

TENDER NUMBER: DPWFS EOI 001/2026 (B)



**Department of
Public Works & Infrastructure**
FREE STATE PROVINCE

**HEAD OF DEPARTMENT
MR. M. TSHABALALA
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

PROJECT DOCUMENTATION

**REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL
CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM
STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION
OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.**



JULY 2026



BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organization, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 AND;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: integrity@publicservicecorruptionhotline.org.za

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THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE	
Physical address: 155 OR Tambo House Cnr St Andrews Street and Markgraaff Street Bloemfontein 9301	Post box number: P.O. Box 690 Bloemfontein 9301
DIRECTORATE: SUPPLY CHAIN MANAGEMENT Contact Person: Name: Mr. Mosiuoa Kolobe Telephone: 051 492 1750 / 3886 Email: kolobem@fsworks.gov.za	DIRECTORATE: PROJECT MANAGEMENT UNIT Contact Person: Name: Mr. Bongmusa Sokhulu Telephone: 071 566 0692 Email: sokhulub@fsworks.gov.za
TENDERER:	
PRICES INCLUSIVE OF VALUE ADDED TAX: Architectural Services: Stage 5 (Construction) to Stage 6 (Close-out) R.....	
TOTAL PRICE IN WORDS:	

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THE TENDER

PART T1: TENDERING PROCEDURES

T1.1 – Tender Notice and Invitation to Tender

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T1.1 - Tender Notice and Invitation to Tender

Project title:	REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH..		
Bid No:	DPWFS EOI 001/2026 (B)		
Advertising date:	17 July 2026	Closing date:	21 August 2026
Closing time:	11:00	Bid Validity period	90 Calendar days
Compulsory Clarification Date: Time:	31 July 2026 11h00	Compulsory Clarification Venue:	Morena Tshohisi Moloi II Primary School, at No. 127 Mahaseng Village, Kholokoe in Harrismith, in the Free State Province The coordinates of the site are: Latitude: 28°18'21.7"S Longitude: 28°59'00.1"E
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); Cnr. St Andrews Street and Markgraaff Street; Bloemfontein		

COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za from 17 July 2026 **OR**
- Bid documents will also be available from 17 July 2026 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaff and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R267.00 is payable in cash (**please bring the exact amount) for collection of the bid documents.** [Payments to be made at Room 102, First Floor, OR Tambo House]. Documents are also obtainable at Etender Portal, www.etenders.gov.za and Departmental website at www.publicworks.fs.gov.za/?page_id=2601 at no cost.

The physical address for collection of tender documents is:

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street
 OR Tambo House
 Room 101B,
 1st Floor
 Bloemfontein
 9301

BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.



REASONS FOR DISQUALIFICATION

1. Bidders are advised to take note that the Department reserves the right to disqualify any bidder who submits any information or documents requested for submission in relation to this tender and for which the Department is not able to verify with the relevant parties referenced as contacts on the information or documents provided.
 2. The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:
 - a. Bidders whose tax matters are not compliant with SARS requirements as reflected on eFiling and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days).
 - b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document. All sections of this document must be duly completed and signed. All returnable documents must be duly completed and signed.
 - c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information.
 - d. Bidders who received information not available to other bidders through fraudulent means.
 - e. Bidders who do not comply with the mandatory requirements as stated in this document.
 - f. The Fee Structure to be completed in full, failure which will lead to disqualification.
 - g. The Form of Offer and Acceptance to be duly completed and signed, failure which will lead to disqualification.
 - h. All tender documents that are submitted must be originally signed. No photocopied documents will be accepted in the aforementioned regard.
 - i. Telegraphic, telephonic, telefax, facsimile, emailed and late tenders will not be accepted.
 - j. Bidders who alter this tender / bid document, or its annexures, in any way whatsoever will lead to disqualification.
-

1. EVALUATION CRITERIA FOR BIDS RECEIVED

1.1 THIS BID SHALL BE EVALUATED IN THREE STAGES:

- a) MANDATORY REQUIREMENTS,
- b) EVALUATION OF FUNCTIONALITY, AND
- c) EVALUATION ON PRICE AND PREFERENCE.

- 1.1.1. On stage one the EOI will be evaluated on compliance with mandatory requirements.
- 1.1.2. On stage two the EOI will be evaluated on functionality as stipulated on the expression of interest.
- 1.1.3. On stage three the EOI will be evaluated on price and preference as stipulated on the expression of interest.
- 1.1.4. Fees from Stage 5 (Construction) to Stage 6 (Close-out) will be based on the gazetted rates as provided by the South African Council for the Architectural Profession (SACAP). Gazette Number 51352, 4 October 2024 (Board Notice 672 of 2024).



1.2. STAGE ONE (A) – MANDATORY REQUIREMENTS REQUIRED FOR EVALUATION PURPOSES:

- 1.2.1. Bidders must provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify the valid tax compliance status of the bidding entity. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate unique security Personal Identification Number (PIN). The successful bidder/s tax status will be confirmed, for compliance, at the time of award.
- 1.2.2. A valid proof of registration on the National Treasury's Central Supplier's database by submitting a CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months.
 - However, Joint Ventures, Partnerships, including Unincorporated Partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 1.2.3. Bidders must attach a valid Letter of Good Standing, that is relevant to the required service to be rendered, which is registered with the Department of Employment and Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate Letter of Good Standing issued by the Department of Employment and Labour.
- 1.2.4. Bidders must attach Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). (**Note: Company registration documents must be certified**). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC).
- 1.2.5. Bidders must be registered with the South African Council for the Architectural Profession (SACAP). Bidders must provide valid proof of professional registration with the SACAP as a Professional Architect (PrArch). A certified copy of the certificate must be attached. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their professional registration with SACAP as a Professional Architect (PrArch).
- 1.2.6. Bidders must provide proof of Professional Indemnity Insurance to the minimum value of R20 million. A certified copy of the Professional Indemnity Insurance must be attached. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their Professional Indemnity Insurance.
- 1.2.7. Bidders must attach duly completed and signed Standard Bidding Documents: SBD 1 and SBD 4. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate SBD 1 and SBD 4.
- 1.2.8. Bidders must attach duly completed and signed Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2026). Attach the income statement and the balance sheet as support for the declaration. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate duly completed and signed Annual Financial Statements Declaration in line with the aforementioned requirements.
- 1.2.9. Bidders must attend the mandatory Clarification Meeting and be recorded as such in the attendance register. The details of the mandatory Clarification Meeting are listed in the Tender Notice and Invitation to Tender. It is the bidder's responsibility to ensure that he/she duly completes and sign the attendance register.
- 1.2.10. **All documents must be completed in handwriting with a black pen. Digitally completing any part of the returnable documents will not be accepted and will lead to disqualification.**

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1.3. STAGE ONE (B) – NON-MANDATORY REQUIREMENTS FOR EVALUATION PURPOSES:

- 1.3.1. Bidders must attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than 90 days.
- 1.3.2. Bidders must attach a duly completed and signed schedule of tenderer's experience.
- 1.3.3. Bidders must attach a duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.3.4. Bidders must attach certified Appointment Letters, Reference Letters and Completion Certificates where the consulting firm has carried out a similar nature of works.
- 1.3.5. Bidders must attach a curriculum vitae of relevant staff in the format of the Resource Information Sheet provided.
- 1.3.6. Bidders must attach a duly completed and signed Annexure A - Record of Addenda to tender documents.
- 1.3.7. Bidders must attach a duly completed and signed Annexure B - Proposed amendments and qualifications.



1.4. STAGE TWO: EVALUATION ON FUNCTIONALITY CRITERIA

The evaluation of functionality criteria will be evaluated based on the following information:

- 1.4.1. Bidders must attach verifiable experience of key staff who have previously worked on similar projects as an **Architect**.
- 1.4.2. Bidders must attach relevant experience of the consulting firm in working on similar projects as a **Architectural Consultant**.
- 1.4.3. Each bidder must obtain a minimum of 98 points out of 130 points for functionality in order to qualify for evaluation on Price and Preference using the 80 / 20 preference points systems.
- 1.4.4. Functionality (Separate from price) _____ 130 points
- 1.4.5. The functionality criteria will be as follows:

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE														
1	EXPERIENCE OF KEY STAFF	<u>Experience of the Architect (PrArch)</u> - The bidder must provide proof of his / her resources' experience as a Professional Architect (PrArch) registered with the South African Council for the Architectural Profession (SACAP), for which a detailed CV with traceable and contactable references is attached for similar building / construction projects completed. - The Professional Architect (PrArch) should preferably be in possession of a relevant built environment qualification at NQF Level 7 (degree or equivalent) or higher. - Originally certified copies of Qualifications and active Professional Registration with the South African Council for the Architectural Profession (SACAP) must be attached. <table><tr><th>Years of experience</th><th>Points</th></tr><tr><td>≥ 10 years' experience</td><td>25 Points</td></tr><tr><td>9 - 10 years' experience</td><td>20 Points</td></tr><tr><td>7 - 8 years' experience</td><td>15 Points</td></tr><tr><td>5 - 6 years' experience</td><td>10 Points</td></tr><tr><td>3 - 4 years' experience</td><td>5 Points</td></tr><tr><td>≤ 2 years' experience</td><td>0 Points</td></tr></table> NOTE: Minimum score for this criterion is 10 points out of 25 points. Failure to obtain the minimum required score will lead to disqualification and the bidder will not further be evaluated in the remaining criteria of the functionality (Criterion 2 to 4). Notes: - The bidder must complete the attached Resource Information Sheet, failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points. Originally certified documents must not be older than 6 months. - Only post registration experience will be evaluated. - All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points. - The bidder must provide an affidavit signed by the Professional Architect (PrArch) giving the company consent to utilise his / her personal information for the purpose of responding to this bid, failure to do so and to provide a original sworn affidavit to this effect will result in the bidder forfeiting these points. - The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid. - The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month. - The department will consider it as breach of contract should the consultant / professional service provider not adhere to this condition throughout the duration of this contract.	Years of experience	Points	≥ 10 years' experience	25 Points	9 - 10 years' experience	20 Points	7 - 8 years' experience	15 Points	5 - 6 years' experience	10 Points	3 - 4 years' experience	5 Points	≤ 2 years' experience	0 Points	25
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NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE																
2	CAPACITY OF THE CONSULTING FIRM / PROFESSIONAL SERVICE PROVIDER	Experience of the Architectural Consulting firm Capacity of the consulting firm to execute the works. In order to qualify here, the Consulting firm will have to demonstrate their capacity / ability to execute the works needed. <table><tr><th>Number of projects</th><th>Points</th></tr><tr><td>5 Projects</td><td>25 Points</td></tr><tr><td>4 Projects</td><td>20 Points</td></tr><tr><td>3 Projects</td><td>15 Points</td></tr><tr><td>2 Projects</td><td>10 Points</td></tr><tr><td>1 Project</td><td>5 Points</td></tr><tr><td>0 Projects</td><td>0 Points</td></tr></table> Bidders must submit supporting documents for similar Building / Construction projects that were successfully completed in the last seven (7) years (between 01 February 2019 up to and including the closing date of this bid), i.e. Appointment Letters of the consulting firm which are accompanied by a Completion Certificate as well as a Reference Letter issued for each project. In addition, the bidder must attach a dated and signed Appointment Letter (on a company letterhead with a logo) accompanied by a dated and signed Completion Certificate (on a company letterhead with a logo) as well as a dated and signed Reference Letter (on a company letterhead with a logo) from the employer for each project submitted as proof for this criterion. Notes: • All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months. • Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited. • The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited. • Failure to complete and sign the Schedule of the Tenderer’s Experience will result in the bidder forfeiting these points. • Only projects awarded and completed in the last seven (7) years will be considered (between 01 February 2019 up to and including the closing date of this bid).	Number of projects	Points	5 Projects	25 Points	4 Projects	20 Points	3 Projects	15 Points	2 Projects	10 Points	1 Project	5 Points	0 Projects	0 Points	25		
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0 Projects	0 Points																		
3	METHODOLOGY AND APPROACH BASED ON THE FIDPM	Methodology and Approach Bidders must provide a clear, project-specific methodology aligned to the Framework for Infrastructure Delivery and Procurement Management (FIDPM) from Stages 1 (Initiation) to Stage 7 (Close-out). The methodology must demonstrate an understanding of the scope of Architectural services, legal compliance requirements and practical delivery measurement.. Scoring of the consulting firm will be based on a “MOCK PROJECT” to construct a new primary school from Stage 1 (Initiation) to Stage 7 (Close-out), in line with the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Here consultants are expected to outline in detail how they are going to implement the project from Initiation to Close-Out: <table><tr><th>FIDPM Stages</th><th>Points</th></tr><tr><td>Stage 01 – Initiation</td><td>5 Points</td></tr><tr><td>Stage 02 – Concept</td><td>10 Points</td></tr><tr><td>Stage 03 – Design Development</td><td>10 Points</td></tr><tr><td>Stage 04 – Design Documentation</td><td>10 Points</td></tr><tr><td>Stage 05 – Works</td><td>15 Points</td></tr><tr><td>Stage 06 – Handover</td><td>5 Points</td></tr><tr><td>Stage 07 – Close-Out</td><td>10 Points</td></tr></table>	FIDPM Stages	Points	Stage 01 – Initiation	5 Points	Stage 02 – Concept	10 Points	Stage 03 – Design Development	10 Points	Stage 04 – Design Documentation	10 Points	Stage 05 – Works	15 Points	Stage 06 – Handover	5 Points	Stage 07 – Close-Out	10 Points	65
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NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE
4	FINANCES	FINANCES Financial Capability: Cash flow (10 points) Confirmation of the availability of cash flow for the first three (3) months of a project [attach bank rating letter or three (3) months bank statement]. Analysis of the Annual Financial Declaration and its supporting documents (5 points) Operating cash flow ratio measures a company's short-term liquidity. <i>Formula:</i> Operating Cash Flows Ratio = Cash Flows from Operations/Current liabilities [submit latest/most recent (not more than 2 years old) Financial Statements signed off by registered Professional Accountant]. ○ Operating Cash Flows Ratio ≥ 1 – 05 points ○ Operating Cash Flows Ratio $> 0.5 < 1$ – 04 points ○ Operating Cash Flows Ratio ≤ 0.5 – 03 points ○ Operating Cash Flows Ratio ≤ 0 – 02 points ○ Submission of incomplete or irrelevant financial statements – 01 point ○ No submission of financial statements – 00 points	15
TOTAL (minimum score of 75%)			130

The following scoring rubric will be used to score the functionality above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Score out of 25	Approach and methodology
Poor	1	2	3	4	5	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	4	6	8	10	The approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	6	9	12	15	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	4	8	12	16	20	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.

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Excellent	5	10	15	20	25	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer 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.
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1.5. STAGE THREE: EVALUATION ON PRICE AND PREFERENCE (80/20 PREFERENCE POINT SYSTEM)

Pricing on the project in order to achieve the objectives of the Preferential Procurement Regulations.

- 1.5.1. The Department is committed to achieving Government's objective of promoting economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- 1.5.2. The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included), will be used for evaluation of this bid.
- 1.5.3. The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 1.5.4. The points for preference will be allocated to bidders in accordance with the following specific goals:

Table 1:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for PRICE and SPECIFIC GOALS	100

- (a) A maximum of 80 points are allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

- (b) Allocation of points in terms of the 80/20 preference point system.

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

- (c) 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

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Table 2:

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)
Free State-Based Companies 100%		
Free State Based Companies	6	
Non-Free State Based Companies	2	
Gender: Woman ownership		
Gender: 51% to 100% owned by women	4	
Gender: 31% to 50% owned by women	2	

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

Gender: less than 31% owned by women	0	
Race: Black ownership		
Race: 51% to 100% black ownership	6	
Race: 31% to 50% black ownership	3	
Race: less than 31% black ownership	0	
Youth ownership		
Youth ownership: 51% to 100% owned by youth	2	
Youth ownership: 31% to 50% owned by youth	1	
Youth ownership: 51% to 100% owned by Youth	0	
People living with a disability		
People living with a disability: 51% to 100% owned by people with disabilities	2	
People living with a disability: 31% to 50% owned by people with disabilities	1	
People living with a disability: less than 31% owned by people with disabilities	0	
Total Points Claimed out	20	

1.6. Claiming of preference points for Specific goals:

- Bidders will be required to submit CIPC or SARS Tax Pin with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free state-based companies. (**NB:** The lease agreement address should correspond with the address of the municipal statement account of the lessor).
- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy / (ies) in order to claim points for specific goals on Gender.
- Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race.
- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy / (ies) in order to claim points for specific goals on Youth.
- Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter of condition from the Department of Employment and Labour confirming the bidder's disability in order to claim points for specific goals on People living with disability.

NB: 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.

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. PRICING INSTRUCTIONS

- Fees from Stage 5 (Construction) to Stage 6 (Close-out) will be based on the gazetted rates as provided by the South African Council for the Architectural Profession (SACAP). Gazette Number 51352, 4 October 2024 (Board Notice 672 of 2024).
- The successful firm will enter into a Service Level Agreement with the Department of Public Works and



Infrastructure.

- 3. The successful firm or bidder will perform all the work as per individual architectural acts, codes and standards.**

4. GENERAL TERMS AND CONDITIONS

- 4.1. Where an Expression Of Interest (EOI) is not received by the Department in the tender box by the closing date and time, it will be regarded as a late proposal and thus it will not be considered.
- 4.2. The Respondent shall not assume that information and/or documents supplied to the Department, at any time prior to this request, are still available to the Department, and shall consequently not make any reference to such information document in its response to this request.
- 4.3. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 4.4. A certified copy/(ies) of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 4.5. Kindly note that the Department is entitled to:
- a. Amend any tender conditions, validity period, specifications, or extend the closing date and/or time of this tender before the closing date. All Respondents to whom the bids documents have been issued, will be advised through the appropriate media platform, e.g. eTender portal or through email those service providers who shall attended the compulsory briefing session, of any such amendments in good time;
 - b. Verify any information contained in a proposal;
 - c. Not to appoint any bidder;
 - d. Vary, alter, and/ or amend the terms of this bid, at any time prior to the finalization of its adjudication hereof.
- 4.6. An omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of fact may result in the disqualification of this EOI, or cancellation of any subsequent contract.
- 4.7. The Department also reserves the right to award this EOI as a whole or in part without furnishing reasons.
- 4.8. The Department also reserves the right to cancel or withdraw from this EOI as a whole or in part without furnishing reasons and without attracting any liability.
- 4.9. The Respondent hereby offers to render all of the services described in the attached documents (if any) to the Department on the terms and conditions and in accordance with the specifications stipulated in this bid document (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 4.10. This EOI and its acceptance shall be subject to the terms and conditions contained in this document.
- 4.11. EOI's submitted by companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors.
- 4.12. The Respondent shall prepare for a possible presentation should the Department require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

5. LEGISLATION AND STANDARDS

- 5.1. It is the expectation of the Department that the bidder is familiar with all legislations and standards applicable to this EOI, including the following:
- a. Cost Control measures for the construction of new primary and secondary schools and the provision of additional buildings at existing schools,
 - b. The National Treasury's Framework for Infrastructure Delivery and Procurement Management (FIDPM),
 - c. Public Finance Management Act, act no 1 of 1999 as update on 30 April 2015,
 - d. Preferential Procurement Regulations of 2022,
 - e. The CIDB Act, act no 38 of 2000,
 - f. National Treasury Designated Sectors Instruction note number 15 of 2016 – 2017 for steel products and components for construction,
 - g. Norms and Standards (2013) Guidelines for Special Schools, and
 - h. All the relevant Legislations, Treasury Regulations, Circulars, and Instruction Notes.



6. CONCLUSION

- 6.1. Failure to comply with any of the terms and conditions as set out above will invalidate the Expression Of Interest (EOI).
- 6.2. The Department's decision on EOI's received shall be final and binding.

7. CONTRACTING DATA

- 7.1. Standard Professional Services.
- 7.1.1. The conditions applicable to this Contract are the Standard Professional Services Contract (July 2009 edition) published by the Construction Industry Development Board (CIDB).

8. SERVICE LEVEL AGREEMENT

- 8.1. A Service Level agreement will be entered into with the successful bidder. Skills transfer Plan will be part of the Service Level Agreement.

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public works & infrastructure
Department:
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PROVINCE OF THE FREE STATE

THE TENDER

PART T1: TENDERING PROCEDURE

T1.2 – Tender Data

Standard Conditions of Tender



Standard Conditions of Tender

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

C.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

a) conflict of interest means any situation in which:

- i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
- ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
- iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.



- b) comparative offer means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) Due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) Funds are no longer available to cover the total envisaged expenditure; or
- c) No acceptable tenders are received.
- d) There is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

C.1.6.2 Competitive negotiation procedure

C.1.6.2.1

Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2

All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.



C.1.6.2.3

At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4

The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

C.1.6.3 Proposal procedure using the two stage-system

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

C.1.6.3.2 Option 2

C.1.6.3.2.1

Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2

The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1

Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2

Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2

The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.



C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

C.2.10 Pricing the tender offer

C.2.10.1

Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2

Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3

Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.



C.2.10.4

State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers

C.2.12.1

Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2

Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3

An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1

Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2

Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3

Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4

Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.



C.2.13.5

Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6

Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7

Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8

Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9

Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1

Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2

Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity

C.2.16.1

Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2

If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.



C.2.16.3

Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4

Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

C.2.18 Provide other material

C.2.18.1

Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements) preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2

Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.



C.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

C.3 The employer's undertakings

C.3.1 Respond to requests from the tenderer

C.3.1.1

Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2

Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) An individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) The new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) In the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1

Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.



C.3.4.2

Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3

Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1

Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2

Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1

Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) Complies with the requirements of these Conditions of Tender,
- b) Has been properly and fully completed and signed, and
- c) Is responsive to the other requirements of the tender documents.



C.3.8.2

A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) Detrimentially affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
 - b) Significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
 - c) Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.
- Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions and discrepancies

C.3.9.1

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2

Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the pricing schedule or bills of quantities; or
- c) Arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (ii) the summation of the prices.

C.3.9.3

Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4

Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- Open and record tender offers received
- Determine whether or not tender offers are complete
- Determine whether or not tender offers are responsive
- Evaluate tender offers
- Determine if there are any grounds for disqualification
- Determine acceptability of preferred tenderer
- Prepare a tender evaluation report
- Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement; can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial



resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;

- b) has the legal capacity to enter into the contract;
- c) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No.2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- d) complies with the legal requirements, if any, stated in the tender data; and
- e) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2

Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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PART T2: RETURNABLE DOCUMENTS

T2.1 – List of Returnable Documents

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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FREE STATE PROVINCIAL GOVERNMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

BID NO: DPWFS EOI 001/2026 (B)

DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

T2.1 List of Returnable Documents

The bidder must complete the following returnable documents:

List of Returnable Documents required

- a. Attach duly completed and signed Annexure A - Record of addenda to tender documents.
- b. Attach duly completed and signed Annexure B - Propose amendments and qualifications.
- c. Attach duly completed and signed Annual Financial Statements Declaration.
- d. Attach duly completed and signed Resolution of Board of Directors.
- e. Attach duly completed and signed Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia).
- f. Attach duly completed and signed Special Resolution of Consortia or Joint Ventures.
- g. Attach duly completed and signed Standard Bidding Document 1 (SBD 1) – Invitation to Bid.
- h. Attach duly completed and signed Standard Bidding Document 4 (SBD 4) – Bidder's Disclosure.
- i. Attach duly completed and signed Standard Bidding Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- j. Attach duly completed and signed Schedule of Plant and Equipment.
- k. Attach duly completed and signed Schedule of the Tenderer's Experience (Particulars of Tenderers Projects).
- l. Attach duly completed and signed Resource Information Sheet – Professional Architect (PrArch)
- m. All other relevant documents, including but not limited to the company registration documents, curriculum vitae's (resource information sheet format) of all relevant officials and identity documents of all directors and relevant officials.
- n. Attach duly completed and signed Acceptance of Bid Conditions and Bidder's Details.
- o. **Returnable Schedules that will be incorporated into the contract**
 - Preferencing Schedule (direct preferences)
- p. **Other documents that will be incorporated into the contract**
- q. **C1.1 Contract Data (Part 2)**
- r. **C2 Pricing Data**
 - C2.1 Pricing Instruction
- s. **C3 Scope of Work**

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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PART T2: RETURNABLE DOCUMENTS

T2.2 – Returnable Schedules

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Tender Document Name	Number of Pages	Returnable document attached (Mark with an X)
Annexure A: Record of Addenda to tender documents	1 Page	☐ Yes ☐ No
Annexure B: Proposed amendments and qualifications	1 Page	☐ Yes ☐ No
Annual Financial Statements Declaration	1 Page	☐ Yes ☐ No
Resolution of Board of Directors	1 Page	☐ Yes ☐ No
Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages	☐ Yes ☐ No
Special Resolution of Consortia or Joint Ventures	2 Pages	☐ Yes ☐ No
Standard Bidding Document 1 (SBD 1) - Invitation to Bid	2 Pages	☐ Yes ☐ No
Standard Bidding Document 4 (SBD 4) - Bidder's Disclosure	2 Pages	☐ Yes ☐ No
Standard Bidding Document 6.1 (SBD 6.1) - Preference points claim form in terms of the Preferential Procurement Regulations 2022.	4 Pages	☐ Yes ☐ No
Schedule of plant and equipment	1 Page	☐ Yes ☐ No
Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)	4 Pages	☐ Yes ☐ No
Resource Information Sheet – Professional Architect (PrArch)	4 Pages	☐ Yes ☐ No
Form of Offer and Acceptance	2 Pages	☐ Yes ☐ No
Contract Data	1 Page	☐ Yes ☐ No
Pricing Instructions	4 Pages	☐ Yes ☐ No

Name of Bidder	Signature	Date

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DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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ANNEXURE A: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature:

Date:

Name and surname:

Position:

Tenderer:



ANNEXURE B: PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signature:

Date:

Name and surname:

Position:

Tenderer:



ANNUAL FINANCIAL STATEMENTS DECLARATION

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:

☐ internally

☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]

☐ enterprise has had its financial statements audited; name of auditor

☐ enterprise is required by law to have an independent review of its financial statements name of independent reviewer

☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge and save where stated otherwise are to the best of my belief both true and correct.

Signature:

Date:

Name and surname:

Position:

Tenderer:

TENDER NUMBER: DPWFS EOI 001/2026 (B)
 DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

.....
(legally correct full name and registration number, if applicable, of the Enterprise)

Held at..... (place) on..... (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

.....
(project description as per Tender Document)

Tender Number: *(Tender Number as per Tender Document)*

- 2 *Mr. / Mrs. / Ms. : in *his / her Capacity
 as: *(Position in the Enterprise)*

and who will sign as follows:be, and is hereby, authorised to sign the Tender,
 and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as
 to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise
 mentioned above.

	Name and surname	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

.....
.....
(Legally correct full name and registration number, if applicable, of the Enterprise)

held at.....(place) on.....(date)

RESOLVED that:

- 1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

.....
.....
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture) to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

.....
.....
(Project description as per Tender Document)

Tender Number: (Tender Number as per Tender Document)

- 2 *Mr. / Mrs. / Ms. :

in *his / her Capacity as:(Position in the Enterprise)

and who will sign as follows: be, and is hereby, authorised to sign a consortium / joint venture agreement with the parties listed under item 1 above, and any and all other documents and / or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

- 4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

.....
.....(code).....

Postal address:

.....
.....(code).....

Telephone number: (code)..... (number)..... Fax number.....

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	Name and surname	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1	
2	
3	
4	
5	
6	
7	
8	

Held at _____ (place) on _____ (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- B. Mr. / Mrs. / Ms.: _____

in *his / her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection

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with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

- C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:
- _____
- D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.
- E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.
- F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.
- G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

_____(code)_____

Postal address:

_____(code)_____

Telephone number: (code)_____ (number)_____ Fax number_____

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SBD 1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE					
BID NUMBER:	DPWFS EOI 001/2026 (B)	CLOSING DATE:	21 AUGUST 2026	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M. Kolobe		CONTACT PERSON	Mr. B. Sokhulu	
TELEPHONE NUMBER	051 492 3886 / 1750		TELEPHONE NUMBER	060 706 1093	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	sokhulub@fsworks.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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.					

SBD 1



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 ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 and Surname	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES / NO**

2.3.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

SBD 4

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.
- 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO
BE FALSE.

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

Position..... Name of Bidder

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.



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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for PRICE and SPECIFIC GOALS	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;



SBD 6.1

- (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 “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80 / 20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

90 / 10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80 / 20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

90 / 10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender



SBD 6.1

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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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)
Free State-Based Companies 100%		
Free State Based Companies	6	
Non-Free State Based Companies	2	
Gender: Woman ownership		
Gender: 51% to 100% owned by women	4	
Gender: 31% to 50% owned by women	2	
Gender: less than 31% owned by women	0	
Race: Black ownership		
Race: 51% to 100% black ownership	6	
Race: 31% to 50% black ownership	3	
Race: less than 31% black ownership	0	
Youth ownership		
Youth ownership: 51% to 100% owned by youth	2	
Youth ownership: 31% to 50% owned by youth	1	
Youth ownership: 51% to 100% owned by Youth	0	
People living with a disability		
People living with a disability: 51% to 100% owned by people with disabilities	2	
People living with a disability: 31% to 50% owned by people with disabilities	1	
People living with a disability: less than 31% owned by people with disabilities	0	
Total Points Claimed out	20	



SBD 6.1

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 authorised 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 favourable 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.

.....
SIGNATURE(S) OF TENDERER(S)

NAME AND SURNAME:

DATE:

ADDRESS:

.....

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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SCHEDULE OF PLANT AND EQUIPMENT



SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature:

Date:

Name and surname:

Position:

Tenderer:

ENDER NUMBER: DPWFS EOI 001/2026 (B)
 DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.		
Contract no:	DPWFS EOI 001/2026 (B)	Closing date:	21 August 2026
Advertising date:	17 July 2026	Validity period:	90 days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						
6						

ENDER NUMBER:

DPWFS EOI 001/2026 (B)

DESCRIPTION:

REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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Projects currently engaged in		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
7							
8							
9							
10							
11							
12							
Name of Tenderer		Signature			Date		

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 DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

1.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 7 (seven) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

ENDER NUMBER:

DPWFS EOI 001/2026 (B)

DESCRIPTION:

REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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Projects completed in the previous 7 (seven) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
11							
12							
Name of Tenderer		Signature			Date		

ENDER NUMBER: DPWFS EOI 001/2026 (B)
 DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

Resource Information Sheet (CV) – Professional Architect (PrArch) who will be committed to the project at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

ENDER NUMBER:

DPWFS EOI 001/2026 (B)

DESCRIPTION:

REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name and Surname	Reference Contact number
1								
2								
3								
4								
5								
6								

ENDER NUMBER:

DPWFS EOI 001/2026 (B)

DESCRIPTION:

REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name and Surname	Reference Contact number
7								
8								
9								
10								
11								
12								

ENDER NUMBER: DPWFS EOI 001/2026 (B)
 DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name and Surname	Reference Contact number
13								
14								

In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company)
 to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

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THE CONTRACT

PART C1: AGREEMENT AND CONTRACT DATA

C1.1 – Form of Offer and Acceptance

TENDER NUMBER: DPWFS EOI 001/2026 (B)
DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.



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C1.1 - Form of Offer and Acceptance



C1.1 Form of Offer and Acceptance

Offer

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

REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

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

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

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

.....
..... Rand (in words);
R (in figures)

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

Signature: Date:

Name and surname: Capacity:

for the Bidder

Name of organization:

Address of organization:

Name and surname of witness:

Signature of witness:

Acceptance

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

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data
- Part C3: Scope of work.

and documents or parts thereof, which may be incorporated by reference into Parts 1 to 3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules

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

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

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

Signature:

Date:

Name and surname: **MR. M. TSHABALALA**

Capacity: **HEAD OF DEPARTMENT: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

for the Employer

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
P.O Box 690
Bloemfontein

Name and surname of witness:

Signature of witness:

Date:

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C1.2 – Contract Data

Contract Period – Eighteen (18) Months



FREE STATE PROVINCIAL GOVERNMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

BID NO: DPWFS EOI 001/2026 (B)

DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

C1.2 Contract data

1.2.1. INTRODUCTION

The Free State Department of Public Works and Infrastructure, is looking to appoint a **Architectural Consultant** for the completion of the construction of Morena Tshohisi Moloi II Primary School in Harrismith from Stage 5 to Stage 6.

1.2.2. CURRENT STATUS OF THE PROJECT

The building is currently at $\pm 30\%$ completion.

1.2.3. PROJECT SCOPE

1.2.3.1. EMPLOYERS OBJECTIVES

The employer's objective is to provide the community of 127 Mahaseng Village, Kholokoe with a new Primary School.

1.2.3.2. NATURE OF THE BUILDING AND GENERAL SCOPE

- i. 25 Classrooms
- ii. 3 Grade R Classrooms
- iii. Media Centre
- iv. Science laboratory
- v. Administration block (with parking)
- vi. Nutrition centre
- vii. Multipurpose hall
- viii. Security room (at main entrance)
- ix. Sports facilities (soccer pitch)

1.2.4. PROJECT DURATION

18 Months

1.2.5. STANDARD SERVICES AND DELIVERABLES AS STATED ON GAZETTE NO. 51352 OF 4 OCTOBER 2024 OBTAINABLE FROM SACAP WEBSITE.

NOTE: The above deliverables are not exhaustive and are not meant to limit the Consultant to carry out any other responsibilities as required under the Act and Construction Regulations 2014.

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1.2.6. PROFESSIONAL REGISTRATION

The Architect must be registered with the SACAP as a Professional Architect.

Note: Non-registration will disqualify the bidder.

1.2.7. FORM OF CONTRACT

The conditions applicable to this Contract are the Standard Professional Services Contract (July 2009 edition) published by the Construction Industry Development Board (CIDB).

<http://www.cidb.org.za/procurement/Pages/Construction-Contracts.aspx>

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PART C2: PRICING DATA

C2.1 – Pricing Instructions



C2.1 Pricing Instructions

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

C2.1.2 Professional fees for the Architect will be paid on a lump sum quoted amount based on 80% of construction cost estimate and 100% on actual construction cost on performance of all necessary standard services and deliverables.

C2.2 Remuneration for

C2.2.1. The bid amount herein (2.10) is for bid purposes only and will be amended according to the application of the actual construction amount inclusive of variations were applicable

C2.2.2. Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.4 herein will be paid in full, irrespective of the bid rates as referred to in C2.1.1 and C2.1.2. above.

C2.2.3 **Disbursements in respect of all travelling and related expenses** (including all travelling costs, time charges and subsistence allowances related thereto) **will be paid for.**

The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24 hours' notice to visit the site if so required. All costs in this regard will be deemed to be included in the applicable fees as stated in C2.1.2.

C2.2.4. All fee accounts are to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

C2.2.5. Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time.

C2.2.6. Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account.

C2.2.7. The cost of all site Personnel will be deemed to be included in the applicable fees as stated in C2.1.1 above. Should the need for supplementary services arise, including but not limited to detailed inspections on site during construction stage, the cost thereof should be negotiated with the departmental project manager at the time.

C2.2.8. The quoted amount as per fee structure shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.



C2.3 Set off

The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other departmental project.

C2.3.1 Typing, printing and duplicating work and forwarding charges

C2.4 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in terms of the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.5 General

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

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

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

C2.6 Travelling costs

Fees for travelling costs are as set out in Table 3 in the "Rates for Reimbursable Expenses".

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 3000 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses".

C2.7 Hired vehicles

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



C2.8 Subsistence allowance

The subsistence allowances are as set out in Tables 4 and 5 in the "Rates for Reimbursable Expenses".

Only actual costs are payable in respect of absence from office of less than 24 hours.

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance, as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5. Accommodation should be limited to the equivalent of a three-star hotel and no alcoholic beverages or entertainment costs may be claimed for.

C2.9 Estimated project costs

The estimated project cost for construction is R64 000 000.00, excluding contingencies and VAT and will be reliant on further studies into the facility to be done. This figure is based on Order of Magnitude estimate done on the project.

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C2.10 Fee structure

Note:

- Fees from Stage 5 (Construction) to Stage 6 (Close-out) will be based on the gazetted rates as provided by the South African Council for the Architectural Profession (SACAP). Gazette Number 51352, 4 October 2024 (Board Notice 672 of 2024).
- Table below is NOT to be modified by the Consultant

BIDDERS MUST ASSUME THAT THE PROJECT VALUE IS R64 000 000.00, EXCLUDING CONTINGENCIES AND VAT AND BASE THEIR PRICES ON IT.

PROFESSIONAL ARCHITECTURAL SERVICES

DELIVERABLE	PERCENTAGE BASED ON STAGES	AMOUNT
Inception (Stage1)	Not Applicable	Not Applicable
Concept and viability (concept design) (Stage 2)	Not Applicable	Not Applicable
Design Development (Stage 3)	Not Applicable	Not Applicable
Documentation and Procurement (Stage 4)	Not Applicable	Not Applicable
Construction (Stage 5)		
Close-out (Stage 6)		
Sub-Total		
Discount (if any)		
Sub-total		
Add 15% VAT		
TOTAL		

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PART C3: SCOPE OF WORK

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C3.1 SCOPE OF WORKS

1. SCOPE OF SERVICE

- 1.1.** The appointed Architect will render Architectural services in accordance with clause 3 of “Guideline Tariff of Fees in respect of Services Rendered by Persons Registered in terms of the Architectural Profession Act, 2000 Act 44 of 2000 published in Gazette Number 51352, 4 October 2024 (Board Notice 672 of 2024).
- 1.2.** Standard services and all necessary deliverables will commence from Stage 5 (Construction) until Stage 6 (Close-out) including payment of fees thereof.

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PART C4: SITE INFORMATION

C4 – Site Information

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FREE STATE PROVINCIAL GOVERNMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

BID NO: DPWFS EOI 001/2026 (B)

DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FROM ARCHITECTURAL CONSULTANTS TO PROVIDE ARCHITECTURAL SERVICES FROM STAGE 5 (CONSTRUCTION) TO STAGE 6 (CLOSE-OUT) FOR THE CONSTRUCTION OF MORENA TSHOHISI MOLOI II PRIMARY SCHOOL IN HARRISMITH.

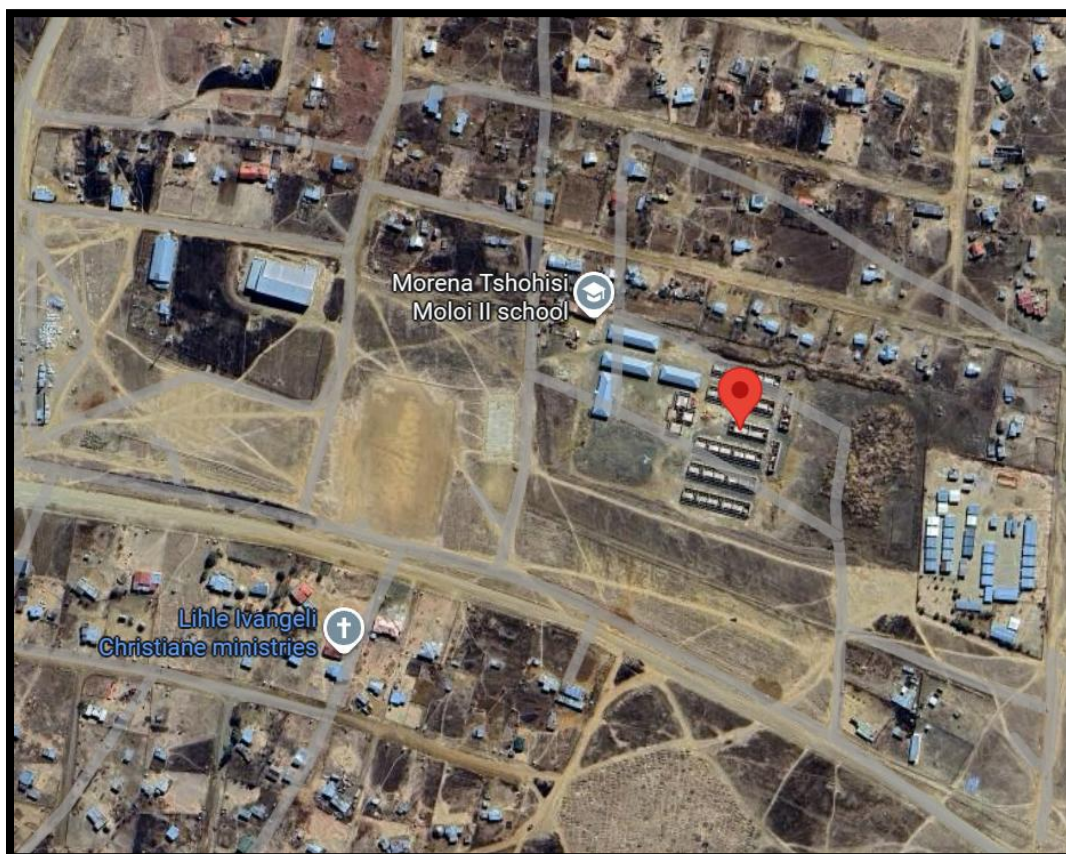
C4. Site Information

The site is located at Morena Tshohisi Moloi II Primary School, at No. 127 Mahaseng Village, Kholokoe in Harrismith, in the Free State Province. The site is 366 km from Bloemfontein.

The coordinates of the site are:

Latitude: 28°18'21.7"S

Longitude: 28°59'00.1"E



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**ALL THE RELEVANT ANNEXURES, AS LISTED
HEREAFTER, SHOULD BE ATTACHED HERE:**



Mandatory documents

ANNEXURE A

The bidder must attach the following documentary proof here:

Bidders must provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify the valid tax compliance status of the bidding entity. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate unique security Personal Identification Number (PIN). The successful bidder/s tax status will be confirmed, for compliance, at the time of award.



Mandatory documents

ANNEXURE B

The bidder must attach the following documentary proof here:

A valid proof of registration on the National Treasury's Central Supplier's database by submitting a CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months

- However, Joint Ventures, Partnerships, including Unincorporated Partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.



Mandatory documents

ANNEXURE C

The bidder must attach the following documentary proof here:

Bidders must attach a valid Letter of Good Standing, that is relevant to the required service to be rendered, which is registered with the Department of Employment and Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate Letter of Good Standing issued by the Department of Employment and Labour.



Mandatory documents

ANNEXURE D

The bidder must attach the following documentary proof here:

Bidders must attach Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). (**Note:** *Company registration documents must be certified*). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC).



Mandatory documents

ANNEXURE E

The bidder must attach the following documentary proof here:

Bidders must be registered with the South African Council for the Architectural Profession (SACAP). Bidders must provide valid proof of professional registration with the SACAP as a Professional Architect (PrArch). A certified copy of the certificate must be attached. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their professional registration with SACAP as a Professional Architect (PrArch).

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Mandatory documents

ANNEXURE F

The bidder must attach the following documentary proof here:

Bidders must provide proof of Professional Indemnity Insurance to the minimum value of R20 million. A certified copy of the Professional Indemnity Insurance must be attached. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate certified copy of their Professional Indemnity Insurance.



Mandatory documents

ANNEXURE G

The bidder must attach the following documentary proof here:

Bidders must attach duly completed and signed Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2026). Attach the income statement and the balance sheet as support for the declaration. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate duly completed and signed Annual Financial Statements Declaration in line with the aforementioned requirements.

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Documents relating to Specific Goals

ANNEXURE H

The bidder must attach the following documentary proof here:

Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race.

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Documents relating to Specific Goals

ANNEXURE I

The bidder must attach the following documentary proof here:

Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy / (ies) in order to claim points for specific goals on Gender.

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Documents relating to Specific Goals

ANNEXURE J

The bidder must attach the following documentary proof here:

Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter of condition from the Department of Employment and Labour confirming the bidder's disability in order to claim points for specific goals on People living with disability.



Documents relating to Specific Goals

ANNEXURE K

The bidder must attach the following documentary proof here:

Bidders will be required to submit CIPC or SARS Tax Pin with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free state-based companies. (**NB:** The lease agreement address should correspond with the address of the municipal statement account of the lessor).

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Documents relating to Specific Goals

ANNEXURE L

The bidder must attach the following documentary proof here:

Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy /(ies) in order to claim points for specific goals on Youth.



Documents relating to Functionality

ANNEXURE M

The bidder must attach the following documentary proof here:

Experience of the Architect (PrArch)

- The bidder must provide proof of his / her resources' experience as a **Professional Architect (PrArch)** registered with the South African Council for the Architectural Profession (SACAP), for which a detailed CV with traceable and contactable references is attached for similar building / construction projects completed.
- The **Professional Architect (PrArch)** should preferably be in possession of a relevant built environment qualification at NQF Level 7 (degree or equivalent) or higher.
- Originally certified copies of Qualifications and active Professional Registration with the South African Council for the Architectural Profession (SACAP) must be attached.

Notes:

- The bidder must complete the attached Resource Information Sheet, failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points. Originally certified documents must not be older than 6 months.
- Only post registration experience will be evaluated.
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide an affidavit signed by the Professional Architect (PrArch) giving the company consent to utilise his / her personal information for the purpose of responding to this bid, failure to do so and to provide a original sworn affidavit to this effect will result in the bidder forfeiting these points.
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the consultant / professional service provider not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE N

The bidder must attach the following documentary proof here:

Experience of the Architectural Consulting firm

PROJECT 1

Attach Appointment Letter + Completion Certificate + Reference Letter.

Notes:

- All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months.
- Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- Failure to complete and sign the Schedule of the Tenderer's Experience will result in the bidder forfeiting these points.
- Only projects awarded and completed in the last seven (7) years will be considered (between 01 July 2019 up to and including the closing date of this bid).



Documents relating to Functionality

ANNEXURE N (continued)

The bidder must attach the following documentary proof here:

Experience of the Architectural Consulting firm

PROJECT 2

Attach Appointment Letter + Completion Certificate + Reference Letter.

Notes:

- All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months.
- Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- Failure to complete and sign the Schedule of the Tenderer's Experience will result in the bidder forfeiting these points.
- Only projects awarded and completed in the last seven (7) years will be considered (between 01 July 2019 up to and including the closing date of this bid).



Documents relating to Functionality

ANNEXURE N (continued)

The bidder must attach the following documentary proof here:

Experience of the Architectural Consulting firm

PROJECT 3

Attach Appointment Letter + Completion Certificate + Reference Letter.

Notes:

- All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months.
- Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- Failure to complete and sign the Schedule of the Tenderer's Experience will result in the bidder forfeiting these points.
- Only projects awarded and completed in the last seven (7) years will be considered (between 01 July 2019 up to and including the closing date of this bid).



Documents relating to Functionality

ANNEXURE N (continued)

The bidder must attach the following documentary proof here:

Experience of the Architectural Consulting firm

PROJECT 4

Attach Appointment Letter + Completion Certificate + Reference Letter.

Notes:

- All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months.
- Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- Failure to complete and sign the Schedule of the Tenderer's Experience will result in the bidder forfeiting these points.
- Only projects awarded and completed in the last seven (7) years will be considered (between 01 July 2019 up to and including the closing date of this bid).



Documents relating to Functionality

ANNEXURE N (continued)

The bidder must attach the following documentary proof here:

Experience of the Architectural Consulting firm

PROJECT 5

Attach Appointment Letter + Completion Certificate + Reference Letter.

Notes:

- All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months.
- Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- Failure to complete and sign the Schedule of the Tenderer's Experience will result in the bidder forfeiting these points.
- Only projects awarded and completed in the last seven (7) years will be considered (between 01 01 July 2019 up to and including the closing date of this bid).



Documents relating to Functionality

ANNEXURE N (continued)

The bidder must attach the following documentary proof here:

Experience of the Architectural Consulting firm

PROJECT 6

Attach Appointment Letter + Completion Certificate + Reference Letter.

Notes:

- All Appointment Letters and Completion Certificates must be on the letter head of the employer which is dated and signed. Reference Letters must be on the letter head of the employer which is dated and signed. All the aforementioned documents must be an originally certified and valid copy of the original document. Originally certified documents must not be older than 6 months.
- Submission of Completion Certificates without its corresponding Appointment Letters or the submission of Appointment Letters without its corresponding Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of Reference Letters without its corresponding Appointment Letters and Completion Certificates will not be considered for scoring purposes, therefore points will be forfeited.
- Failure to complete and sign the Schedule of the Tenderer's Experience will result in the bidder forfeiting these points.
- Only projects awarded and completed in the last seven (7) years will be considered (between 01 July 2019 up to and including the closing date of this bid).



Documents relating to Functionality

ANNEXURE O

The bidder must attach the following documentary proof here:

Methodology and Approach

Bidders must provide a clear, project-specific methodology aligned to the Framework for Infrastructure Delivery and Procurement Management (FIDPM) from Stages 1 (Initiation) to Stage 7 (Close-out). The methodology must demonstrate an understanding of the scope of Architectural services, legal compliance requirements and practical delivery measurement.

Scoring of the consulting firm will be based on a “MOCK PROJECT” to construct a new primary school from Stage 1 (Initiation) to Stage 7 (Close-out), in line with the Framework for Infrastructure Delivery and Procurement Management (FIDPM).



Documents relating to Functionality

ANNEXURE P

The bidder must attach the following documentary proof here:

FINANCES

Financial Capability: Cash flow

Confirmation of the availability of cash flow for the first three (3) months of a project [attach bank rating letter or three (3) months bank statement].

Analysis of the Annual Financial Declaration and its supporting documents

Operating cash flow ratio measures a company's short-term liquidity. *Formula:* Operating Cash Flows Ratio = Cash Flows from Operations/Current liabilities [submit latest/most recent (not more than 2 years old) Financial Statements signed off by registered Professional Accountant].

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Other documents relating to this bid / tender

ANNEXURE Q

THE BIDDER MUST ATTACH ANY OTHER DOCUMENTARY PROOF, NOT EARLIER LISTED, HERE: