.

CDC/47/25 - Briefing

A compulsory site briefing meeting will be held at **Ugie Library** on **Wednesday the 5th of March 2025** at 11:00 am. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

CDC/49/25 - Briefing

A compulsory site briefing meeting will be held at **Sterkstroom Museum** on **Thursday the 6th of March 2025** at 11:00 am. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

CDC/48/25 - Briefing

A compulsory site briefing meeting will be held at **Missionary Museum Qonce** on **Friday the 7th of March 2025** at 11:00 am. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

Bid Enquiries

Bidders are requested to send enquiries related to the bid via dsractenders@coega.co.za, between the period of **Monday 24 February 2025 to 10 March 2025**. No new queries received after **10 March 2025** will be entertained.

Closing Date and Submission

The closing time for the receipt of tenders is **12h00** on **Monday 17 March 2025**. One original completed bid document shall be placed in a sealed envelope clearly marked:

Bidding for the Ugie Library only:

“CDC/47/25 - PROFESSIONAL CONSULTING SERVICES FOR THE REFURBISHMENT OF UGIE LIBRARY FACILITY”

Bidding for the Missionary Museum Qonce only:

“CDC/48/25 - PROFESSIONAL CONSULTING SERVICES FOR THE REFURBISHMENT OF MISSIONARY MUSEUM QONCE”

Bidding for the Sterkstroom Museum only:

“CDC/49/25 - PROFESSIONAL CONSULTING SERVICES FOR THE REFURBISHMENT OF STERKSTROOM MUSEUM”

Bidding for two(2) or all three(3) contract/projects, Ugie Library, Missionary Museum Qonce and Sterkstroom Museum:

“CDC/47/25 ET AL”: PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF UGIE LIBRARY, MISSIONARY MUSEUM QONCE AND STERKSTROOM MUSEUM”

Bids are to be placed in the tender box **AT RECEPTION** at the **CDC’s East London Office, Ground Floor, Harraway House, 12 Pearce Road, Berea, East London**. Bids will not be opened in public, and no late submission will be considered.

No telephonic or any other form of communication relating to this bid with any other CDC member of staff, CDC Agent, Client or any other role players will be permitted. All enquiries regarding this tender must be in writing only, and must be directed to:

Ms Zine Mtanda, Unit Head: Supply Chain Management; email: dsractenders@coega.co.za

There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms conditions, etc., to any other service Bidder nor to any parties who have not submitted tender documents. The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal

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1 INTRODUCTION

The Department of Sports, Recreation, Arts and Culture (DSRAC) appointed the Coega Development Corporation (CDC) as an implementing Agent (IA) to assist in rolling out the construction of infrastructure projects in various parts of the Eastern Cape. The Programme is meant to address the inadequate and poor physical condition of the existing infrastructure within the Department of Sports, Recreation, Arts and Culture. This will provide free, equitable and accessible libraries and preservation of public and non-public records.

These infrastructure projects comprise of refurbishment of 1 X existing Library Facility and 2 X existing Museum Facilities. The designs of the identified sites are to comply with the Minimum Standards for Public Infrastructure Projects, National Building Regulations, and the SANS 10400.

In this regard, three (3) projects have been identified to be Implemented. These projects are in various parts of the Eastern Cape:

- Ugie Library, located in Ugie, Elundini Local Municipality, Joe Gqabi District Municipality, Eastern Cape, South Africa
- Missionary Museum Qonce, located in King William's Town, Buffalo City Local Municipality, Amathole District Municipality, Eastern Cape, South Africa
- Sterkstroom Museum, located in Sterkstroom, Enoch Mgijima Local Municipality, Chris Hani District Municipality, Eastern Cape, South Africa

2 SCOPE OF PROFESSIONAL SERVICES DISCIPLINES

Respondents are required to have relevant experience and knowledge in the planning, design, construction management and commissioning of infrastructure projects.

The CDC requests capable and competent PSPs to submit Proposals **as Consortia/JVs or Multidisciplinary** entities with all the required professional disciplines for the provision of professional consulting services for **CDC/47/25 ET AL : PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF UGIE LIBRARY, MISSIONARY MUSEUM QONCE AND STERKSTROOM MUSEUM.**

The consortium or JV must consist of the following professional disciplines services:

1. Lead Consultant/Principal Agent
2. Architectural Services
3. Quantity Surveying Services
4. Civil Engineering Services
5. Structural Engineering Services
6. Electrical Engineering Services
7. Mechanical Engineering Services
8. Construction Health and Safety Agent

One of the disciplines above with the relevant expertise will also act as a Principal Agent/Lead Consultant. The entity that meets the requirements in terms of the expertise must also price for this function on **Annexure G – Percentage Fee Proposal and Annexure H – Project Estimated Range & Disbursement Costing**

In addition to the disciplines listed above, a Land Surveyor, a Geotechnical Engineer, Heritage Specialist and Environmental Health Officer would be required to supplement the services and once the Teams are appointed this must be **priced for under the disbursement proposal**.

JVs shall include **ALL** the disciplines listed above. Any bid from a JV that does not meet this requirement will be considered as non-responsive.

Disclaimer: *Estimates are subject to change once the designs are finalised and approved, however the offered rate by the consortium/JV or multi-disciplinary at the bidding stage will not change after the estimate has been finalised.*

3 SCOPE OF SERVICES AND FEE SPLIT FOR PSPs

STAGE OF DEVELOPMENT	NAME OF STAGE	SCOPE OF SERVICES	DELIVERABLES	METHOD OF ASSESSMENT
STAGE 1	Inception (Investigations and Consultations)	Preliminaries: a) Attend project briefing meeting by the Client; b) Prepare and submit for approval the Project Implementation Plan which will include the Scope of Services for Consultants; Milestones, Schedule of Activities; Fee split per deliverable/Milestone; method of measuring Progress. c) Finalise agreement with Client; d) Source and/or collect any available necessary project documentation (e.g. reports, drawings, plans, etc); Investigations: e) Confirm site location. f) Assess site accessibility. g) Assess landownership, confirm and facilitate transfer of land-ownership where necessary; h) Assess current and future/planned Rezoning and Land Usage; i) Conduct Topographical Surveys; j) Conduct Geotechnical Investigations; k) Assess availability, capacity of and connections to bulk services (water, sewerage, electricity, telecoms); l) Assess existing and planned services traversing the site (e.g. Power lines, Water lines, etc); m) Conduct assessments and secure approvals for Safety, Health & Environmental; n) Conduct and secure Heritage Council approvals (where required); o) Conduct Traffic studies (where necessary); p) Identify other site constraints (e.g. proximity of other structures, other activities taking place in the vicinity of the site); q) Arrange, conduct and record any Technical Team co-ordination meetings;	A. Project Implementation Plan; B. Assessment Report; C. Record of Technical Team Meetings; D. Schedule of consents and approvals E. Schedule of required surveys, tests, analyses, site and other investigations F. Preliminary Cost Estimates. G. Detail Programme. H. Heritage Assessment Report. I. SHE Risk Profile J. EIA Assessment Screening K. EIA Assessment Screening L. Report End stage Report covering all discipline.	• Pre-requisite is the submission and approval of the Project Implementation Plan • 0/100, upon receipt and approval of the Assessment Report

		r) Produce and present Assessment Report covering areas of investigation highlighted above.		
STAGE 2	Concept and Viability	a) Attend Client Progress Meetings and other ad-hoc meetings; b) Attend planning and design meetings; c) Undertake any necessary technical site tours of similar projects; d) Assess User Requirements in line with applicable Norms & Standards, Best Practices and site conditions; e) Decompose Level 1 WBS to culminate into Level 2 WBS, WBS Dictionary and Baseline Planning . f) Prepare Concept Designs ; g) Identify Work Packages for SMEs; h) Prepare the Schedule of Accommodation and Project Brief ; i) Prepare Sketch/Layout Plans ; j) Prepare Preliminary Cost Estimates ; k) Prepare Preliminary Schedule of Major Deliverables ; l) Prepare and submit the Site Development Plans to Local Authority where applicable; m) Conduct Value Engineering (VE) Workshop including all the key role players and produce VE Report .	• Draft Project Brief. • Draft Sketch/Layout Plans. • Level 2 WBS, WBS-D and Baseline Plans; • Concept Designs; • Preliminary Cost Estimates. • Preliminary Schedule of Major Deliverables. • Site Development Plans; • Value Engineering Report	• 0/100, upon receipt of acceptable Level 2 WBS, Brief, Draft Layout/Sketch Plans, Concept Designs, Preliminary Cost Estimates, Preliminary Schedule, Site Development Plans and VE Report
		n) Revise and submit for approval Project Brief, Sketch /Layout Plans, Preliminary Cost Estimates, and Preliminary Schedule	• Revised Project Brief • Revised Sketch/Layout Plans; • Revised Preliminary Cost Estimates; • Revised Preliminary Schedule of Major Deliverables;	• 0/100, Revised Level 2 WBS, Brief, Concept Designs, Sketch/Layout Plans, Preliminary Cost Estimates and Preliminary Schedule
STAGE 3	Design Development	a) Attend Client Progress Meetings and other ad-hoc meetings; b) Attend planning and design meetings; c) Prepare Detailed Designs for each Work Package d) Produce Design Development Drawings, technical details and outline specifications (Technical, SHE, Socio-economic – S-E); e) Prepare detailed Cost Estimates for each Work Package;	• Design Development Drawings; • Outline Specifications; • Detailed Cost Estimates; • Design Report	• 25/100, Drawings, Specifications, Cost Estimates for each Work Package, Design Report



		f) Submit necessary design documentation including building plans to local authority for approval; g) Prepare and submit Design Report.		
STAGE 4	Documentation and Procurement	a) Provide advice on all appropriate insurances; b) Compilation and approval of Tender Documentation including Working Drawings and Elemental Bill of Quantities (EBoQ); c) Assess samples and products for compliance and design intent; d) Production of copies of the required number of Tender Documents for distribution to the Prospective Tenderers; e) Prepare for and attend Briefing Meeting; f) Assist with responses to technical questions during tender stage.	- Working Drawings - Elemental Bill of Quantities - Tender Documents	0/100, Complete Set of Tender Documents
		g) Attend Tender Closure meeting; h) Assist with evaluation of Tenders as per the requirements of the Project Manager. i) Prepare and submit signed Tender Evaluation Report to the Project Manager. j) Assist in negotiating with the preferred Contractor(s).	Tender Evaluation Report	0/100, Attendance to Briefing Meeting, Tender Evaluation Report

STAGE 5	Construction (This will include both construction and commissioning)	a) Review BoQ and Balance the Rates; b) Assess adequacy of the insurances, guarantees and warranties submitted by the contractor; c) Compilation of Work Plans with the Contractor (WBS, Definition of Work Packages and Milestones, Schedule, Method of Measurement - MoM, SME packages, Labour Histogram, SHE Issues, S-E imperatives); d) Checking adequacy of contractor's quality assurance plan; a) Checking contractor conformance to quality plan b) Arrange, conduct and record Site Hand-over Meeting to the contractor and issue all the Working Drawings per Work Package and Site Hand-over Certificate; c) Undertake Contracts Administration; d) Upload information on Electronic Reporting Systems owned by the CLIENT and by the third parties (e.g. EFMS, NEIMS, etc.) e) Conduct and record Site Meetings (Site walk-about meetings) together with the Contractor and his/her Foreman at least once a month (more visits might be required for problematic projects); f) Hold Technical Meetings once a month (Board-room meetings attended by all the members of the design team together with the contractor and his/her foreman); g) Attend and record Progress Meetings with the Client once a month; h) Assess performance of Contractor against Work Plans and report formally any deviations; i) Assist with resolution of financial claims by the contractor(s); j) Obtain test results from the Contractor and prepare Summary of Tests Results and Interpretations; k) Assess progress on site per MoM, prepare and submit contractor's payment certificate together with Monitoring Tool; l) Prepare Progress Report that includes copies of minutes for Site, Technical and Progress Meetings. m) Provision of support to ensure as built conforms to the design.	• Work Plans • Site Hand-over Certificate • Summary of Test Results with interpretations • Uploaded Information on Reporting Systems • Contractors Payment Certificates and Monitoring Tool; • Consultants Fees and Progress Report • Practical Completion Certificate • Works Completion Certificate • Record of Meetings	• 0/100 Portion of the 35% determined as the percentage of the approved contractor's interim payment certificate to the total contract value (Excl. VAT, advanced payments, any interest charges, and Incl. penalties) as evidenced on the Payment Certificate
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		n) Prepare and submit Monthly Payments Certificates for Consultants' fees together with Progress Report o) Prepare certificates of Practical Completion and Works Completion. p) Solicit Occupation Certificate and other statutory certificates.		
STAGE 6	Close-out	a) Arrange, hold and record co-ordination meetings with Technical Team; b) Co-ordinate and monitor rectification of defects; c) Arrange Operations and Maintenance Manuals, Guarantees and Warranties; d) Secure all statutory certificates; e) Site Measurements and Preparation of As-built Drawings (Soft Copy of signed As-built Drawings saved in PDF format f) Issue Certificate of Final Completion; g) Prepare and present Final Accounts; h) Prepare and present Project Close-out Report;	• Operations and Maintenance Manuals, Guarantees and Warranties; • As-built Drawings • Certificate of Final Completion • Final Accounts • Project Close-out Report • Record of necessary meetings • IPAC/Sketch Documents	• 0/100, As-built Drawings, Completion Certificate, Final Accounts, Close-out Report.

4 BID EVALUATION PROCESS

Bids will not be evaluated on functionality. The stages of assessment the Bids will be as follows:

- Stage 1: Responsiveness Assessment,
- Stage 2: Functionality Assessment
- Stage 3: Quantitative Assessment, and
- Stage 4: Qualitative Assessment.

4.1. Stage 1: Responsiveness Assessment

a) Mandatory Requirements

The following criteria will be used in assessing the responsiveness of bids.

Table 1: Mandatory requirements to be submitted

No.	DESCRIPTION
1	Completed and signed Invitation to Bid (SBD 1) in case of a Joint Venture/Consortium, all CSD numbers of the entities should be reflected on the SBD1 form.
2	Completed and signed Bidders Disclosure (SBD 4). In case of a Joint Venture/Consortium, a separate SBD 4 form in respect of each party to the JV must be completed and submitted).
3	Bidders must complete and sign the Attendance Register for the mandatory briefing meeting for the respective briefing session of the contract number that they will be bidding for. One delegate may not represent more than one prospective bidder in the briefing meeting.
4	Signed letter of intent to enter into JV/Consortium OR JV/Consortium Agreement to be signed by all parties (Where applicable).
5	Completed and Signed Certificate of Authority of Signatory to be signed by ALL BIDDING ENTITIES and in case of a Joint Venture/Consortium the Authority of Lead Partner to sign JV/Consortium documents to be signed by all parties in the JV. Proof of authority to sign may be submitted in a form of company resolution.
6	Completed and signed Nominated Lead Professionals form.

No.	DESCRIPTION
7	Completed and signed Percentage Fee Proposal form (Annexure G & H) in clearly legible with permanent ink.
8	Confirm availability of key personnel with relevant experience to execute infrastructure projects with proof of professional registration and Qualification for the respective discipline. The nominated lead professionals for each discipline to provide his/her CV and professional registration/membership certificate and Qualification with minimum of 5 years post professional registration. The lead professionals will have to demonstrate sound working experience in the discipline under consideration. (a) Lead Consultants & Principal Agents – Professional Construction Project Manager (PrCPM) registered with the South African Council for the Project and Construction Management Professions (SACPCMP) <i>and Tertiary Qualification with minimum of 5 years post professional registration</i> OR A Built Environment Professional registered with Project Management Institute (PMI) as a Project Management Professional (PMP) with a Tertiary Qualification in the Built-Environment, and <i>with minimum of 5 years post professional registration</i> (b) Architectural Services – Professional Architect / Professional Senior Architectural Technologist / Professional Architectural Technologists registered with the South African Council for the Architectural Profession (SACAP) and Tertiary Qualification with minimum of 5 years post professional registration. (c) Quantity Surveying Services – Professional Quantity Surveyor registered with the South African Council for the Quantity Surveying Profession (SACQSP) and Tertiary Qualification with minimum of 5 years post professional registration. (d) Civil Engineering Services – Professional Civil Engineer / Professional Civil Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary Qualification with minimum of 5 years post professional registration. (e) Structural Engineering Services - Professional Structural Engineer / Professional Structural Engineering Technologist registered with the Engineering Council of South

No.	DESCRIPTION
	Africa (ECSA) and Tertiary Qualification <i>with minimum of 5 years post professional registration.</i> (f) Electrical Engineering Services - Professional Electrical Engineer / Professional Electrical Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary Qualification <i>with minimum of 5 years post professional registration.</i> (g) Mechanical Engineering Services - Professional Mechanical Engineer / Professional Mechanical Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary Qualification <i>with minimum of 5 years post professional registration.</i> (h) Construction Health and Safety Agent - Professional Registered Health & Safety Agent with the South African Council for the Project and Construction Management Profession (SACPCMP) <i>with minimum of 5 years post professional registration.</i> Only full professional registration with minimum of 5 years post professional registration will be considered; candidate registration will not be considered. A Lead Professional must only be replaced with an individual of equal or higher qualifications and/or experience and only with written approval of the employer. A lead consultant can play dual roles. One (1) lead professional must not be nominated for more than one (1) bid. All bids with common nominated lead professional will be eliminated as this constitutes a conflict of interest.

NB: Failure to complete all mandatory information will result in submissions being deemed null and void and shall be considered “*non-responsive*”.

Table 2: Additional requirements

No.	DESCRIPTION
1	Complete and sign Form SBD 6.1 preference points claim form in terms of the Preferential Procurement Regulations 2022.
2	As per the amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSEs' with at least a 51% and EMEs with an annual turnover of above R1.8 Million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with an annual turnover of less than R1.8 Million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. In the case of a JV or Consortium, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of the member entities to confirm the type of enterprise. (<i>Annexure K</i>)
3	Company Registration documents (Biz Portal).
4	Company Profile.
5	Completed PSP Performance Evaluation Forms from at least three (3) previous clients.
6	Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.

4.2. Stage 2: Functionality Assessment

Bids are to be evaluated using Functionality Criteria with a minimum threshold of 60 points to be achieved before proceeding to quantitative assessment.

APPENDIX A – FUNCTIONALITY SCORING

TABLE 1– FUNCTIONALITY SCORING

#	Functionality criteria	Sub-criteria		Requirements
		Description	Weighting (%)	
1	Adequacy of proposed work program and proposed methodology for execution of the professional consultancy services	Work program/scheduling	25	Bidders should propose the main activities for the implementation of the project indicating clear timelines (start-end dates), critical path activities demonstrating that the project can be completed within the stated period.
		Methodology for executing the work, provide key risk factors to be considered/listed with methodology	15	The bidders are to indicate the approach on paper (methodology and technical approach) detailing the execution of the project which is consistent with the work programme. The methodology is to make reference to the scope of services. This must also include contingency planning and management. The key risk factors affecting the project should be described with possible mitigation action.
2	Demonstrated experience (past performance) in comparable/similar projects(e.g. Libraries, Schools, Clinics, etc).		25	This criteria covers the experience and knowledge that the bidders has with working on other construction projects that are comparable in terms of complexity, size and value. Bidders are to provide details on construction projects with the highest value that have been completed in the last 10years. Attached a minimum of three reference letters for three completed projects. Please provide a completed, signed reference with company stamp and contactable reference from the client.
3	Quality control systems and practices/procedures which ensure compliance with the standards and specification required for the delivery of the project		15	The bidders are to provide documentation indication the availability of a quality management system or quality management plan that is functioning within the organisation and can be utilised for this project. The bidders must demonstrate that the system is functioning and is being utilised, that on the project it will adequately fulfil the quality assurance standards that are required on, planning, execution and completion of the project. Details of the certification or accreditation (and maintenance) of the quality control and assurance system is to be provided by the bidders.



#	Functionality criteria	Sub-criteria		Requirements
		Description	Weighting (%)	
4	Local based service providers		20	Locally based service providers to submit proof of office establishment as evidence to demonstrate locality in the form of a title deed in the name of the bidder, municipal invoice in the name of its directors, lease agreement in the name of the bidder, etc.

Table A2:- INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA

	Functionality criteria	Sub-criteria	Evaluation Indicators				
			None Responsive (Score 0)	Poor (Score 25%)	Satisfactory (Score 50%)	Good (Score 75%)	Very Good (Score 100%)
1	Adequacy of proposed work plan and methodology covering and demonstrating coherence of the:-	Construction Work program/scheduling	No submission	The activity schedule omits important task or the timing of the activities and the correlation among them are inconsistent with the methodology statement. There is lack of clarity	All key activities are included in the activity schedule but are not detailed. There are minor inconstancies between timing, project deliverables and proposed methodology	The work program fits the methodology well; all important activities are indicated in the activity schedule and their timing and sequence is appropriate and consistent with project objectives. There is fair amount of detail including information on resources utilised.	Besides meeting the "good" rating, decision points and the sequencing and timing of activities are very well defined indicating the bidders has optimized the use of resources
		Methodology for executing the work	No submission	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The bidder has misunderstood certain aspects of the scope of work and does not deal with the critical	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The risk factors have been listed, however they are generic and are not detailed	The approach is specifically tailored to address the specific project objectives, scope and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The risk factors have been listed which are specific to the project and	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs and also covers SHEQ issues. The methodology incorporates



	Functionality criteria	Sub-criteria	Evaluation Indicators				
			None Responsive (Score 0)	Poor (Score 25%)	Satisfactory (Score 50%)	Good (Score 75%)	Very Good (Score 100%)
				aspects of the project. No risk factors have been listed		have sufficient detail	program/scheduling and provides detailed information. Beside meeting the "good" rating, the bidders has provided detail information on mitigation measures and shows good understanding of the required project risk management
2	Demonstrated experience (past performance) in comparable projects		No submission	Value of single projects completed in last 5- 10years less than R (project value), with 25% or more deviation (time and cost) Note: In-case of a JV, parties must submit a value of single project completed in the last5-10 years less than R (project value), with 25% or more deviation (time and cost)	Value of single projects completed in last 5- 10years less than R (project value), with 20% or more deviation (time and cost) Note: In-case of a JV, parties must submit a value of single project completed in the last5-10 years less than R (project value), with 20% or more deviation (time and cost)	Value of single projects completed in last 5- 10years less than R (project value), with 20% or more deviation (time and cost) Note: In-case of a JV, parties must submit a value of single project completed in the last5-10 years less than R (project value), with 15% or more deviation (time and cost)	Value of single projects completed in last 5- 10years less than R (project value), with 20% or more deviation (time and cost) Note: In-case of a JV, parties must submit a value of single project completed in the last5-10 years less than R (project value), with 10% or more deviation (time and cost)



	Functionality criteria	Sub-criteria	Evaluation Indicators				
			None Responsive (Score 0)	Poor (Score 25%)	Satisfactory (Score 50%)	Good (Score 75%)	Very Good (Score 100%)
3	Quality control systems and practices/procedures which ensure compliance with the standards and specification required for the delivery of the project		No submission	Documented Quality Management System is available, utilized and not audited	Documented Quality Management System is available, utilized and audited internally. Proof of the audit is required.	Documented system / Quality Management Plan is available and proof to be supplied that the system is audited internally & externally, and quality control plan is specific to this project.	Accredited Quality Management System, i.e. ISO9001 with proof of accreditation provided in the bid.
	Locally Based Service Providers		No submission	Outside the Eastern Cape Province	Within the Eastern Cape Province	Within the local District Boundaries (Joe Gqabi Municipality-Ugie Library Amatole District Municipality-Missionary Museum Qonce. Chris hani District municipality – Sterkstroom Museum	Within the local Municipality Boundaries (Elundini local Municipality-Ugie Library Amatole Local Municipality-Missionary Museum Qonce. Enoch Mgijima local municipality – Sterkstroom Museum

Note:

Bidders are required to achieve a minimum threshold of 60 points in order to be considered for next stage evaluation.



4.3. Stage 3: Quantitative Assessment

The method of scoring Financial Proposals and the BBBEE Verification Certificate is described in the attached Tender Evaluation and Scoring document. The allocation of tender adjudication points for this contract shall be as follows:

Table 3: Point allocation

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80
Specific Goals (B-BBEE Status Level of Contribution)	20
Total Points (S)	100

The formula for Price Points to be used is as follows:

Specific Goals (B-BBEE Status Level of Contribution)	Number of points allocated (80/20 system) (To be completed by the organ of state)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

$$P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Where:

PS = Points scored for comparative price of tender or offer under consideration.

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

Note: A bidder who provides an invalid BBBEE Certificates or Affidavit will score zero points for specific goals. The type of certification a bidder needs to comply with is dependent on their annual turnover. For built environment professionals the requirements are as follows:

1. An entity **with less than** R1.8mil annual turnover as per their latest financial statements qualifies for the EME construction affidavit or submit a BEE certificate issued by CIPC.
2. All entities **with more than** R1.8mil annual turnover as per latest financial statements must engage a SANAS Accredited verification agency and will be issued with a BEE certificate.

4.4. Stage 4: Qualitative Assessment

The Qualitative Assessment will be conducted on all the responsive bids that pass through the mandatory requirements as reflected under Stage 1. The main thrust of this assessment would not be to second-guess the bidder but to address the question around potential capacity and commercial risks. The performance reports of bidders who have previous exposure with CDC will also be considered during this stage and those bidders with negative performance reports will not be recommended. Bidders will be required to submit 3 performance reports from previous clients of project with similar complexity.

5 CONDITIONS OF TENDER

Failure to adhere to the conditions stated hereinunder or to provide evidence where specified, will render the submission non-responsive and the submission will be declared as null and void and will not be considered further.

- a) The CDC's Procurement Policy and Procedures shall apply.
- b) The 80/20 preference point system, as per the Preferential Procurement Regulations, 2022
The following scores will be applied:
 - (i) Price - 80
 - (ii) Specific Goals (B-BBEE Status Level of Contribution) - 20
- c) The following legislation shall apply:
 - (i) Public Finance Management Act (PFMA);
 - (ii) Construction Industries Development Board Act, Act 38 of 2000
 - (iii) National Treasury Regulations;
 - (iv) Preferential Procurement Policy Framework Act, 2000;
 - (v) Preferential Procurement Regulations, 2022;
 - (vi) National Building Regulations and Building Standards Act (103 of 1977)
 - (vii) South African National Standards (SANS) 10400
 - (viii) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (ix) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (x) Broad -Based Black Economic Empowerment (BBBEE) Amendment Act (46 of 2013);
 - (xi) Disaster Management Act (57 of 2002);
 - (xii) The National Qualifications Framework Act (Act No. 67 of 2008)
 - (xiii) The National Qualifications Framework Amendment Act (Act No. 12 of 2019)
 - (xiv) The Skills Development Act (Act No. 97 of 1998) as amended by Employment Services Act 4 of 2014;
 - (xv) National Heritage Resources Act, NHRA (Act No. 25 of 1999);
 - (xvi) Competition Act (Act No. 89 of 1998);
 - (xvii) Protection of Personal Information Act (Act No. 4 of 2013; and
 - (xviii) Any other applicable legislation.
- (d) This project is conducted to a Construction Industry Development Board Contract Skills Development Goal (CSDG) programme, and the successful Bidder will be required to adhere to the requirements of:

-
- i. the CIDB Standard for Indirect Targeting for Enterprise Development Through Construction Works Contracts published in Gazette Notice No. 36190 of 25 February 2013; and
 - ii. the CIDB Standard for Developing Skills Through Infrastructure Contracts (March 2023).
 - (e) Bidders and all its Consortium/Joint Venture (JV) members, if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
 - (f) Disbursements will be paid based on proven costs using Department of Public Works rates as a guideline. Bidders are advised to utilise the correct vehicle capacity they intend to use when pricing for Travelling under disbursement. The Vehicle Capacity e.g., **2500 cc** used at bidding stage will be the same vehicle capacity e.g., **2500 cc** utilised on appointment and during Implementation.
 - (g) Rates tendered will be subject to negotiation, not exceeding the applicable industry rates as prescribed by the tariff of fees or remuneration guidelines issued by the relevant professional service organization or regulatory body.
 - (h) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g., MAAA0.
 - (i) As per the amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSEs' with at least a 51% and EMEs with an annual turnover of above R1.8 Million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R1.8 Million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. In the case of a JV or Consortium, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of the member entities to confirm the type of enterprise.

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- (j) A bidder who provides an invalid BBBEE Certificates or Affidavit will score zero points for specific goals. The type of certification a bidder needs to comply with is dependent on their annual turnover. For built environment professionals the requirements are as follows:
- a) An entity with **less than** R1.8mil annual turnover as per their latest financial statements qualifies for the EME construction affidavit or submit a BEE certificate issued by CIPC.
 - b) All entities with **more than** R1.8mil annual turnover as per latest financial statements must engage a SANAS Accredited verification agency and will be issued with a BEE certificate.
- (k) Bidders and all its Consortium/Joint Venture (JV) members, if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through Biz-Portal.
- (l) Bidders who fail to attend the compulsory briefing meeting will be disqualified; the attendance register will be used to confirm attendance. The attendance register will be used to confirm attendance. Submissions from Companies or JV/Consortium which did not attend the Compulsory Briefing Meeting will not be evaluated.
- (m) All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must include VAT. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Service (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (n) The CDC will only award the Tender to a Successful Tenderer who is tax compliant. The tax compliant status of the Tenderers (and all the members in the Tendering Team in the case of Consortia or Joint Ventures) will be verified through the CSD and South African Revenue Services (SARS) website.
- (o) CDC will not award more than **Five (5)** Projects to one bidder/JV or consortium, unless of **One** or more active projects have reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder/consortium is the only responsive service provider and has already been awarded more than five contracts.

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- (p) Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (q) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and National Environmental Management Act, Act (107 of 1998), Disaster Management Act, Act (57 of 2002) and, all applicable Legal and Other requirements. CDC Sustainability Business Unit will monitor compliance and implementation of SHE Management Systems throughout the duration of the contract.
- (r) The Bidders must nominate a person who will be their Overall Project Team Leader. The Overall Project Team Leader:
- (i) Should have delegated authority to sign:
 - (1) The Tender Submissions;
 - (2) Any correspondence with the CDC during the bidding process;
 - (3) The Agreement to be entered into with the Successful Bidder; and
 - (4) Any correspondence during the Contract Execution Phase.
 - (ii) Would be conferred the authority to be the duly Authorised Signatory as would be provided in the **Certificate of Authority of Signatory** that should be included in the Tender Document.
 - (iii) Will be the sole point of contact between the CDC and the Bidder during this bidding process, and during contract execution (i.e. for the Successful Bidder).
 - (iv) Would be required to review and sign off all the deliverables to the CDC during the execution of the contract, confirming their quality and professional soundness.
- (s) In the case of JVs/Consortia, the Bidder must include a Letter of Intent to Enter into a **JV/Consortium Agreement**.
- (t) Entities are not allowed to be a member of more than one (1) JV/Consortium or Bidding Team.

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- (u) Bidders must complete and sign the **POPI Act Form**. In the case of a Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed.
 - (v) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this Tender Document and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
 - (w) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they collect the tender documents to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
 - (x) The onus is on the bidder to be compliant throughout the 36 months with Tax, CSD and BBBEE.
 - (y) Incomplete Tender document Submissions will be deemed null and void and shall be considered non-responsive.
 - (z) The tender validity period shall be **twelve (12) weeks** from the closing date.

6 DISQUALIFICATION

Bidders will be disqualified immediately during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded if they are found to have conducted or committed any of the following:

- (a) Bidders, bidder's representatives, associates, or shareholders that sought to influence adjudication process of this tender, or outcomes of the adjudication process, directly or indirectly.
- (b) Bidder that failed to follow or observe the lines of communication that are prescribed in the Advert.
- (c) Collusion among bidders.
- (d) Misrepresentation of information.
- (e) Any Bidder or its principals or both who have engaged in corrupt and fraudulent practices, not only with the CDC but anywhere else.
- (f) Bidders who have pending liquidation, in receivership, bankrupt/insolvent (actually and commercially).
- (g) Bidder or discipline partner appearing on National Treasury blacklist, and
- (h) Bidders who have poor or negative performance reports on previous projects.

7 RETURNABLE DOCUMENTS (ANNEXURES)

ANNEXURE A : INVITATION TO BID - SBD 1

INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/47/25 ET AL	CLOSING DATE:	17 March 2025	CLOSING TIME:	12:00
DESCRIPTION	PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF UGIE LIBRARY, MISSIONARY MUSEUM QONCE AND STERKSTROOM MUSEUM				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED TO: BOX SITUATED AT (STREET ADDRESS)					
76 BLAKEWAY ROAD					
MTHATHA					
5100					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zine Mtanda		CONTACT PERSON	Zine Mtanda	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	dsractenders@coega.co.za,		E-MAIL ADDRESS	dsractenders@coega.co.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, 2022, 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:

ANNEXURE B

SBD4 - 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.
- 3.5 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.

- 3.6 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 ENHANCING COMPLIANCE,
TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS
DECLARATION PROVE TO BE FALSE.**

.....	
Signature	Date
.....	
Position	Name of bidder

ANNEXURE C - SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contribution

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE Status Level of Contribution	20
Total points for Price and B-BBEE Status Level of Contribution	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of

- this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 favorable arrangements due to such cancellation;

-
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

ANNEXURE D: Authority for Signatory

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I,, chairperson

of the board of,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20....., Mr/Ms

acting in the capacity of, was authorized to sign all documents in connection with this tender for Contract No. CDC/47/25 ET AL and any contract resulting from it on behalf of the company.

As witnesses:

1. Chairman:

2. Date:

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as

....., hereby authorize

Mr/Ms,
acting in the capacity of

....., to sign all documents in connection with this tender for

Contract No CDC/47/25 ET AL and any contract resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture (Continue)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Ms, authorized signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Contract No **CDC/47/25 ET AL** any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorizing Name and Capacity	Authorizing Signature

D. Certificate for Sole Proprietor

I,, hereby confirm that I am

the sole owner of the business trading as

As witnesses:

1. Sole Owner:

2. Date:

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....
hereby authorize Mr/Ms

acting in the capacity of, to sign
all to sign all documents in connection with this tender for Contract No CDC/47/25 ET AL and any contract
resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

ANNEXURE E: Joint Venture Disclosure Form

EMPLOYER : COEGA DEVELOPMENT CORPORATION
.....

PROFESSIONAL CONSULTANCY SERVICES FOR
THE REFURBISHMENT OF UGIE LIBRARY,
MISSIONARY MUSEUM QONCE &
CONTRACT DESCRIPTION : STERKSTROOM MUSEUM
.....

CONTRACT NUMBER : CDC/47/25 ET AL
.....

- Note: 1) This form needs not be completed for Joint Ventures which have enterprise partners.
- 2) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be attached.
- 3) A copy of the joint venture agreement must be attached to this form. In order to demonstrate the targeted enterprise partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
- i) The contributions of capital and equipment
 - ii) Work items to be performed by the enterprise partner's own forces.
 - iii) The commitment of management, supervisory and operative personnel employed by the targeted enterprise partner to be dedicated to the performance of the Contract.
- 4) Copies of all written agreements between partners concerning the contract must be attached to this form including those which relate to ownership options and to restrictions/limits regarding ownership and control.
- 5) Each enterprise partners must complete an Enterprise Declaration Affidavits.

JOINT VENTURE PARTICULARS

Name : _____

Postal address : _____

Physical address : _____

Telephone : _____ Fax: _____

IDENTITY OF EACH ENTERPRISE PARTNER

Name : _____

Postal address : _____

Physical address : _____

Telephone : _____ Fax: _____

Contact Person : _____

Name : _____

Postal address : _____

Physical address : _____

Telephone : _____ Fax : _____

Contact Person : _____

Name : _____

Postal address : _____

Physical address : _____

Telephone : _____ Fax : _____

Contact Person : _____

Name : _____

Postal address : _____

Physical address : _____

Telephone : _____ Fax : _____

Contact Person	:		
Name	:		
Postal address	:		
Physical address	:		
Telephone	:		Fax :
Contact Person	:		
Name	:		
Postal address	:		
Physical address	:		
Telephone	:		Fax :
Contact Person	:		

NB: JV/Consortiums may provide JV Agreement in their template of choice

DESCRIPTION OF THE ROLE OF THE PARTNERS IN THE JOINT VENTURE.

OWNERSHIP OF THE JOINT VENTURE

a) Percentage Ownership in respect of	:	Enterprises	%	Enterprises	%
b) Profit and Loss Sharing	:	Enterprises	%	Enterprises	%
c) Initial Capital Contribution	:	Enterprises	R	Enterprises	R
d) Ongoing Capital Contribution	:	Enterprises	R	Enterprises	R



e) Major Plant and Equipment : Enterprises Enterprises
Contribution

.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	

RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT OR AS PARTNERS IN OTHER JOINT VENTURES

Targeted Enterprise Partners

1. : _____
2. : _____
3. : _____
4. : _____
5. : _____

CONTROL AND PARTICIPATION IN THE JOINT VENTURE

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(Continue on next page)

CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorized representatives of the Employer.

Signature : _____

Name : _____

Duly authorized to sign on behalf of : _____

Address : _____

Telephone : _____

Fax : _____

Date : _____

ANNEXURE F: PSP PERFORMANCE MANAGEMENT

Project Name	
Contract Number	
Project Manager	
Service Provider Name	
Contract Value	
Project Duration	
Project Amount	
Evaluation Date	

STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Stage 1 - Inception	• Project Implementation Plan. • Assessment Report. • Consultation Report. • Record of Technical Team Meetings		PSP was a drag; Does not execute as planned or as agreed; Does not have an appreciation of the objectives of this Stage; Literally guided by the Project Management Team at all times; Quality of work rejected more than once; All the deliverables submitted 50% or more behind PIP Schedule.	PSP needed to be “hand-held”; Displayed some degree of professionalism; Does not have full appreciation of the objectives of this Stage; Guided by the Project Management Team 80% of the time; Quality of work rejected at least once; All the deliverables submitted not more than 40% behind PIP Schedule.	PSP has done the basic bare minimum; Not pro-active; Displayed reasonable degree of professionalism; No additional suggestions on how to improve the total deliverables; Deliverables returned at least once to be revised; All deliverables submitted not more than 30% behind scheduled time.	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Good understanding of WBS and Baseline Process; Useful insights in the VE Workshop; Useful ideas, proposals but lacks effective implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Good responsiveness to SHE, S-E and Sustainability issues; Deliverables accepted first time meeting quality expectations; All the deliverables submitted not more than 20% behind PIP Schedule; Very good responsiveness to client meeting requirements, ad hoc requirements.	PSP has at all times been pro-active, displayed astute professionalism, diligent, insightful; Useful suggestions and implementation of best approaches to minimise time, costs and improve quality of the deliverables; All deliverables accepted first time and not more than 10% behind scheduled time.

STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Stage 2 - Concept & Viability	• Draft Project Brief. • Draft Sketch/Layout Plans. • Level 2 WBS, WBS-D and Baseline Plans. • Concept Designs. • Preliminary Cost Estimates. • Preliminary Schedule of Major Deliverables. • Site Development Plans. • Value Engineering Report		PSP is a pain to work with; Did not display professionalism nor commitment; Non-coherent team with rife team dynamics that affected the progress; Does not have sense of urgency and has to be pushed at all times; Did not display appreciation nor understanding of the WBS and Baseline Process; Minimal or no useful input in the VE workshop and during the entire Stage; No appreciation of SHE, S-E and Sustainability issues; Quality of work rejected more than twice; All the deliverables submitted 50% or more behind PIP Schedule; Not responsive to client meeting requirements, ad hoc requirements.	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Has to be reminded frequently of the timelines; Did not display good understanding of WBS and Baseline Process; Minimal input in the VE workshop and during the entire Stage; Limited appreciation of SHE, S-E and Sustainability issues; Quality of work rejected at least twice; All the deliverables submitted not more than 40% behind PIP Schedule; Poor responsiveness to client meeting requirements, ad hoc requirements.	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism and commitment, diligence, insightfulness; Fair understanding of WBS and Baseline Process; Fair inputs in VE Workshop; Reasonable responsiveness to SHE, S-E and Sustainability issues; Deliverables needed to be rectified at least once; All deliverables submitted not more than 30% behind scheduled time; Fair responsiveness to client meeting requirements, ad hoc requirements.	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Good understanding of WBS and Baseline Process; Useful insights in the VE Workshop; Useful ideas, proposals but lacks effective implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Good responsiveness to SHE, S-E and Sustainability issues; Deliverables accepted first time meeting quality expectations; All the deliverables submitted not more than 20% behind PIP Schedule; Very good responsiveness to client meeting requirements, ad hoc requirements.	PSP has at all times been pro-active, displayed astute professionalism and commitment, diligent, insightful; Astute understanding and execution of WBS and Baseline Process; Critical insight in the VE Workshop; Superb ideas, proposal and implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Proactive on SHE, S-E and Sustainability issues; Deliverables accepted first time, exceeding expected quality standards; All the deliverables submitted not more than 10% behind PIP Schedule; Excellent responsiveness to client meeting requirements, ad hoc requirements.

STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Stage 3 – Design Development	• Design Development Drawings; • Outline Specifications; • Detailed Cost Estimates; • Design Report		PSP is a pain to work with; Did not display professionalism nor commitment; Non-coherent team with rife team dynamics that affected the progress; Does not have sense of urgency and has to be pushed at all times; Designs not triangulated and not incorporating concepts agreed upon in Stage 2; Quality of work rejected more than twice; All the deliverables submitted 50% or more behind PIP Schedule.	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Serious team dynamics that affected the progress; Has to be reminded frequently of timelines; Did not display good understanding of triangulated designs; Incorporated some (50%) of the concepts agreed upon in Stage 2; Not conscious of cost effective designs; Quality of work rejected at least twice; All the deliverables submitted not more than 40% behind PIP Schedule.	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism and commitment, diligence, insightfulness; Worked as a coherent team with minimal team dynamics; Aware and attempted triangulated designs; Incorporated most (75%) of the concepts agreed upon in Stage 2; Deliverables needed to be rectified at least once; All deliverables submitted not more than 30% behind scheduled time	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Good understanding of WBS and Baseline Process; Useful insights in the VE Workshop; Useful ideas, proposals but lacks effective implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Good responsiveness to SHE, S-E and Sustainability issues; Deliverables accepted first time meeting quality expectations; All the deliverables submitted not more than 20% behind PIP Schedule; Very good responsiveness to client meeting requirements, ad hoc requirements.	PSP has at all times been pro-active, displayed astute professionalism and commitment, Worked as a strong coherent team with well-managed team dynamics; Cost effective and aesthetic solutions proposed; triangulated designs that incorporated all the concepts agreed upon in Stage 2 and more thus improving the solution; Deliverables accepted first time, exceeding expected quality standards; All the deliverables submitted not more than 10% behind PIP Schedule.

STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Stage 4- Documentation and Procurement	- Working Drawings - Elemental Bill of Quantities - Tender Documents - Tender Evaluation Report		PSP is a pain to work with; Did not display professionalism nor commitment; Non-coherent team with rife team dynamics that affected the progress; Does not have sense of urgency and has to be pushed at all times; Concept of Elemental BoQ not understood at all and struggles to implement; Not all the Specifications are included and all are incorrect; Not useful in the tender adjudication process; Quality of work rejected more than twice; All the deliverables submitted 50% or more behind PIP Schedule.	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Serious team dynamics that affected the progress; Did not display good understanding of Elemental BoQ; All the Specifications included but incomplete or incorrect; Limited usefulness during the tender adjudication process; Quality of work rejected at least twice; All the deliverables submitted not more than 40% behind PIP Schedule.	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism and commitment, diligence, insightfulness; Reasonable understanding of Elemental BoQ; Reasonable acceptable level of performance on tender evaluation; Deliverables needed to be rectified at least once; All deliverables submitted not more than 30% behind scheduled time.	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Good understanding of WBS and Baseline Process; Useful insights in the VE Workshop; Useful ideas, proposals but lacks effective implementation of best approaches to save time, minimise costs, improve quality, reduce risks; Good responsiveness to SHE, S-E and Sustainability issues; Deliverables accepted first time meeting quality expectations; All the deliverables submitted not more than 20% behind PIP Schedule; Very good responsiveness to client meeting requirements, ad hoc requirements.	PSP has at all times been pro-active, displayed astute professionalism and commitment; Pro-active and astute in packaging Elemental BoQ; All the Specifications included and of high quality standard; Very insightful and professional tender evaluations; Deliverables accepted first time, exceeding expected quality standards; All the deliverables submitted not more than 10% behind PIP Schedule; PSP was easily accessible.

STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Stage 5 – Construction including Commissioning	• Work Plans • Site Hand-over Certificate • Summary of Test Results with interpretations • Uploaded Information on Reporting Systems • Contractors Payment Certificates and Monitoring Tool; • Consultants Fees and Progress Report • Practical Completion Certificate • Works Completion Certificate • Record of Meetings		PSP is a pain to work with; Did not display professionalism nor commitment; Does not have sense of the importance of effective management of this Stage; Level 3 WBS and Work Plans are a grossly incorrect; Site meetings not attended; Not responsive to contractor queries; Very poor in Contracts Management; Does not manage the SHE and S-E issues at all; Payment Certificates rejected and submitted late; Extremely poor management of the process of arranging Completion certificates and maintenance contracts.	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; Serious team dynamics that affected the progress; Level 3 WBS and Work Plans need high level of reworking; Site meetings attended sparingly (60%) of the time; Poor responsiveness to contractor queries; Poor in Contracts Management; Poor management of the SHE and S-E issues; Payment Certificates need to be corrected most of the time and submitted late most of the time; Poor management of the process of arranging Completion certificates and maintenance contracts.	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism; Satisfied the preliminary site h/o requirements; Fairly useful in the development of Level 3 WBS and Work Plans; Most (80%) of site and co-ordination meetings attended; Fairly good responsiveness to Contractor queries/requests; Fairly good Contracts Management practices; Reasonable in the implementation of SHE and S-E issues; 80% of payment certificates correct and submitted on time 80% of the time; Issued Completion Certificates late and secured maintenance contracts.	PSP has most (80%) of the time been pro-active, displayed professionalism and commitment, diligent, insightful; Satisfied all the preliminary site h/o requirements; Useful in the development of Level 3 WBS and Work Plans; Most (90%) of site and co-ordination meetings attended; Good responsiveness to Contractor queries/requests; Good Contracts Management practices; Effective in the implementation of SHE and S-E issues; Correct payment certificates submitted on time most (90%) of the time; Issued all Completion Certificates and secured maintenance contracts.	PSP has at all times been pro-active, displayed astute professionalism and commitment; Satisfied all the preliminary site h/o requirements; Proactive and instrumental in the development of Level 3 WBS and Work Plans; All site and co-ordination meetings attended; Excellent responsiveness to Contractor queries/requests; Excellent and effective Contracts Management practices; Instrumental in the implementation of SHE and S-E issues; Timeous submission of correct payment certificates. Issued all Completion Certificates and secured maintenance contracts.



STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Stage 6 –Close Out	• Operations and Maintenance Manuals, Guarantees and Warranties; • As-built Drawings • Certificate of Final Completion • Final Accounts • Project Close-out Report • Record of necessary meetings		PSP is a pain to work with; Did not display professionalism nor commitment; Does not have sense of urgency and has to be pushed at all times; All the deliverables submitted 40% or more behind PIP Schedule.	PSP needed to be hand-held; Displayed some degree of professionalism and some degree of commitment; All the deliverables submitted not more than 30% behind PIP Schedule.	PSP has done the basic bare minimum to fulfil the requirements of this Stage; Not pro-active; Displayed reasonable professionalism; All deliverables submitted not more than 20% behind scheduled time	All guarantees and Maintenance Manuals in place; As-built drawings of reasonable high-quality standards completed within reasonable time; Acceptable final accounts prepared and completed on time; Very good Close-out Report submit	All guarantees and Maintenance Manuals in place; As-built drawings of high quality standards proactively completed on time; Correct and accurate final accounts prepared and completed on time; Excellent and useful Close-out Report submitted on time.
OVERALL SCORE AND RECOMMENDATION			0.0 - 6.0 High risk; Not recommended for further appointment	6.1 – 12.0 Risky, to use for the same scope of work. May be considered for simpler jobs with a thorough risk analysis for the scope of work	12.1 – 18.0 Low to moderate risk; Recommended for use where speed is not critical and after further risk	18.1 – 24.0 Very low risk, Recommended for future engagements	24.1 – 30 Highly recommended for future engagements and for emergencies
Overall Rating:							



STAGE	STANDARD DELIVERABLES	PERFORMANCE SCORE	LEVEL PERFORMANCE				
			Level 1	Level 2	Level 3	Level 4	Level 5
Project Manager's Comments							
Project Manager Name:			Signature:			Date:	

ANNEXURE G: FINANCIAL PROPOSAL - PERCENTAGE FEE

TABLE B: PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF UGIE LIBRARY FACILITY
CDC/47/25

No	DISCIPLINES	CDC/47/25 PERCENTAGE FEE (STAGES 1-6) As a % of Estimated Construction Value including VAT
1	Principal Agents/Lead Consultant	
2	Architectural Services	
3	Quantity Surveying Services	
4	Civil Engineering Services	
5	Structural Engineering Services	
6	Electrical Engineering Services	
7	Mechanical Engineering Services	
8	Construction Health and Safety Agent	
	TOTAL	

ANNEXURE G: FINANCIAL PROPOSAL - PERCENTAGE FEE

TABLE B: PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF MISSIONARY MUSEUM QONCE
CDC/48/25

No	DISCIPLINES	CDC/48/25 PERCENTAGE FEE (STAGES 1-6) As a % of Estimated Construction Value including VAT
1	Principal Agents/Lead Consultant	
2	Architectural Services	
3	Quantity Surveying Services	
4	Civil Engineering Services	
5	Structural Engineering Services	
6	Electrical Engineering Services	
7	Mechanical Engineering Services	
8	Construction Health and Safety Agent	
	TOTAL	

ANNEXURE G: FINANCIAL PROPOSAL - PERCENTAGE FEE

**TABLE B: PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF STERKSTROOM MUSEUM
CDC/49/25**

No	DISCIPLINES	CDC/49/25 PERCENTAGE FEE (STAGES 1-6) As a % of Estimated Construction Value including VAT
1	Principal Agents/Lead Consultant	
2	Architectural Services	
3	Quantity Surveying Services	
4	Civil Engineering Services	
5	Structural Engineering Services	
6	Electrical Engineering Services	
7	Mechanical Engineering Services	
8	Construction Health and Safety Agent	
	TOTAL	

ANNEXURE H: PROJECT ESTIMATED RANGE & DISBURSEMENT COSTING

TABLE C.1: PROJECT ESTIMATED RANGE – UGIE LIBRARY FACILITIES - CDC/47/25

	PROJECT	CONTRACT NUMBER	ESTIMATE RANGE (VAT. INCL).	PROPOSED FEE PERCENTAGE (%)	PROPOSED FEE(A) (RANDS)	TOTAL DISBURSEMENT(B) (RANDS)	GROSS TOTAL (A +B) RANDS
	UGIE LIBRARY	CDC/47/25	R 10 000 000.00				
	ALLOWANCE FOR SUPPLEMENTARY SERVICES (LAND SURVEYOR, GEOTECHNICAL ENGINEER, HERITAGE SPECIALIST, ENVIRONMENTAL SPECIALIST)						R 250 000.00
	TOTAL						

Bidders are to insert percentage overall percentage for the consortium or Multiple Disciplinary (**TABLE B**) and the total disbursement costing for the consortium or Multiple Disciplinary (**TABLE C.1**).

ANNEXURE H: PROJECT ESTIMATED RANGE & DISBURSEMENT COSTING

TABLE C.1: PROJECT ESTIMATED RANGE – MISSIONARY MUSEUM QONCE - CDC/48/25

	PROJECT	CONTRACT NUMBER	ESTIMATE RANGE (VAT. INCL).	PROPOSED FEE PERCENTAGE (%)	PROPOSED FEE(A) (RANDS)	TOTAL DISBURSEMENT(B) (RANDS)	GROSS TOTAL (A +B) RANDS
	MISSIONARY MUSEUM QONCE	CDC/48/25	R 10 000 000.00				
	ALLOWANCE FOR SUPPLEMENTARY SERVICES (LAND SURVEYOR, GEOTECHNICAL ENGINEER, HERITAGE SPECIALIST, ENVIRONMENTAL SPECIALIST)						R 250 000.00
	TOTAL						

Bidders are to insert percentage overall percentage for the consortium or Multiple Disciplinary (**TABLE B**) and the total disbursement costing for the consortium or Multiple Disciplinary (**TABLE C.1**).

ANNEXURE H: PROJECT ESTIMATED RANGE & DISBURSEMENT COSTING

TABLE C.1: PROJECT ESTIMATED RANGE – STERKSTROOM MUSEUM - CDC/49/25

	PROJECT	CONTRACT NUMBER	ESTIMATE RANGE (VAT. INCL).	PROPOSED FEE PERCENTAGE (%)	PROPOSED FEE(A) (RANDS)	TOTAL DISBURSEMENT(B) (RANDS)	GROSS TOTAL (A +B) RANDS
	STERKST ROOM MUSEUM	CDC/49/25	R 10 000 000.00				
	ALLOWANCE FOR SUPPLEMENTARY SERVICES (LAND SURVEYOR, GEOTECHNICAL ENGINEER, HERITAGE SPECIALIST, ENVIRONMENTAL SPECIALIST)						R 250 000.00
	TOTAL						

Bidders are to insert percentage overall percentage for the consortium or Multiple Disciplinary (**TABLE B**) and the total disbursement costing for the consortium or Multiple Disciplinary (**TABLE C.1**).

The Fee Apportion per stage gate to be implemented on the CDC/47/25 ET AL will be as Follows:

STAGE 1	Inception	5%
STAGE 2	Concept & Viability	10%
STAGE 3	Design Development	20%
STAGE 4	Documentation & Procurement	20%
STAGE 5	Construction	30%
STAGE 6	Project Close out	15%

Bidders are required to submit hourly rates for development of as-built drawings, time, travel, and other related disbursement requirements as may be required during project implementation. These rates must be in-line with gazetted DPW rates. This will be used as a guideline for work on time bases as well. (**Note:** Actual quantity of hours will be established as and when the need arises). Refer and complete table below:

TABLE C.2: DISBURSEMENT COSTING – UGIE LIBRARY FACILITY - CDC/47/25

No	DISCIPLINE	Rate/Hr [A]	Estimated (Time) – [B]	Sub-Total (A x B)	Rate/KM [C]	Estimated (KM) [D]	Sub-Total (C x D)	Gross Total ((A x B) + (C x D))
1	Lead Consultant/Principal Agent		55 hrs			3 600 km		
2	Architectural Services		55 hrs			3 600 km		
3	Quantity Surveying Services		55 hrs			3 600 km		
4	Civil Engineering Services		55 hrs			3 600 km		
5	Structural Engineering Services		55 hrs			3 600 km		
6	Electrical Engineering Services		55 hrs			3 600 km		
7	Mechanical Engineering Services		55 hrs			3 600 km		
8	Construction Health and Safety Agent		55 hrs			3 600 km		
	TOTAL							



TABLE C.2: DISBURSEMENT COSTING – MISSIONARY MUSEUM QONCE - CDC/48/25

No	DISCIPLINE	Rate/Hr [A]	Estimated (Time) – [B]	Sub-Total (A x B)	Rate/KM [C]	Estimated (KM) [D]	Sub-Total (C x D)	Gross Total ((A x B) + (C x D))
1	Lead Consultant/Principal Agent		126 hrs			9 900 km		
2	Architectural Services		126 hrs			9 900 km		
3	Quantity Surveying Services		126 hrs			9 900 km		
4	Civil Engineering Services		126 hrs			9 900 km		
5	Structural Engineering Services		126 hrs			9 900 km		
6	Electrical Engineering Services		126 hrs			9 900 km		
7	Mechanical Engineering Services		126 hrs			9 900 km		
8	Construction Health and Safety Agent		126 hrs			9 900 km		



TABLE C.2: DISBURSEMENT COSTING – STERKSTROOM MUSEUM - CDC/49/25

No	DISCIPLINE	Rate/Hr [A]	Estimated (Time) – [B]	Sub-Total (A x B)	Rate/KM [C]	Estimated (KM) [D]	Sub-Total (C x D)	Gross Total ((A x B) + (C x D))
1	Lead Consultant/Principal Agent		140 hrs			11 800 km		
2	Architectural Services		140 hrs			11 800 km		
3	Quantity Surveying Services		140 hrs			11 800 km		
4	Civil Engineering Services		140 hrs			11 800 km		
5	Structural Engineering Services		140 hrs			11 800 km		
6	Electrical Engineering Services		140 hrs			11 800 km		
7	Mechanical Engineering Services		140 hrs			11 800 km		
8	Construction Health and Safety Agent		140 hrs			11 800 km		

Above fee estimate to exclude VAT

Accepted tenderer will have to prove costs and submit 3 x quotations where applicable as proof of competitiveness. All printing and typing related disbursement (if proven) will be paid as per the National Department of Roads and Public Work's latest Gazetted Rates; and Disbursements (if proven) which include travelling and will be paid based on the assumptions that the appointed offices are within the Eastern Cape. **Note Totals from C2 to be carried Forward to Table C1 under the Project Total under heading DISBURSEMENT (B)**

SUMMARY - TOTALS FOR TABLE C1 FOR FEES & DISBURSEMENTS – FINAL OFFER : CDC/47/25 UGIE LIBRARY FACILITY	
From Table C.1 – TOTAL PROJECT ESTIMATED RANGE (BROUGHT FORWARD)	R
VAT	
Total Consultancy Services fee percentage and Disbursements Amount Offered (Including VAT)	R

Notes

- (a) *Submission of fees does not bind the CDC to engage your discipline. Successful bidders will upon written notice of appointment enter into a client consultant agreement with the CDC. Note. Each Discipline forming part of the JV or Consortium will be engaged in an individual Service Level Agreement.*

Above fee estimate to exclude VAT

Accepted tenderer will have to prove costs and submit 3 x quotations where applicable as proof of competitiveness. All printing and typing related disbursement (if proven) will be paid as per the National Department of Roads and Public Work's latest Gazetted Rates; and Disbursements (if proven) which include travelling and will be paid based on the assumptions that the appointed offices are within the Eastern Cape. **Note Totals from C2 to be carried Forward to Table C1 under the Project Total under heading DISBURSEMENT (B)**

SUMMARY - TOTALS FOR TABLE C1 FOR FEES & DISBURSEMENTS – FINAL OFFER : CDC/48/25 MISSIONARY MUSEUM QONCE	
From Table C.1 – TOTAL PROJECT ESTIMATED RANGE (BROUGHT FORWARD)	R
VAT	
Total Consultancy Services fee percentage and Disbursements Amount Offered (Including VAT)	R

Notes

- Submission of fees does not bind the CDC to engage your discipline. Successful bidders will upon written notice of appointment enter into a client consultant agreement with the CDC. Note. Each Discipline forming part of the JV or Consortium will be engaged in an individual Service Level Agreement.*

Above fee estimate to exclude VAT

Accepted tenderer will have to prove costs and submit 3 x quotations where applicable as proof of competitiveness. All printing and typing related disbursement (if proven) will be paid as per the National Department of Roads and Public Work's latest Gazetted Rates; and Disbursements (if proven) which include travelling and will be paid based on the assumptions that the appointed offices are within the Eastern Cape. **Note Totals from C2 to be carried Forward to Table C1 under the Project Total under heading DISBURSEMENT (B)**

SUMMARY - TOTALS FOR TABLE C1 FOR FEES & DISBURSEMENTS – FINAL OFFER : CDC/49/25 STERKSTROOM MUSEUM	
From Table C.1 – TOTAL PROJECT ESTIMATED RANGE (BROUGHT FORWARD)	R
VAT	
Total Consultancy Services fee percentage and Disbursements Amount Offered (Including VAT)	R

Notes

- Submission of fees does not bind the CDC to engage your discipline. Successful bidders will upon written notice of appointment enter into a client consultant agreement with the CDC. Note. Each Discipline forming part of the JV or Consortium will be engaged in an individual Service Level Agreement.*

We/I _____ in my/our capacity as _____

(name of representative)
services discipline)

(state professional

and duly authorized representative for the _____

(Name of the Professional Services Consultancy Company or Entity)

offer the total fee% of _____ amounting to _____ and disbursements of R _____

(inclusive of VAT)

(Fee% in Words) _____

(Amount in Words)

for rendering Professional Consultancy Services for Coega Development Corporation

.....
..... For Refurbishment of **Ugie Library Facility – CDC/47/25**

Name of Person: _____

Authorized Signature: _____

We/I _____ in my/our capacity as _____

(name of representative)
services discipline)

(state professional

and duly authorized representative for the _____

(Name of the Professional Services Consultancy Company or Entity)

offer the total fee% of _____ amounting to _____ and disbursements of

R_____ (inclusive of VAT)

(Fee% in Words) _____

(Amount in Words) _____

for rendering Professional Consultancy Services for Coega Development Corporation

.....
..... For Refurbishment of **Missionary Museum Qonce – CDC/48/25**

Name of Person: _____

Authorized Signature: _____

We/I _____ in my/our capacity as _____

(name of representative)
services discipline)

(state professional

and duly authorized representative for the _____

(Name of the Professional Services Consultancy Company or Entity)

offer the total fee% of _____ amounting to _____ and disbursements of

R _____ (inclusive of VAT)

(Fee% in Words) _____

(Amount in Words)

for rendering Professional Consultancy Services for Coega Development Corporation

.....
..... For Refurbishment of **Sterkstroom Museum – CDC/49/25**

Name of Person: _____

Authorized Signature: _____

ANNEXURE I: NOMINATED LEAD PROFESIONAL

LEAD CONSULTANT CONSENT FORM: CDC/47/25 – UGIE LIBRARY

The nominated lead Professional per discipline MUST sign the form as confirmation of consent

#	<i>Disciplines</i>	<i>Nominated Lead Professional</i>	<i>Pr. Number</i>	<i>Consent Signature of Nominated Lead Professional</i>
1	Principal Agents/Lead Consultant			
2	Architectural Services			
3	Quantity Surveying Services			
4	Civil Engineering Services			
5	Structural Engineering Services			
6	Electrical Engineering Services			
7	Mechanical Engineering Services			
8	Construction Health and Safety Agent			

A lead Professional / Key personnel may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest.

Name of Person: _____

Authorized Signature: _____

ANNEXURE I : NOMINATED LEAD PROFESIONAL

LEAD CONSULTANT CONSENT FORM: CDC/48/25 – MISSIONARY MUSEUM QONCE

The nominated lead Professional per discipline MUST sign the form as confirmation of consent

#	<i>Disciplines</i>	<i>Nominated Lead Professional</i>	<i>Pr. Number</i>	<i>Consent Signature of Nominated Lead Professional</i>
1	Principal Agents/Lead Consultant			
2	Architectural Services			
3	Quantity Surveying Services			
4	Civil Engineering Services			
5	Structural Engineering Services			
6	Electrical Engineering Services			
7	Mechanical Engineering Services			
8	Construction Health and Safety Agent			

A lead Professional / Key personnel may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest.

Name of Person: _____

Authorized Signature: _____

ANNEXURE I : NOMINATED LEAD PROFESSIONAL

LEAD CONSULTANT CONSENT FORM: CDC/49/25 – STERKSTROOM MUSEUM

The nominated lead Professional per discipline MUST sign the form as confirmation of consent

#	<i>Disciplines</i>	<i>Nominated Lead Professional</i>	<i>Pr. Number</i>	<i>Consent Signature of Nominated Lead Professional</i>
1	Principal Agents/Lead Consultant			
2	Architectural Services			
3	Quantity Surveying Services			
4	Civil Engineering Services			
5	Structural Engineering Services			
6	Electrical Engineering Services			
7	Mechanical Engineering Services			
8	Construction Health and Safety Agent			

A lead Professional / Key personnel may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest.

Name of Person: _____

Authorized Signature: _____

ANNEXURE J: POPIA CONSENT FORM

PROTECTION OF PERSONAL INFORMATION: CONSENT

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - a) They process the information only for the express purpose for which it was obtained.
 - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.

- d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
 - f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
- 2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.
- 3. **Bidder's Obligations:**
 - a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the CDC's personal information.
 - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
 - c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
 - d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

On behalf of the Bidder:

.....
Signature Date

.....
Position Name of the Bidder

On behalf of the Client:

.....
Signature Date

.....
Position Name of Client Representative

ANNEXURE K : EME AFFADAVIT

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full names and surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business: <i>Indicate the applicable category with a tick.</i>	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

- I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____% Black Owned
- The Enterprise is _____% Black Female Owned
- The Enterprise is _____% Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
 - Black Youth % _____%
 - Black Disabled % _____%
 - Black Unemployed % _____%
 - Black People living in Rural areas % _____%
 - Black Military Veterans % _____%



- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was less than the applicable amount confirmed **by ticking the applicable box below.**

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

8 END OF RFP DOCUMENT