



Request for Proposals:

**PROFESSIONAL CONSULTANCY SERVICES
(MULTI-DISCIPLINARY) FOR VARIOUS
INFRASTRUCTURE PROJECTS**

CDC/289/24

Document N^o
CDC-TPU-RFP-001-24

Closing Date of Bid
19 AUGUST 2024

Name of Consortium/ Multi-disciplinary Firm

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DOCUMENT CONTROL SHEET

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

PROJECT NAME : PROFESSIONAL CONSULTANCY SERVICES FOR VARIOUS INFRASTRUCTURE PROJECTS

DOCUMENT TITLE : *Request for Proposals: Professional Consultancy Services for infrastructure projects*

DOCUMENT No. : *CDC-TPU-RFP-001-24*

SIGNING OF THE ORIGINAL DOCUMENT

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

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	Signature:	Signature:	Signature:

Distribution:	<i>Potential Bidders</i>
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 <small>Philisa Ndzamela e802c845-263c-4e46- e992-bde462869661 2024/07/24 4:10:53</small>	<div style="border: 1px solid black; padding: 2px;"><small>Digitally Signed by: Andile Sebezo Senior Quantity Surveyor f0f5e221-0f9e-4c6f-ba0e-108abebf2419 IP Address: 10.0.56.23 Date: 2024/07/24 4:25:52 PM</small></div>	 <small>Zine Mtanda f4116535-cc76-477b-bc21- 15b6f1816944 2024/07/24 4:29:46 PM</small>	

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REQUEST FOR PROPOSALS PROFESSIONAL CONSULTANCY SERVICES (MULTI-DISCIPLINES) FOR VARIOUS INFRASTRUCTURE PROJECTS

Contract No. CDC/289/24

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

INVITATION TO TENDER

The CDC is inviting capable and competent Service Providers to submit Proposals as **Consortia/JVs or Multi-disciplinary** firms for the provision of professional consulting services for various infrastructure projects throughout South Africa. The invitation is extended to Professional Service Providers with a registered office based in any of the provinces in South Africa.

The Multi-Disciplinary professional consultancy services required are for the following disciplines:

Table 1:

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

Single Entities/Multidisciplinary or JVs shall include **ALL** the disciplines listed above. Any bid that does not meet this requirement will be considered as non-responsive.

The purpose of this process is to create a panel of pre-qualified bidders who can be appointed in respect of a particular project/programme procurement as and when required. Respondents are required to have relevant experience and knowledge in the planning, design, construction management and commissioning of infrastructure projects, where applicable.

NB: Period for this pool will be valid for 36 months with an option to extend for an additional 12 months.

CONDITIONS OF TENDER

- (a) The CDC Procurement Policy Shall apply.
- (b) The following legislation shall apply:
 - (i) Public Finance Management Act (PFMA);
 - (ii) Preferential Procurement Policy Framework Act, (5 of 2000) (PPPFA)
 - (iii) The Preferential Procurement Regulations 2022;
 - (iv) The Construction Industry Development Board Act, (38 of 2000)
 - (v) National Treasury Regulations;
 - (vi) The National Qualifications Framework Amendment Act, (12 of 2019);
 - (vii) The Skills Development Act, (97 of 1998)
 - (viii) Disaster Management Act, (57 of 2002);
 - (ix) Broad-Based Black Economic Empowerment Amendment Act, (46 of 2013);
 - (x) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (xi) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (xii) Broad Base Black Economic Empowerment -BBBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
 - (xiii) NEMA National Environmental Management Act (107 of 1998);

- (xiv) 2014 Environmental Impact Assessment Regulations as amended;
 - (xv) National Water Act, NWA (Act No. 36 of 1998);
 - (xvi) National Water Act: Regulations regarding the procedural requirements for Water Use Licence Applications and Appeals; and
 - (xvii) Any other applicable legislation in the built environment and including all Municipal Bylaws.
- (c) The 80/20 or 90/10 preference point system will apply at the time of allocating projects through the established framework upon receipt and requests of new projects and the cost estimate tender will be used to determine the applicable preference point system.
- (d) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (e) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0.
- (f) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
- (g) As per the amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSEs' with at least a 51% and EMEs with an annual turnover of above R1.8 Million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R1.8 Million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. In the case of a JV or Consortium, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of the member entities to confirm the type of enterprise.
- (h) Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (i) Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.
- (j) CDC will not award more than five (5) active projects to one bidder, unless one project has reached 80% completion stage and beyond. A capacity assessment may be conducted in an event that the

- recommended service provider is the only responsive bidder and has already been awarded five contracts to be considered for a sixth contract. This decision is at the sole discretion of the CDC and subject to their performance on the active five contracts.
- (k) The CDC will not allocate additional projects to any bidder who has Final Accounts/Close Out Reports outstanding for more than 90 days from the date of final completion as per contractual obligation. Bidders forming consortiums or joint ventures are advised to confirm with potential partners if they do not have any outstanding Final Accounts/Close Out Reports with the CDC. However, the bidder will be included in the panel but will not be assigned a project.
 - (l) The performance of the bidders on projects they have been awarded shall be reviewed and evaluated on an on-going basis by the CDC Project Manager. Poor performance on awarded projects may result in a bidder not being awarded future projects by the CDC.
 - (m) The successful bidder will be required to comply with the National Environmental Management Act, (107 of 1998), National Heritage Resources Act, (25 of 1999), Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act, Act (130 of 1993), Disaster Management Act, Act (57 of 2002) and, all relevant and applicable legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.
 - (n) No priced quotation or competitive bids will be awarded to a person or entities who fail to provide proof of tax compliance status within the timeframe given to do so.
 - (o) Proof of registration with relevant Professional Statutory Bodies or membership with Voluntary Associations (whichever is specified). Confirmation of professional registration will be conducted at a point in time of the evaluation process through the Professional Bodies' Registries, therefore professionals must ensure that their registrations are valid and appear in the registers throughout the evaluation process.
 - (p) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
 - (q) In case of JVs/Consortia the Bidder must include the JV Agreement to enter into a JV/Consortium Agreement.
 - (r) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
 - (s) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.

- (t) Bidders must provide proof of registration (In good standing) with relevant Professional Statutory Bodies, including a letter of good standing.
- (u) The successful bidders will be placed in the CDC's panel of pre-qualified PSPs for various provinces for a period of 36 months.
- (v) The tender validity period for this project is twenty-four (24) weeks from closing date.

Bid documents will be available for download from the CDC Website (www.coega.co.za) from **Friday, 26 July 2024 from 10h00**, at no cost. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

There will be no Briefing Meeting, however, bidders are encouraged to make any queries through consultancytenders@coega.co.za. No queries will be responded to after the **14 August 2024**.

One original completed bid document shall be placed in a sealed envelope clearly marked:

“Contract No: CDC/289/24: RFP - Professional Consultancy Services (Multi-Disciplinary) for Various Infrastructure Projects”

The closing date and time for the receipt of completed bids is **Monday, 19 August 2024 at 12h00** at the CDC Head Office, **Corner Alcyon Road & Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth)**. Bids must be handed in at the **Document Control Office** on the **Ground Floor**.

Bids will not be opened in public and no late submission will be considered. The opening register will be posted on the CDC website within 48 hours of the tender closure.

Failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled or e-mail submissions will not be accepted.

No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:

Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address:
consultancytenders@coega.co.za

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

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ANNEXURE I : COMPLETE EME AND QSE AFFIDAVIT or ATTACH BBBEE CERTIFICATE

ANNEXURE J : POPIA CONSENT FORM

1 INTRODUCTION

The Coega Development Corporation (Pty) Ltd (CDC) attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualizes and develops complex, multi-disciplinary projects; and provides programme management; strategic advisory, economic research and human capital services. It also provides Implementing Agency services to various Government Departments and State-Owned Entities throughout South Africa and other African countries. This programme is aimed at creating jobs, developing and transferring skills, and fighting poverty. The CDC manages the entire development and service provision through innovative approaches that combine multi-disciplinary skills.

The infrastructure projects include, but are not limited to, health care facilities, education facilities, warehouses/factories, retail facilities, administration buildings and related bulk Infrastructure services. These infrastructure facilities will be designed and constructed to suit the identified sites in compliance with all mandated and legislated requirements and conditions for physical infrastructure as stipulated nationally, provincially, by any relevant government Department(s) and/or any other regulatory bodies.

This Request for Proposals (RFP) requests potential Professional Service Providers (PSPs) to register their interest in participating in the infrastructure development in the CDC SEZ as well as in various provinces where development is on behalf of Provincial/ National Government Departments and other entities.

2 SCOPE OF PROFESSIONAL SERVICES DISCIPLINES

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

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

- i. Lead Consultant & Principal Agents
- ii. Architectural Services
- iii. Quantity Surveying Services
- iv. Civil Engineering Services
- v. Structural Engineering Services
- vi. Electrical Engineering Services
- vii. Mechanical Engineering Services
- viii. Construction Health and Safety Agent (CHSA)

Bidders will be required to submit fee percentage for various categories of contracts according to the monetary value of projects, including VAT, as follows:

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- (a) R1 million up to R10 million;
 - (b) Above R10 million up to R25 million;
 - (c) Above 25 million up to R50 million;
 - (d) Above R50 million up to R100 million;
 - (e) Above R100 million up to R200 million;
 - (f) Above R200 million up to R400million;
 - (g) Above R400 million up to R600 million; and
 - (h) Above R600 million.

NOTE RE- DISBURSEMENTS:

- (i) Disbursement will be paid based on proven costs using the Department of Public Works rates. The chosen district will be used as a base for the payment of disbursements.
- (ii) The consultant will be required to submit disbursement schedules.
- (iii) Disbursements for the project are subject to approval by the Project Manager.
- (iv) Payment for disbursements will be made upon proof of satisfactory completion of the deliverable, as outlined in the scope of services for each applicable stage.
- (v) Proven costs for specific items are required, based on a valid invoice.

3 SCOPE OF SERVICES AND FEE SPLIT FOR PSPs

The scope of services and fee split for the appointed professional service provider will be required to complete all the required deliverables per project stage as per timelines set out on Table 1 below:

3.1 WORK TO BE PERFORMED BY PROFESSIONAL SERVICE PROVIDERS

The following are the detailed services, broken down into various project stages with specific deliverables, which shall be provided by the Professional Service Provider:

Table 1- Scope of Works

STAGE	NAME OF STAGE	% OF TOTAL FEES	SCOPE OF SERVICES	DELIVERABLES	PORTION OF TOTAL FEES PAYABLE	METHOD OF ASSESSMENT
STAGE 1	Inception (Investigations and Consultations)	10%	<p>Preliminaries:</p> <ul style="list-style-type: none"> Attend project briefing meeting by the Client; Prepare and submit for approval the Project Implementation Plan which will include the Scope of Services for Consultants; Milestones, Schedule of Activities; Fee split per deliverable/Milestone; method of measuring Progress. Finalise agreement with Client; Source and/or collect any available necessary 	<ul style="list-style-type: none"> Project Implementation Plan; Assessment Report; Record of Technical Team Meetings; Schedule of consents and approvals Schedule of required surveys, tests, analyses, site and other investigations 	5%	<ul style="list-style-type: none"> Pre-requisite is the submission and approval of the Project Implementation Plan 0/100, upon receipt and approval of the Assessment Report

			<p>project documentation (e.g. reports, drawings, plans, etc);</p> <p>Investigations:</p> <ul style="list-style-type: none"> • Confirm site location; • Assess site accessibility; • Assess land-ownership, confirm and facilitate transfer of land-ownership where necessary; • Assess current and future/planned Rezoning and LandUsage; • Conduct Topographical Surveys; • Conduct Geotechnical Investigations; 			
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		<ul style="list-style-type: none"> • Assess availability, capacity of and connections to bulk services (water, sewerage, electricity, telecoms); • Assess existing and planned services traversing the site (e.g. Power lines, Water lines, etc); • Conduct assessments and secure approvals for Safety, Health & Environmental; • Conduct and secure Heritage Council approvals (where required); • Conduct Traffic studies (where necessary); • Identify other site constraints (e.g. proximity of other structures, other activities taking place in the vicinity of the site); • Arrange, conduct and record any Technical Team co-ordination meetings; • Produce and present Assessment Report covering areas of investigation highlighted above; 			
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		<p>Consultations:</p> <ul style="list-style-type: none"> • Consult and confirm scope of work with the Client; • Identify and confirm Key Stakeholder and obtain User Requirements; • Consult with Regional/Provincial Dept of Public Works to establish and confirm their requirements; • Consult Local Authority to confirm applicable local By-laws and any Statutory Approvals; • Consult with Local Community via the Local Council and/or Traditional Leadership; • Consult with relevant Trade Unions; • Arrange, conduct and record any Technical Team co-ordination meetings; • Produce and present Consultation Report – covering outcomes of consultations highlighted above. 	<ul style="list-style-type: none"> • Consultation Report; • Record of Technical Team Meetings; 	5%	<ul style="list-style-type: none"> • 0/100, upon receipt and approval of the Consultation Report
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STAGE 2	Concept and Viability	10%	<ul style="list-style-type: none"> Attend Client Progress Meetings and other ad-hoc meetings; Attend planning and design meetings; Undertake any necessary technical site tours of similar projects; Assess User Requirements in line with applicable Norms & Standards, Best Practices and site conditions; Revise Level 1 WBS to culminate into Level 2 WBS, WBS Dictionary and Baseline Planning; Prepare Concept Designs; Identify Work Packages for SMEs; 	<ul style="list-style-type: none"> Draft Project Brief; Draft Sketch/Layout Plans; Level 2 WBS, WBS-D and Baseline Plans; Concept Designs; Preliminary Cost Estimates; Preliminary Schedule of Major Deliverables; Site Development Plans; Value Engineering Report 	7.5%	<ul style="list-style-type: none"> 0/100, upon receipt of acceptable Level 2 WBS, Brief, Draft Layout/Sketch Plans, Concept Designs, Preliminary Cost Estimates, Preliminary Schedule, Site Development Plans and VE Report
			<ul style="list-style-type: none"> Prepare the Schedule of Accommodation and Project Brief; Prepare Sketch/Layout Plans; Prepare Preliminary Cost Estimates; Prepare Preliminary Schedule of Major Deliverables; Prepare and submit the Site Development Plans to Local Authority where applicable; Conduct Value Engineering (VE) Workshop including all the key role players and produce VE Report 			

			<ul style="list-style-type: none"> • Revise and submit for approval Project Brief, Sketch /Layout Plans, Preliminary Cost Estimates, and Preliminary Schedule 	<ul style="list-style-type: none"> • Revised Project Brief • Revised Sketch/Layout Plans; • Revised Preliminary Cost Estimates; • Revised Preliminary Schedule of Major Deliverables 	2.5%	<ul style="list-style-type: none"> • 0/100, Revised Level 2 WBS, Brief, Concept Designs, Sketch/Layout Plans, Preliminary Cost Estimates and Preliminary Schedule
STAGE 3	Design Development	25%	<ul style="list-style-type: none"> • Attend Client Progress Meetings and other ad-hoc meetings; • Attend planning and design meetings; • Prepare Detailed Designs for each Work Package • Produce Design Development Drawings, technical details and outline specifications (Technical, SHE, Socio-economic – S-E); • Prepare detailed Cost Estimates for each Work Package; • Submit necessary design documentation including building plans to local authority for approval; • Prepare and submit Design Report. 	<ul style="list-style-type: none"> • Design Development Drawings; • Outline Specifications; • Detailed Cost Estimates; • Design Report 	<ul style="list-style-type: none"> • To be split proportionally according to the value each Work Package 	<ul style="list-style-type: none"> • 0/100, Drawings, Specifications, Cost Estimates for each Work Package, Design Report

STAGE 4	Documentation and Procurement	10%	<ul style="list-style-type: none"> • Provide advice on all appropriate insurances; • Compilation and approval of Tender Documentation including Working Drawings and Elemental Bill of Quantities (EBoQ); • Assess samples and products for compliance and design intent; • Production of copies of the required number of Tender Documents for distribution to the Prospective Tenderers; • Prepare for and attend Briefing Meeting; • Assist with responses to technical questions during tender stage. 	<ul style="list-style-type: none"> • Working Drawings • Elemental Bill of Quantities • Tender Documents 	7.5%	<ul style="list-style-type: none"> • 0/100, Complete Set of Tender Documents
			<ul style="list-style-type: none"> • Attend Tender Closure meeting; • Assist with evaluation of Tenders as per the requirements of the Project Manager; • Prepare and submit signed Tender Evaluation Report to the Project Manager; • Assist in negotiating with the preferred Contractor(s). 	<ul style="list-style-type: none"> • Tender Evaluation Report 	2.5%	<ul style="list-style-type: none"> • 0/100, Attendance to Briefing Meeting, Tender Evaluation Report

<p>STAGE 5</p>	<p>Construction (This will include both construction and commissioning)</p>	<p>30%</p>	<ul style="list-style-type: none"> • Review BoQ and Balance the Rates; • Assess adequacy of the insurances, guarantees and warranties submitted by the contractor; • Compilation of Work Plans with the Contractor (WBS, Definition of Work Packages and Milestones, Schedule, Method of Measurement - MoM, SME packages, Labour Histogram, SHE Issues, S-E imperatives); • Checking adequacy of contractor's quality assurance plan; 	<ul style="list-style-type: none"> • Work Plans • Site Hand-over Certificate • Summary of Test Results with interpretations • Uploaded Information on Reporting Systems • Contractors Payment Certificates and Monitoring Tool; 	<p>30%</p>	<ul style="list-style-type: none"> • 0/100 Portion of the 35% determined as the percentage of the approved contractor's interim payment certificate to the total contract value (Excl VAT, advanced payment, any interest charges, and Incl
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		<ul style="list-style-type: none"> • Checking contractor conformance to quality plan • Arrange, conduct and record Site Hand-over Meeting to the contractor and issue all the Working Drawings per Work Package and Site Hand-over Certificate; • Undertake Contracts Administration; • Upload information on Electronic Reporting Systems owned by the CLIENT and by the third parties (e.g. EFMS) • Conduct and record Site Meetings (Site walk-about meetings) together with the Contractor and his/her Foreman at least once a month (more visits might be required for problematic projects); • Hold Technical Meetings once a month (Board-room meetings attended by all the members of the design team together with the contractor and his/her foreman); • Attend and record Progress Meetings with the Client once a month; • Assess performance of Contractor against Work Plans and report formally any deviations; • Assist with resolution of financial claims by the contractor(s); • Obtain test results from the Contractor and prepare Summary of Tests Results and Interpretations; • Assess progress on site per MoM, prepare and submit 	<ul style="list-style-type: none"> • Consultants Fees and Progress Report • Practical Completion Certificate • Works Completion Certificate • Record of Meetings 		<p>penalties) as evidenced on the Payment Certificate</p>
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			<p>contractor's payment certificate together with Monitoring Tool;</p> <ul style="list-style-type: none"> • Prepare Progress Report that includes copies of minutes for Site, Technical and Progress Meetings; • Provision of support to ensure as built conforms to the design • Prepare and submit Monthly Payments Certificates for Consultants' fees together with Progress Report • Prepare certificates of Practical Completion and Works Completion; • Solicit Occupation Certificate and other statutory certificates 			
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<p>STAGE 6</p>	<p>Close-out</p>	<p>15%</p>	<ul style="list-style-type: none"> • Arrange, hold and record co-ordination meetings with Technical Team; • Co-ordinate and monitor rectification of defects; • Arrange Operations and Maintenance Manuals, Guarantees and Warranties; • Secure all statutory certificates; • Site Measurements and Preparation of As-built Drawings (Soft Copy of signed As-built Drawings saved in PDF format • Issue Certificate of Final Completion; • Prepare and present Final Accounts; • Prepare and present Project Close-out Report; 	<ul style="list-style-type: none"> • Operations and Maintenance Manuals, Guarantees and Warranties; • As-built Drawings • Certificate of Final Completion • Final Accounts • Project Close-out Report • Record of necessary meetings 	<p>15%</p>	<ul style="list-style-type: none"> • 0/100, As-built Drawings, Completion Certificate, Final Accounts, Close-out Report.
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4 BIDS EVALUATION PROCESS

4.1 Stage 1: Responsiveness Assessment

(a) Mandatory Requirements

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

Table 2: Mandatory Requirements to be submitted

1	Completed and Signed SBD 1 FORM: Invitations to Bid. <i>In case of a Joint Venture/Consortium, each entity must provide the CSD number in the SBD 1 form.</i> (Annexure A)
2	Completed and Signed SBD 4 FORM: Bidder's Disclosures (In case of a JV/Consortium, a SEPARATE FORM in respect of each party to the JV must be completed and submitted). (Annexure B).
3	Signed letter of intent to enter into JV/Consortium to be signed by all parties (Where applicable).
4	Completed and Signed Certificate of Authority of Signatory TO BE SIGNED BY ALL BIDDING ENTITIES . In case of a Joint Venture/ Consortium, the Authority of Lead Partner to sign JV/Consortium documents must ALSO be provided and signed by all parties in the JV. Proof of authority to sign may be submitted in a form of company resolution.(Annexure C).
5	Completed and signed Percentage Fee Proposal form (Annexure D).
6	The Municipality Selection Form must be completed (Bidder to select all municipalities in which it elect to tender and for which it has an established office) (Annexure F). Should a bidder fail to make a selection and not meet this requirement, it will be considered as non-responsive.
7	Completed and signed Nominated Lead Professionals form (Annexure E). The CDC will not consider more than one Lead Professional per discipline, except in the case of the Lead Consultant and Principal Agent, or where these specific disciplines are proposed in conjunction with another discipline (e.g. Principal Agent & Architect/QS) A Lead Professional WILL NOT be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest. The Lead Professional will be required to sign Annexure G as consent to the nomination for one individual entity or one Consortium/JV.
8	Confirm availability of key personnel with relevant experience to execute infrastructure projects with proof of professional registration in good standing for the respective discipline tendering for and candidate registration will not be considered. The nominated lead professionals for each discipline to provide his/her CV and professional registration/membership certificate. Engineering lead professionals will have to demonstrate sound working experience in the discipline under consideration. (a) Lead Consultants & Principal Agents – Professional Construction Project Manager registered with the South African Council for the Project and Construction Management Professions (SACPCMP)

	<p style="text-align: center;">OR</p> <p>a Built Environment Professional with Project Management Professional (PMP) registered with the Project Management Institute (PMI) and a built environment tertiary qualification.</p> <p>(b) Architectural Services – Professional Architect / Professional Senior Architectural Technologist / Professional Architectural Technologists registered with the South African Council for the Architectural Profession (SACAP) and Tertiary qualification.</p> <p>(c) Quantity Surveying Services – Professional Quantity Surveyor registered with the South African Council for the Quantity Surveying Profession (SACQSP) and Tertiary qualification.</p> <p>(d) Civil Engineering Services – Professional Engineer / Professional Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary qualification.</p> <p>(e) Structural Engineering Services - Professional Engineer / Professional Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary qualification.</p> <p>(f) Electrical Engineering Services - Professional Engineer / Professional Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary qualification.</p> <p>(g) Mechanical Engineering Services - Professional Engineer / Professional Engineering Technologist registered with the Engineering Council of South Africa (ECSA) and Tertiary qualification.</p> <p>(h) Construction Health & Safety Agents – Professional Construction Health & Safety Agent registered with the South African Council for the Project and Construction Management Professions (SACPCMP) and Tertiary qualification.</p> <p>A Lead Professional may only be replaced with an individual of equal or higher qualifications and/or experience and only with written approval of the employer. The nominated key personnel must be aligned as annexure E.</p>
9	<p>Reference letters or completed detailed performance evaluation forms duly completed and signed from at least two (2) previous Clients, within the last 8 years.</p> <p>Each Entity in a JV/Consortium must provide its own reference letters unless it's a Multi-disciplinary firm that is bidding. (Annexure G).</p>

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

Table 3: Additional requirements

ITEM	DESCRIPTION
1	Completed and signed Form SBD 6.1 (Annexure H) preference points claim form in terms of the Preferential Procurement Regulations 2022.
2	As per the amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSEs' with at least a 51% and EMEs with an annual turnover of above R1.8 Million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R1.8 Million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. In the case of a JV or Consortium, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of the member entities to confirm the type of enterprise. (Annexure I)
3	Company Registration documents (Biz Portal).
4	Company Profile.
5	Completed and signed POPIA Consent Form (Annexure J) .
6	Proof of office establishment within the selected province(s)/municipality(ies), i.e. Title Deed, lease agreement, municipal billing clearance certificate, ward councillors' letter.

4.2 Stage 2: Functionality Assessment

Bids will not be subjected to a Functionality assessment.

4.3 Stage 3: Quantitative Assessment

Price and Specific goals scoring will be applicable at the time of allocating work according to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations of 2022. This stage of evaluation will be applicable on a specific project as per rates tendered for under **Annexure D-** Financial Schedule. Bidders are to provide BBBEE Certificate or Affidavit.

4.4 Stage 4: Qualitative Assessment

The Qualitative Assessment will be conducted on all the responsive bids that pass through the mandatory requirements as reflected under Stage 1. The main thrust of this assessment would not be to second-guess the bidder but to address the question around potential capacity and commercial risks. The performance reports of bidders who have previous exposure with CDC will also be considered during this stage and those bidders with negative performance reports will not be recommended for inclusion in the panel. Bidders who have not contracted with CDC in the past will be required to submit performance reports from previous clients (see **Annexure G**). **Each entity must have its own report, per discipline if the entities are in a JV/Consortium.**

5 CRITERIA FOR SOLICITING BIDS FOR EXECUTION OF WORK

- (a) One panel of pre-qualified PSPs arising from this RFP process will enable the CDC to procure entities on an instruction basis over a term upon CDC receiving budget allocation to carry out the work.
- (b) Bidders in each province will be used on a competitive basis, whereby the rates submitted in **Annexure D** by the selected Service Providers in a district will be used to determine the tendered fee for work in their district of operation;
- (c) The successful bidders would be required to compete for projects per the identified district(s) but preference will be given to Service Providers whose offices are closest to the point of delivery in that particular district, and should there be an inadequate number of bidders in that district, additional Service Providers would be sourced from neighbouring districts;
- (d) A Request for Information (RFI) may be sent to a targeted group of Service Providers closest to the point of delivery to execute a particular contract via email based on the nature and complexity of the works;
- (e) In the case of CDC having projects outside of South Africa (rest of Africa), Request for Proposals may be requested from entities on the panel.
- (f) Upon inclusion in the panel, all bidders will be sent an acceptance letter and will be required to confirm acceptance.
- (g) The Service level Agreement (SLA) will be concluded only when a specific project is identified.

6 TERMS & CONDITIONS

- (a) All submissions must be received by the CDC no later than **Monday, 19 August 2024 at 12h00**. Respondents must submit their RFP documents before the closing date and time and no late submissions will be considered;
- (b) All submissions and subsequent information received will become the property of the CDC and will not be returned;
- (c) Failure to complete all mandatory information will result in submissions being deemed null and void and shall be considered “*non-responsive*”;
- (d) Telegraphic, telexed, tippexed, faxed or e-mailed submissions will not be accepted;
- (e) **One original document** shall be placed in sealed envelopes clearly marked:
“Contract No: CDC/289/24: RFP - Professional Consultancy Services (Multi-Disciplinary) for Various Infrastructure Projects”
- (f) All enquiries regarding this Request for proposal must be directed in writing only to: Zine Mtanda: Unit Head, Supply Chain Management: consultancytenders@coega.co.za.

- (g) The contact person reflected above shall be the only point of contact for this RFP. Failure to observe this requirement will lead to immediate disqualification of the Respondent;
- (h) Submission of a bid and its subsequent receipt by the CDC does not represent a commitment on the part of the CDC to proceed further with any Respondent or any contract;
- (i) The Respondent shall treat as confidential all documentation, drawings, reports, etc. which are provided pursuant to this RFP;
- (j) All documents, drawings, reports, etc. prepared by the Respondent pursuant to this RFP shall become the copyright property of the CDC;
- (k) The CDC will consider the proposed key personnel in the tenderer's bid as the assigned resources for any project/s to be awarded. Any changes to these proposed personnel is subject to CDC's approval prior to being changed by the bidder;
- (l) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (m) All Respondents will be advised as soon as the successful Bidders have been approved pertaining to this tender.

7 DISQUALIFICATION

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

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

ANNEXURES

- ANNEXURE A : INVITATION TO BID (SBD 1)**
- ANNEXURE B : BIDDERS' DISCLOSURE (SBD 4)**
- ANNEXURE C : AUTHORITY OF SIGNATORY**
- ANNEXURE D : FINANCIAL PROPOSAL**
- ANNEXURE E : NOMINATED LEAD PROFESSIONALS / KEY PERSONEL**
- ANNEXURE F : MUNICIPAL SELECTION FORM**
- ANNEXURE G : PSP PERFORMANCE EVALUATION FORM or CLIENT REFERENCE LETTERS**
- ANNEXURE H : PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)**
- ANNEXURE I : COMPLETE EME AND QSE AFFIDAVIT or ATTACH BBBEE CERTIFICATE**
- ANNEXURE J : POPIA CONSENT FORM**

ANNEXURE A

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (COEGA DEVELOPMENT CORPORATION)					
BID NUMBER:	CDC/289/24	CLOSING DATE:	19 AUGUST 2024	CLOSING TIME:	12H00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CRN ALCYON AND ZIBUKO ROAD, COEGA ZONE 1, BUSINESS CENTRE					
COEGA SEZ, GQEBERHA, 6000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Zine Mtanda		CONTACT PERSON	Ms Zine Mtanda	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	consultancytenders@coega.co.za		E-MAIL ADDRESS	consultancytenders@coega.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
2.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
2.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
2.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF THE BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

ANNEXURE B BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

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**

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 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

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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE C- AUTHORITY OF SIGNATORY

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

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

A. Certificate for Company

I,, chairperson

of the board of,

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

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

acting in the capacity of, was authorised to sign all documents in connection with this tender for Contract Number. CDC/136/24 and any contract resulting from it on behalf of the company.

As witnesses:

1.

Chairman:

2.

Date:

B. Certificate for Partnership

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

....., hereby authorise

Mr/Ms
acting in the capacity of

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

Contract No **CDC/289/24** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

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

C. Certificate for Joint Venture (Continue)

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

Mr/Ms, authorised signatory of the company

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

partner, to sign all documents in connection with this tender for Contract No **CDC/289/24** and any contract resulting from it on our behalf.

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

Name of Firm	Address	Authorising Name and Capacity	Authorising Signature

D. Certificate for Sole Proprietor

I,, hereby confirm that I am

the sole owner of the business trading as

As witnesses:

1. Sole Owner:

2. Date:

E. Certificate for Close Corporation

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

.....

hereby authorise Mr/Ms

acting in the capacity of, to sign all to sign all documents in connection with this tender for Contract No **CDC/289/24** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

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

**ANNEXURE D
FINANCIAL PROPOSAL- PERCENTAGE FEE**

#	DISCIPLINE	Normal Fees (Stage 1 -6) as a % of Estimated Construction Value including VAT									
		R1M up to R10M	Above R10M up to R25M	Above R25M up to R50M	Above R50M up to R100M	Above R100M up to R150M	Above R150M up to R200M	Above R200M up to R300M	Above R300M up to R400M	Above R400M up to R600M	Above R600M
0	Consortium / JV / Multidisciplinary Fee (for all the 8 disciplines below)										
1	Lead Consultants / Principal Agents										
2	Architectural Services										
3	Quantity Surveying Services										
4	Civil Engineering Services										
5	Structural Engineering Services										
6	Electrical Engineering Services										
7	Mechanical Engineering Services										
8	Construction Health & Safety Agents										

Fee percentages for each range of project as detailed to be fully completed for Professional Consultancy Services for each discipline. This page shall be duplicated if the rates are not the same per district or municipality.

Name of Authorized Person: _____ Authorized Signature: _____

ANNEXURE E: NOMINATED LEAD PROFESSIONALS

#	Disciplines	Nominated Lead Professional	Pr. number	Consent Signature of Nominated Lead Professional
1	Lead Consultants / Principal Agents			
2	Architectural Services			
3	Quantity Surveying Services			
4	Civil Engineering Services			
5	Structural Engineering Services			
6	Electrical Engineering Services			
7	Mechanical Engineering Services			
8	Construction Health & Safety Agents			
9	Disbursements & Travel Cost	As per DPW Rates and pending approval by the Project Manager		

1. A Lead Professional/key personnel per discipline may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest. However, a Lead Professional may be nominated for a bid from an individual entity and as part of a Consortium/JV. The nominees must be as per mandatory requirement Item No. 8 of the RFP, key personnel.
2. Also note that if a bidder does not have an office within the selected municipality, travel disbursement cost will be controlled based on the district selected.

Authorized Signature: _____

ANNEXURE F: MUNICIPAL SELECTION FORM

DISTRICT/ METRO MUNICIPALITY SELECTION
***MARK WITH A x THE AREA'S THE BIDDER**
INTEND TO WORK

No.	DISTRICT/ METRO MUNICIPALITY	PROVINCE	SEAT	SELECTIONS
1	Alfred Nzo District Municipality	Eastern Cape	Mount Ayliff	
2	Amathole District Municipality	Eastern Cape	East London	
3	Buffalo City Metropolitan Municipality	Eastern Cape	East London	
4	Chris Hani District Municipality	Eastern Cape	Queenstown	
5	Joe Gqabi District Municipality	Eastern Cape	Barkly East	
6	Nelson Mandela Bay Metropolitan Municipality	Eastern Cape	Port Elizabeth	
7	OR Tambo District Municipality	Eastern Cape	Mthatha	
8	Sarah Baartman District Municipality	Eastern Cape	Port Elizabeth	
9	Fezile Dabi District Municipality	Free State	Sasolburg	
10	Lejweleputswa District Municipality	Free State	Welkom	
11	Mangaung Metropolitan Municipality	Free State	Bloemfontein	
12	Thabo Mofutsanyana District Municipality	Free State	Phuthaditjhaba	
13	Xhariep District Municipality	Free State	Trompsburg	
14	City of Johannesburg Metropolitan Municipality	Gauteng	Johannesburg	
15	City of Tshwane Metropolitan Municipality	Gauteng	Pretoria	
16	Ekurhuleni Metropolitan Municipality	Gauteng	Germiston	
17	Sedibeng District Municipality	Gauteng	Vereeniging	
18	West Rand District Municipality	Gauteng	Randfontein	
19	Amajuba District Municipality	KwaZulu-Natal	Newcastle	
20	eThekweni Metropolitan Municipality	KwaZulu-Natal	Durban	
21	Harry Gwala District Municipality	KwaZulu-Natal	Ixopo	
22	iLembe District Municipality	KwaZulu-Natal	KwaDukuza	
23	King Cetshwayo District Municipality	KwaZulu-Natal	Richards Bay	
24	Ugu District Municipality	KwaZulu-Natal	Port Shepstone	
25	uMgungundlovu District Municipality	KwaZulu-Natal	Pietermaritzburg	
26	uMkhanyakude District Municipality	KwaZulu-Natal	Mkuze	
27	uMzinyathi District Municipality	KwaZulu-Natal	Dundee	
28	uThukela District Municipality	KwaZulu-Natal	Ladysmith	
29	Zululand District Municipality	KwaZulu-Natal	Ulundi	
30	Capricorn District Municipality	Limpopo	Polokwane	
31	Mopani District Municipality	Limpopo	Giyani	
32	Sekhukhune District Municipality	Limpopo	Groblersdal	
33	Vhembe District Municipality	Limpopo	Thohoyandou	

34	Waterberg District Municipality	Limpopo	Modimolle	
35	Ehlanzeni District Municipality	Mpumalanga	Nelspruit	
36	Gert Sibande District Municipality	Mpumalanga	Ermelo	
37	Nkangala District Municipality	Mpumalanga	Middelburg	
38	Bojanala District Municipality	North West	Rustenburg	
39	Dr Kenneth Kaunda District Municipality	North West	Klerksdorp	
40	Dr Ruth Segomotsi Mompati District Municipality	North West	Vryburg	
41	Ngaka Modiri Molema District Municipality	North West	Mahikeng	
42	Frances Baard District Municipality	Northern Cape	Kimberley	
43	John Taolo Gaetsewe District Municipality	Northern Cape	Kuruman	
44	Namakwa District Municipality	Northern Cape	Springbok	
45	Pixley ka Seme District Municipality	Northern Cape	De Aar	
46	ZF Mgcawu District Municipality	Northern Cape	Upington	
47	Cape Winelands District Municipality	Western Cape	Worcester	
48	Central Karoo District Municipality	Western Cape	Beaufort West	
49	City of Cape Town Metropolitan Municipality	Western Cape	Cape Town	
50	Garden Route District Municipality	Western Cape	George	
51	Overberg District Municipality	Western Cape	Bredasdorp	
52	West Coast District Municipality	Western Cape	Moorreesburg	

Note: If a bidder does not have an office within the selected municipality, travel disbursements will be controlled based on district selected.

**ANNEXURE G:
PSP PERFORMANCE EVALUATION FORM or ATTACH CLIENT REFERENCE LETTERS**

**SUPPLIER PERFORMANCE EVALUATION FORM (TO BE USED FOR
EVALUATION OF DELIVERABLES OF SERVICE PROVIDERS)**

SERVICE PROVIDERS NAME BEING EVALUATED:		
CLIENT		
CONTRACT DESCRIPTION		
VALUE OF CONTRACT		
SERVICE RENDERED		
CONTRACT PERIOD	FROM:	TO:
REVIEW DATE		

CDC RATING SCALE

RATING	EXPLANATION
5	Exceptional performance beyond all task/job requirements
4	Exceeds expectation of the task/job requirement
3	Consistently meets all task/job expectations and requirements
2	Falls below expected performance on some task/job requirements
1	Falls below expected performance overall

EVALUATION ITEM - GENERIC MEASURES	RATING	
	1-5	
1. Quality-Service /product deliverable: Demonstration to meeting and exceeding specifications/ deliverables by service provider/contractor		
2. Cost-: Ability to provide services and goods cost effectively in terms of value for money		
3. Time: Ability to deliver products/services within the specified time period (contract duration) or within the agreed turnaround periods.		
4. Communication: Timeous, effective and efficient exchange of information that is pertinent to the delivery of services/products		

5. Skills and Competency Availability: refers to the actual availability and competency of staff deployed to the service/project		
6. Management: Demonstration of sound and pro- active management practices that are geared towards the achievement of service/products required.		
7. SHE Performance: Compliance with all relevant and necessary CDC SHE policies and		
8. SMME participation: Involvement of SMME during project/service delivery as per the contract		
9. Skills and Competency Development: The ability of the contractor/Service provider to develop their resources through training and development to the benefit of the CDC.		
10. Other (Proposal for additional measures).....		
Overall Score (Average of all scores relevant)		
Would you recommend the service provider for additional works (Y/N)		
General comments:		

Evaluators' Name & Surname

Designation.....

Signature.....

Date:.....

ANNEXURE H

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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	
SPECIFIC GOALS	
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;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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

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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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)	
SURNAME AND NAME:
DATE:
ADDRESS:

ANNEXURE I

COMPLETE EME AND QSE AFFIDAVIT BELOW or ATTACH BBBEE CERTIFICATE

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

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full names and surname	
Identity number	

Hereby declare under oath as follows:

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

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

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

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

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

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

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

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

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

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

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

ANNEXURE J

PROTECTION OF PERSONAL INFORMATION: CONSENT

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

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

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

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

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:

- a) They process the information only for the express purpose for which it was obtained.
- b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
- c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
- d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
- e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
- f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.

2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.

3. Bidder's Obligations

a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.

b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.

c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.

d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

On behalf of the Bidder:

.....
Signature

.....
Date

.....
Position

.....
Name of the Bidder

On behalf of the Client:

.....
Signature

.....
Date

.....
Position

.....
Name of Client Representative

END OF RFP DOCUMENT