

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS



community safety, roads & transport

Department of
Community Safety, Roads & Transport
FREE STATE PROVINCE

FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

TENDER NO: CSR&T/BID12/2023/24

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING
LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND
TRANSPORT FOR A PERIOD OF 36 MONTHS

CLOSING DATE: 13-OCTOBER-2023

NAME OF THE BIDDER
BID AMOUNT
CSD NO: MAAA.....

ALL DOCUMENTS MUST BE COMPLETED WITH ORIGINAL BLACK INK.



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THE TENDER

1: TENDERING PROCEDURES

1.1 : TENDER NOTICE AND INVITATION TO TENDER

1.2 : TENDER DATA

1.3: STANDARD CONDITIONS OF TENDE

INVITATION FOR BID

Closing Date:

Time: 11:00

BID CSR&T BID 12/2023/24

DESCRIPTION: APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS.

The Free State Department of Community Safety, Roads and Transport invites suitably experienced, **SANAS accredited material testing laboratories** for undertaking site laboratory testing in accordance with SANS 3001 for projects being implemented by its In-House Construction. The lab will serve various projects located in the within the Free State for a period of **36 months**.

Bid documents will be available as from **11h00** on **Tuesday, 12 September 2023**. Documents must be downloaded on www.policeroadstransport.fs.gov.za, www.etenderportal.gov.za or www.treasury.fs.gov.za

A compulsory clarification meeting with representatives of the Employer will take place at the Regional Roads Office:

Date : 22 September 2023

Time : 10:00

Venue : Roads regional Office; Hamilton; 26 Hartley Street; Bloemfontein; 9301

The completed Bid documents must be placed in a sealed envelope, clearly marked with the Bid number **CSR&T/BID12/2023/24** and the **APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING FOR 36 MONTHS** required, and may be deposited in the Bid Box situated at Department of Community Safety, Roads and Transport, Perm Building, Charlotte Maxeke Street, Bloemfontein, 9300, not later than **11H00** on **13 October 202** when the bids will be opened in public

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

No late, posted, telephonic, or faxed bids/proposals will be considered. /*

The lowest/any bid will not necessarily be accepted.

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Enquiries should be directed to:

Ms. W. Makutwane Cell : 066 476 2569
Email: makutwanew@freetrans.gov.za

Mr. T. Mosianedi Cell: 082 0599 738 (Technical Enquiries)
Email: tholangm@icloud.com

PART B: TERMS AND CONDITIONS FOR BIDDING

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

BID EVALUATION CRITERIA:

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS AND STAGES OF EVALUATION:

- Phase 1 - Assessment of mandatory requirements
- Phase 2 - Functionality – 40 points
- Phase 3 - 80\20 preferences points system (Specific Goals)

Phase 1 – Assessment of mandatory requirements (COMPLIANCE)

Please note bidders who do not comply with the following requirements will not qualify to proceed to the second stage.

Tenderers must take particular note of the following:

- Provide a valid unique security Personal Identification number (PIN) issued by the South African Revenue services (where Consortium \ Joint Venture \ laboratories are involved, each party to the association must submit a separate valid unique security personal Identification number.
- Bidders must return all completed and duly signed standard bidding documents (SBD). All documents must be completed with a black inked non-erasable pen and attach all returnable documents.
- Bidders must be registered on the centralised supplier database CSD and print out must be attached or Bidders must provide o CSD registration number (MAAA.....)
- SANAS Accreditation Certificate

In the case of a Joint Venture the Bidder Must attach

- Certificate of Authority for Signature (Power of Attorney)
- In the care of a joint venture, bidders must submit s joint venture agreement duly signed by both parties entering in such agreement and BBBEE certificate issued in the name of the joint venture.

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Phase 2: Functionality

Functionality Assessment is based on the Grid below

NB!! Bidders must achieve the minimum of [60% (24 points)] of the functionality points in order to be considered for further evaluation on price and BBEE

Criterion	Description of criteria	Scoring	Points	Total Points Allocation
Experience	Bidders must submit 5 Appointment letters and Reference / Recommendation letters of similar work undertaken over the past 10 years. Appointment letters will only be considered valid if they meet the following criteria: Appointment letters and Reference / Recommendation letters will only be considered valid if they meet the following criteria: ✓ If on an official client letterhead, ✓ If it refers to provision of similar goods or services provided. ✓ If Reference / Recommendation letters not older than 3 years, ✓ If contains contact details, signed, and dated by authorised personnel.	8-10 Projects of similar type	10	10
		5-7 Projects of similar type	7	
		1-4 Projects of similar type	4	
		0 Projects of similar type	0	
Capacity NB: Years of experience on the CV must be indicated by correct dates. i.e. (DD/MM/YYYY) For example: 01/07/2021 (5 Years)	Geologist or Civil Engineer and Senior Lab Manager -Years of experience and qualification in Civil Engineering B. Tech or Degree. CV's and certified copies of qualifications of key personnel must be attached to substantiate points claimed. Failure to attach will result in no points being allocated.			10
	Geologist or Civil Engineer - Years of experience with qualification in Civil Engineering- B.Tech or Degree DD/MM/YYYY.	9 years' and more experience & certified copy of qualifications on similar works done.	10	
		4-to less than 9 years' experience & qualification	7	
		Less than 4 years' experience & qualification	4	5
	Senior Lab Manager -Years of experience with qualification in Civil Engineering N.Dip, B.Tech, Degree etc.	9 and more years of experience	5	
		4-less than 9 years of experience	3	
		Less than 4 years' experience	1	12
	Equipment / Facilities - Ownership Certificates / authority letter to prove ownership of equipment such as DCP's, CPN's - In case of rental a lease agreement must be attached together with ownership certificates. - Accredited laboratory facilities where tests are carried out and Bidders must attach proof thereof.	CPN's	4 CPN's	4
			2 CPN's	2
			0 CPN	0
		DCP's	4 DCP's	4
			2 DCP's	2
			0 DCP	0
		LDV bakkies	4 bakkies	4
			3 bakkies	3
			2 bakkies	2
			1 Bakkie	1
Locality: Locally based	Municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement	Provincially based offices	3	3

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within borders of South Africa	with a Current Bill of Account not owing more than Ninety (90) days must be attached to substantiate points claimed.	Outside Free State Province based offices	0	
Maximum possible score				40

NB: A tenderer who fails to obtain the minimum qualifying score of 24 points for functionality as indicated in the GRID above is not an acceptable tender, further all tenders that obtained the minimum qualifying score for functionality must be evaluated in terms of price and the specific goals

Electronic, telegraphic, facsimile and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued.

Phase 3: Price and Specific goals

Assessment for Phase 3 will be evaluated on 80/20 preferential point system:

Price : 80

B-BBEE Status Level : 20

Price: 80: The lowest acceptable Bidder qualify for maximum points of 80 for price. These points will be for the Total Bid Offer. The points for price will be calculated according to clause 4, item 1 of the PPR 2022 as follows:

$$P = 80 \times 1 - \frac{(Pt - P_{min})}{P_{min}}$$

Where

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

Specific Goals: 20: Points will be awarded to bidders for attaining the B –BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-complaint Contributor	0

- a) A tenderer must submit proof of its B-BBEE status level of contributor to qualify for BBBEE points, failing to submit proof of B-BBEE status level of contributor cannot be regarded as a disqualifying factor but is a non-compliant contributor to B-BBEE and, may only score points out of 80 for price; and scores 0 points out of 20 for B-BBEE.

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- b) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than **25%** of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for. unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- c) The points scored by a tenderer for B-BBEE in terms of this regulation must be added to the points scored for price, the points scored must be rounded off to the nearest two decimal places and the contract must be awarded to the tenderer scoring the highest points
- d) Bidder must attach BBBEE Verification Certificate obtained from an entity registered with SANAS or ABVA preferable Level One (1) Contributor and above/ Sworn affidavit obtained from DTI

THE FOLLOWING CONDITIONS FORM PART OF SPECIAL CONDITIONS OF BID / CONDITIONS OF ACCEPTANCE.

- 1. Bids must be valid for 180 days
- 2. Municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a Current Bill of Account not owing more than Ninety (90) days
- 3. The service providers shall bear the cost associated with the preparation and submission of the proposals.
- 4. The Department of Community Safety, Roads and Transport selection of qualifying tenders will be as per Department's Supply Chain Management policy and will be final.
- 5. The Department is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without incurring any liability to the bidders.
- 6. The Department reserves the right to appoint more than one service provider.
- 7. Bidders who falsify any information will be disqualified-If it's discovered during the contract period, the Department reserves the right to terminate the contract immediately.
- 8. Laboratories will be expected to appoint unemployed youth sourced from communities where they are working.
- 9. Appointment of two material technicians
- 10. Appointed laboratories will be expected to submit insurances or professional indemnity
- 11. Laboratories will be allocated work on a rotational basis
- 12. Prospective service providers are required to visit the site to familiarize themselves with the condition of the roads.
- 13. Subcontracting will be applicable at the discretion of the Accounting Officer

The following information must be attached to the bid document:

- 14. Business profile.
- 15. Certified copy of Companies and Intellectual Property Commission (CIPC).
- 16. Certified copies of identity documents of all active members/shareholders of the company NOT older than 3 months, with clear dates of certification by SAPS.
- 17. List of proposed team/s to work on the project and their responsibilities as outlined on functionality under capacity.
- 18. **No late/faxed/e-mailed/posted submissions will be accepted or considered.**

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CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS

The Bid document must be placed in a sealed envelope. The title ***“APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS.”*** must be clearly written or typed on the envelope. The envelope must be deposited in the Tender Box at following address:

**45 Perm Building
Charlotte Maxeke Street
Bloemfontein
9301**

Closing date for Bid documents is 11h00 on a date to be provided by SCM

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Community Safety, Roads and Transport

Contact Person: Ms M. Makutwane

Tel: 066 476 2569

E-mail address: makutwane@freetrans.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr. T. Mosianedi

Tel: 082 0599 738

E-mail address: tholangm@icloud.com

**FOR COMPLAINTS, FRAUD, & TENDER ABUSE:
Call: 0800 701 701**

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T2.2 RETURNABLE SCHEDULES

T2.2.1 RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

SECTION	DESCRIPTION
SCHEDULE A	RECORD OF ADDENDA TO TENDER DOCUMENTS
SCHEDULE B	CERTIFICATE OF AUTHORITY
SCHEDULE C	COMPULSORY ENTERPRISE QUESTIONNAIRE
SCHEDULE D	PLANT AND EQUIPMENT
SCHEDULE E	EXPERIENCE OF TENDERER
SCHEDULE G	TENDERER’S KEY PERSONNEL
SCHEDULE I	AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES
SCHEDULE J	TENDERER'S HEALTH AND SAFETY PLAN AND DECLARATION
SCHEDULE L	SBD 1 : PART A INVITATION FOR BID
SCHEDULE M	SBD 1 : PART B CONDITIONS FOR BIDDING
SCHEDULE O	SBD 4 : BIDDER’S DISCLOSURE
SCHEDULE P	SBD 6.1: PREFERENTIAL PROCUREMENT REGULATIONS 2022

**T2.2.2 PREFERENTIAL PROCUREMENT SCHEDULES AND AFFIDAVITS THAT
WILL BE INCORPORATED INTO THE CONTRACT**

T2.2.3 FORMS TO BE SUBMITTED BY THE SUCCESSFUL TENDERER

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NOTE : The Tenderer is required to complete each and every schedule and form listed above to the best of his ability, as the evaluation of tenders and the eventual contract will be based on the information provided by the Tenderer.

Failure of a Tenderer to complete the schedules and forms to the satisfaction of the Employer will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive. The same applies to the Preferential Procurement Schedule in T2.2.2.

SCHEDULE A : RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communication/s, amending the tender documents, received from the Employer or his representative before the closing date for submission of this tender offer, have been taken into account in this tender offer :

Addendum no.	Date	Title or details
1		
2		
3		
4		
5		
6		
7		
8		

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SIGNATURE :

SCHEDULE B : CERTIFICATE OF AUTHORITY

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.

(i) COMPANY	(ii) CLOSE CORPORATION	(iii) PARTNERSHIP	(iv) JOINT VENTURE	(v) SOLE PROPRIETOR

(i) CERTIFICATE FOR COMPANY

I,, Managing Director of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorized to sign all documents in connection with this tender and any contract resulting from it, on behalf of the company.

Managing Director :

(ii) 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 documents in connection with this tender and any contract resulting from it, on our behalf.

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NAME	ADDRESS	SIGNATURE	DATE

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

(iii) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as,
 hereby authorize Mr/Ms
 acting in the capacity of , to sign all documents in
 connection with this tender and any contract resulting from it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

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

(iv) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms
, authorized signatory of the company

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....., acting in the capacity of lead partner, to sign all documents in connection with this tender offer and any contract resulting from it, on our behalf.

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

NAME OF FIRM	ADDRESS	AUTHORIZING SIGNATURE, NAME AND CAPACITY
Lead partner		

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

(v) CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the
business trading as

Signature of sole owner :

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REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT

Important note to Tenderer :

Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and in T2.1, must be attached here.

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SCHEDULE C : ` COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1 : Name of enterprise :

Section 2 : VAT registration number :

Section 3 : CIDB registration number :

Section 4 : Particulars of sole proprietors and partners in partnerships :

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5 : Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6 : Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months, in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, |
| ☐ a member of any provincial legislature | national or provincial public entity or |
| ☐ a member of the National Assembly or the | constitutional institution within the |
| National Council of Province | meaning of the Public Finance |
| ☐ a member of the board of directors of any | Management Act, 1999 (Act 1 of 1999) |
| | ☐ a member of an accounting authority of any |

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- ☐ municipal entity
 ☐ national or provincial public entity
- ☐ an official of any municipality or municipal entity
 ☐ an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following :

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Note : Insert separate page if necessary

Section 7 : Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months, been in the service of any of the following:

- ☐ a member of any municipal council
 ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- ☐ a member of any provincial legislature
 ☐ a member of an accounting authority of any national or provincial public entity
- ☐ a member of the National Assembly or the National Council of Province
 ☐ an employee of Parliament or a provincial legislature
- ☐ a member of the board of directors of any municipal entity
- ☐ an official of any municipality or municipal entity

If any of the above boxes are marked, disclose the following :

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Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

Note : Insert separate page if necessary

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise :

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

.....

.....

Name

Position

.....

.....

Enterprise
name

.....

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SCHEDULE D : PLANT AND EQUIPMENT

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

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

DESCRIPTION (<i>type, size, capacity etc</i>)	QUANTITY	YEAR OF MANUFACTURE

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 accepted

DESCRIPTION (<i>type, size, capacity etc</i>)	QUANTITY	HOW ACQUIRED	
		HIRE/ BUY	SOURCE

Note : Attach additional pages if more space is required

The Tenderer undertakes to bring onto site without additional cost to the Employer any additional plant not listed but which may be necessary to complete the contract within the specified contract period.

SIGNATURE :

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ATTACH THE PLANT AND EQUIPMENT LIST/S HERE

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SCHEDULE E : EXPERIENCE OF TENDERER

The following is a statement of work of similar nature recently successfully executed by myself / ourselves:

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	CONSULTING ENGINEER: CONTACT PERSON AND TELEPHONE NUMBER	NATURE OF WORK	VALUE OF WORK (inclusive of VAT)	DATE COMPLETED OR EXPECTED TO BE COMPLETED

SIGNATURE :

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ATTACH THE LIST HERE IF SEPARATE LIST IS PROVIDED

ATTACH PRE-TENDER AGREEMENTS HERE

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SCHEDULE G : TENDERERS' KEY PERSONNEL

The Tenderer shall schedule the following Key Personnel who would be assigned to this Contract. The tenderer shall be contractually obliged to make these personnel available for the duration of the Contract, failing which alternative personnel of equal or higher qualification the employer may accept.

POSITION	NAME	MINIMUM REQUIREMENTS	DISQUALIFICATION FACTOR (FOR NON-COMPLIANCY)
Geotechnical Investigations Geologist/Civil Engineer		Proof of Minimum – (Copies of certificates and affidavit from candidate their commitment to the contract to be provided): Qualification at B-Tech/BSc level including proof of professional registration with SACNASP or ECSA;	YES
Senior Site Laboratory Manager		Proof of Minimum - (Highest qualification and affidavit from candidate regarding years' experience to be provided): Relevant National Diploma and 10 years relevant experience or relevant NQF 6 and 10 years relevant experience; or Grade 12 and 15 years relevant experience or relevant NQF 4 and 15 years relevant experience.	YES
Quality Assurance Manager		Proof of Minimum - (Copies of certificates and affidavit from candidate regarding years' experience to be provided) Minimum 8 years' relevant experience in Civil Engineering Materials Testing Laboratories. and must hold a SANAS issued certificate for the Laboratory Systems Course based on ISO17025 and the Internal Auditing based on ISO17025.	YES

SIGNED ON BEHALF OF THE TENDERER

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ATTACH COPIES OF REQUIRED QUALIFICATIONS

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SCHEDULE I : AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES

The Tenderer should record any amendments and alternatives he may wish to make to the tender documents in this schedule. Alternatively a Tenderer may state such amendments and alternatives in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F3.3 if the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

These amendments and qualifications, if accepted by the Employer, will be incorporated in the Form of Offer and Acceptance, Schedule of Deviations.

(a) AMENDMENTS AND QUALIFICATIONS

PAGE	CLAUSE OR ITEM NO	PROPOSED AMENDMENT AND QUALIFICATIONS

[Notes: (1) Amendments to the General and Special Conditions of Contract are not acceptable;

(2) The Tenderer must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his tender.

(b) ALTERNATIVES

PROPOSED ALTERNATIVE	DESCRIPTION OF ALTERNATIVE

[Notes: (1) Individual alternative items that do not justify an alternative tender, and an alternative offer for time for completion should be listed here.

(2) In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the tender.

(3) Alternative tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main tender offer.

SIGNATURE :

**APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS**

ATTACH ALTERNATIVES HERE

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

SCHEDULE J : CONTRACTOR'S HEALTH AND SAFETY PLAN AND DECLARATION

In terms of Clause 4(4) of the OHSA 1993 Construction Regulations 2003 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Employer is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHSA 1993 Construction Regulations 2003.

To that effect a person duly authorized by the Tenderer must complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHSA 1993 Construction Regulations 2003.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Employer's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide, before commencement of the works under the contract, a suitable and sufficiently documented Health and Safety Plan in accordance with Regulation 5(1) of the Construction Regulations, which plan shall be subject to approval by the Employer.
4. I confirm that copies of my company's approved Health and Safety Plan, the Employer's Safety Specifications as well as the OHSA 1993 Construction Regulations 2003 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Employer's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
5. I hereby confirm that adequate provision has been made in my tendered rates and prices in the Bill of Quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 Construction Regulations 2003, including the cost for specific items that may be scheduled in the Bill of Quantities.
6. I hereby confirm that I will be liable for any penalties that may be applied by the Employer in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the OHSA 1993 Construction Regulations 2003, and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer.

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

8. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 3 of the OHSA 1993 Construction Regulations 2003 before I will be allowed to proceed with any work under the contract.

SIGNATURE :

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

CONTRACTOR'S SAFETY PLAN

The Tenderer shall attach to this page (or submit it separately) the Contractor's Health and Safety Plan as required in terms of Regulation 5 of the Occupational Health and Safety Act 1993 Construction Regulations 2003, and referred to in Form K.

The Contractor's Health and Safety Plan shall cover at least the following aspects as applicable:

1. Safety of subcontractors (Refer Construction Regulations 2003 Clause 5: Principal Contractors and Contractors)
 - Methods to ensure the approval, implementation and maintenance of all health and safety aspects regarding his subcontractors.
2. Monitoring the health and safety on the construction site on a regular basis (Refer Clause 6: Supervision of Construction Work)
 - Details of the Construction Supervisor and his appointed assistants (if any);
 - Details of the Construction Safety Officer, full-time or part-time;
 - Details of the suitability and competency of the Construction Supervisor and Construction Safety Officer regarding health and safety aspects of the construction works.
3. Assessment of risks on the construction site (Refer Clause 7: Risk Assessment)
 - Details of a proper risk assessment on which his health and safety plan is based;
 - Ways in which all construction employees are informed, instructed and trained regarding the work procedures and the related hazards.
4. Risk items (Refer Clauses 8 to 28: Risk items to be addressed)
 - Details of the design, management, responsibilities, worker training, work methods, procedures, maintenance and any other requirements necessary for him and his subcontractor, if applicable, to work safely and in a healthy environment as stipulated in these clauses.

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

Contractor's OHS Management System checklist

1. OHS Policy and Management

		Yes	No
1.1	Is there a written company health and safety policy?		
1.2	Does the company have an OHS Management System?		
1.3	Is there a company OHS Management Manual or Plan?		
1.4	Are health and safety responsibilities clearly identified for all levels of staff?		

2. Safe Work Practices and Procedures

		Yes	No
2.1	Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?		
2.2	Does the company have any permit to work systems?		
2.3	Is there a documented incident investigation procedure?		
2.4	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?		
2.5	Are there procedures for storing and handling hazardous substances?		
2.6	Are there procedures for identifying, assessing and controlling risks associated with manual handling?		

3. OHS Training

		Yes	No
3.1	Is health and safety training conducted in the company?		
3.2	Is a record maintained of all training and induction programs undertaken for employees in the company?		

4. Health and Safety Workplace Inspection.

		Yes	No
4.1	Are regular health and safety inspections at worksites undertaken?		

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4.2	Are standard workplace inspection checklists used to conduct health and safety inspections?			
4.3	Is there a procedure by which employees can report hazards at workplaces?			

5. Health and Safety Consultation.

		Yes		No
5.1	Is there a workplace health and safety committee?			
5.2	Are employees involved in decision making over OHS matters?			
5.3	Are there employee elected health and safety representatives?			

6. OHS Performance Monitoring.

		Yes		No
6.1	Is there a system for recording and analyzing health and safety performance statistics?			
6.2	Are employees regularly provided with information on company health and safety performance?			
6.3	Has the company ever been convicted of an occupational health and safety offence?			

7. Does your company's health and safety plan contain the following elements?

		Yes		No
7.1	Description of the contract			
7.2	OHS Structure of work undertaken under this contract			
7.3	Induction and safety training			
7.4	Safe work practices and procedures for specific work undertaken			
7.5	Risk assessments for specific works undertaken			
7.6	Workplace inspection schedule for duration of contract			
7.7	OHS consultative processes to be followed			
7.8	Emergency procedure for this specific contract			
7.9	Incident recording and investigation on procedures			
7.10	Health and safety performance monitoring arrangements to be implemented during contract			

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

SCHEDULE L: PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CSR&T/BID\12/2023/24		CLOSING DATE: 13-OCTOBER -2023		CLOSING TIME: 11:00
DESCRIPTION	APPOINTMENT OF THREE (03) SERVICE PROVIDERS WITH SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF THIRTY SIX (36) MONTHS .				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
45 PERM BUILDING					
CHARLOTTE MAXEKE STREET					
BLOEMFONTEIN					
9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Me. W Makutoane		CONTACT PERSON	Mr. T. Mosianedi	
TELEPHONE NUMBER	051 409 8891		TELEPHONE NUMBER	082 0599 738	
CELL NUMBER	066 476 2569		CELL NUMBER		
E-MAIL ADDRESS	makutoanew@freetrans.gov.za/ winnieprtscm@gmail.com		E-MAIL ADDRESS	tholangm@icloud.com	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

**APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS**

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2. 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.

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

SCHEDULE M: 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 BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

SCHEDULE O: ANNEXURE B - SBD 4 BIDDERS DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

2.2

Do you, or any person connected with the bidd

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.

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er, 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**

2.4 If so, furnish particulars:

.....

.....

2 DECLARATION

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

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

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.

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

.....

Position

.....

Name of bidder

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

SCHEDULE P: 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 equal to or below 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 **Specific Goals**.

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

1.4

- (a) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
SPECIFIC GOALS	20
Total points for Price and Specific Goals	20

1.6 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.

1.7 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

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

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)
SPECIFIC GOALS	10	20		
Total	10	20		

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]

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

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:	

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
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RETURNABLE SCHEDULE:

**A: Form A - Registration on National Treasury Central
Supplier Database**

The tenderer shall provide a printed copy of the Active Supplier Listing on the National Treasury Central Supplier Database **(compliant within 3 months of Quotation Closing Date)**. (www.treasury.gov.za). In the case of a joint venture (JV), the tenderer shall provide printed copies of the Active Supplier Listing on the National Treasury Central Supplier Database for each member of the JV **(compliant within 3 months of Quotation Closing Date)**.

Name of Company:

CSD Master Registration Number (Supplier Number):

Supplier Commodity:

Delivery Location:

SIGNED BY TENDERER:

**APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT
OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS**

ATTACH CSD REPORT

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

T2.2.2

Form B: SCHEDULE OF WORK CARRIED OUT BY THE TENDERER

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture consortium, in similar projects, within the past 10-years, shall be evaluated. Proof of experience (Appointment letters and Reference Letters) will influence the scoring on listed projects.

- 4 points per similar project over the **last 10 years** to a maximum of 40 points

Example:

- 1 similar project completed = 4points
- 2 similar projects completed = 8points
- 3 similar projects completed = 12points
- 4 similar projects completed = 16points
- 5 similar projects completed = 20points
- 6 similar project completed = 24points
- 7 similar projects completed = 28points
- 8 similar projects completed = 32points
- 9 similar projects completed = 36points
- 10 similar projects completed = 40points

Form C: .Schedule of Works to be completed on the table below:

EMPLOYER (NAME, TEL. NO. OR FAX NO.)	CONSULTING ENGINEER (NAME, TEL. NO. OR FAX NO.)	DETAILS OF PROJECT (LENGTH, SCOPE OF WORK ETC)	VALUE OF WORK R MILLION	YEAR COMPLETED

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

[illegible]

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

EMPLOYER (NAME, TEL. NO. OR FAX NO.)	CONSULTING ENGINEER (NAME, TEL. NO. OR FAX NO.)	DETAILS OF PROJECT (LENGTH, SCOPE OF WORK ETC)	VALUE OF WORK R MILLION	YEAR COMPLETED

SIGNED ON BEHALF OF TENDERER:

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
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**Form C: QUALITY ASSURANCE MANAGEMENT SYSTEM'S COVERAGE OF TEST
METHODS IN THE MAIN LABORATORY**

The tenderer shall select one SANAS Accredited Facility and the number of test methods indicated on such facility shall be utilized for evaluation. Maximum point of 40.

NAME OF MAIN LABORATORY FACILITY (CIVIL ENGINEERING LAB):	
SANAS ACCREDITATION NUMBER OF SELECTED FACILITY:	
NUMBER OF METHODS ACCREDITED WITHIN THE SELECTED FACILITY	EVALUATION POINTS ALLOCATION
Number of 50 and above accredited Methods within facility	40 Points
Number of 40 to 49 accredited Methods within facility	30 Points
Number of 30 to 39 accredited Methods within facility	20 Points
Number of 20 to 29 accredited Methods within facility	10 Points
Number of 1 to 19 accredited Methods within facility	0 Points

SIGNED ON BEHALF OF TENDERER

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

Form D: TECHNICAL AND MANAGERIAL ASPECTS OF SENIOR SITE
LABORATORY MANAGER

The submitted Senior Site Laboratory Manager shall have attended and completed the **Technical Assessing Techniques Course** based on ISO17025 presented by SANAS.

NAME OF SENIOR SITE LABORATORY MANAGER (CIVIL ENGINEERING LAB):	
FUNCTIONALITY DESCRIPTION	EVALUATION POINTS ALLOCATION
Provision of Certified Certificate for Completion of Technical Assessing Techniques Course with SANAS as per ISO17025:2017.	10 Points
Provision of Certified Certificate for Completion of Technical Assessing Techniques Course with other institution as per ISO17025:2017; provide proof of accreditation of institution (if not SANAS).	10 Points
Provision of ISO17025:2017 non-compliant Technical Assessing Techniques certificate or non-submission of proof of attendance for the ISO17025:2017 Technical Assessing Techniques Course.	0 Points

SIGNED ON BEHALF OF TENDERER

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Form E: LOCALITY

Locality (Locally based within boarders of South Africa). The tenderer will be allocated 3 Point for having operations locally, within the Free State Province and 0 points outside the Free State Province based office.

ADDRESS FOR LABORATORY ESTABLISHMENT WITHIN THE FREE STATE PROVINCE (AS IT APPEARS on Municipal service clearance certificate or Lease Agreement with a current bill of account not owing more than Ninety (90) days:	
FUNCTIONALITY DESCRIPTION	EVALUATION POINTS ALLOCATION
Provincially based offices	3 Points
Outside Free State Province based Offices	0 Points

SIGNED ON BEHALF OF TENDERER

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ATTACH MUNICIPAL SERVICE CLEARANCE CERTIFICATE OR LEASE AGREEMENT

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Form F: JOINT VENTURE DISCLOSURE FORM

Tenderers submitting as a joint venture are to attach a signed copy of the Joint Venture Agreement o, if a Joint Venture Agreement has not yet been formalized, then the Tenderer is to attach a letter of Intent of a Joint Venture, signed by all parties involved in the Joint Venture Agreement. Should the Joint Venture wish to claim B-BBEE points, the n a consolidated B-BBEE Score card for the Joint Venture partnership is to be attached to completed **Form SBD**

SIGNED ON BEHALF OF TENDERER:

**APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF
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Form G: PROOF OF ACCREDITATION WITH SANAS (ELIGIBILITY CRITERIA)

The tenderer shall provide a printed copy of the Active Certificate of Accreditation for Civil Engineering Testing; including a printed copy of active registration from the SANAS website www.sanas.co.za.

Complete the following details of his registration with the South African National Accreditation Systems.

Name of Company:

Scope of Accreditation:

Accreditation Registration Number:

Expiry Date:

SIGNED ON BEHALF OF THE TENDERER

APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

GENERAL CONDITIONS OF CONTRACT

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at www.treasury.gov.za • Tenderers must familiarize themselves with these GCCs

SCOPE OF WORKS

DESCRIPTION: APPOINTMENT OF THREE (3) SANAS ACCREDITED CIVIL ENGINEERING LABORATORIES FOR THE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT FOR A PERIOD OF 36 MONTHS

The scope refers to testing required for all material types in pavement structures, including soils and gravels, aggregates, bituminous materials and cementitious materials. All the tests required will be requested from sites in a formal manner and the response to requests is expected within 2 days.

All services supplied must comply with the standard specification that is approved and must be accredited with SANAS.

1. SERVICES REQUIRED:

1.1. TESTS REQUIRED

1.1.1. Tests on soils and gravels

- Material classification
- Grading (SANS 3001 – GR1; SANS 3001 – GR2)
- Moisture Content (SANS 3001 – GR20)
- Atterberg Limits (SANS 3001 – GR10; SANS 3001 – GR12)
- Compaction and density tests
- Strength tests (SANS 3001–GR40)
- Durability tests

1.1.2. Tests on aggregates

- Grading: Sieve Analysis Testing (SANS 3001-GR1)
- Flakiness Index (SANS 3001–AG4)
- Atterberg Limit Testing (SANS 3001–GR10)
- CBR Testing (SANS 3001–GR40)
- ACV and 10% FACT Tests (SANS 3001–AG10)
- pH and Electrical Conductivity Tests (SANS 3001-AG32)
- Ethylene Glycol Soak Tests (SANS 3001-AG14 & 15)
- Compaction Tests

1.2. Tests on Bituminous materials

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1.3. Tests on Cementitious materials

1.4. Tests on other materials (as well as specialized testing e.g, borrow pit investigation)

2. OTHER SERVICES

2.1.1. Development of construction laboratory management system

- **Develop a working system document for a departmental stationed existing laboratory as required by SANAS (ISO/IEC 17025)**
- **Ensure the working system developed above is accredited by SANAS**

2.1.2. Laboratory support services (assistance with compliance etc.)

- **Trainings**
- **Project file (laboratory related)**
- **Mentoring**

3 RATES FOR BID

3.1. Completeness of Bid document

It is important for an evaluation purpose that every column in the schedule relating to the item offered is completed. Failure to complete all the columns will result in that item of be excluded from the official list.

3.2. Unstated Items

Should additional items be required that were not specified in the original schedule, the end user may include these in the order and the service provider must specify, in the invoice, these additional items.

4 GENERAL REQUIREMENTS

4.1. Laboratory Services

The material specification stated under COLTO SECTION 8100 TESTING MATERIALS AND WORKMENSIPS, Standard Specification for Road abridge Works for State authorities 1998 Edition will be adhered to, at all times.

4.2. Radius from Supply Centre's

A map must be attached indicating where your Supply Centre's/Depots are situated so that the radius can be determined from their accordingly. Failure could eliminate your bid.

4.3. Analyzing of Product/Services

Duplicate samples can be requested from client who will forward the samples to the applicable laboratory for testing. The cost occurred for this will be carried by the

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supplier who must issue and Order No. for the above analysis of a specified laboratory which will be conveyed to the services provider.

4.4. Travelling Cost as per radius from supply depot

The distance covered shall be deemed to be the total running distance travelled to site. The rate must also incorporate the return trip to the depot.

5 NOTIFICATION OF SUPPLY OF MATERIAL/PRODUCT REQUIREMENTS

The procedure which will be followed during normal working hours, when the services is required to be follows:-

- 5.1. The supplier will be advised by email that the material/services required, the date when they will be required, the name of the contact person by email or verbal who's in charge of the site.
- 5.2. The official Order Form will be submitted by email to the supplier and the service provider will not commence with any work without such order.
- 5.3. The supplier must be able to supply within maximum 2 days of receiving the official order and if not; penalties will be deducted according to Clauses 22 in GCC.

The procedure to be followed during, normal working hours, notifying when the services are required is:-

- i) The service provider will be advised by email what particular product, the date, when it is to commence, the name of the person who is in charge of the site and the period for which it will be required. The Contractor will be given the Official Order Number as soon as it is available.
- ii) Where a Contractor does not have the product available for the specific reason, he/she shall within 24 hours confirm by facsimile transmission to the Department that the product is not available and giving reason for the non-availability. Failure to respond within 24 hours will be deemed non responsive and the Department will make alternative arrangements to ensure that services delivery is not hampered.
- iii) The Official Order Form will be submitted to the Contractor within 3 days of the telephonic order. The service provider must not supply without any official order
- iv) No payment will be made for any other product, other than that specified on the Official Order Form.
- v) To deliver the product on the agreed date, the Employer will give written notice that, unless the required item is delivered to site within 24 hours of the issue of such a notice, alternative arrangements shall be made by the Engineer and all cost incurred, including the cost of the difference in the rates, could be borne by the Services Provider who so defaults.
- vi) A minimum of 24 hours' notice shall be given to the Supplier by the Employer in writing for the termination of the order. Failure to comply with this requirement may result in the Bidder's Schedule of Rates being no longer acceptable to the Employer.

6 INVOICE

The invoice shall refer to the official Order Number and shall have attached thereto copies of the lab results received by a representative of the employer

7 ESCALATION FORMULA

Price Adjustment Formula and indices:

Adjustment to the rates offered may be made according to Contract Adjustment criteria stipulated under Terms of References in line with the changes in the safcec indices (can found at (www.safcec.org.za)) of the categories in accordance with the following formula below:

- Ex-Factory Price for Material:

$$Pa = \{(1-V)Pt \times \{(0.10 \times (Lt/Lo)) + (0.25 \times (Pt/Po)) + (0.45 \times (Bt/Bo)) + (0.10 \times (Mt/Mo)) + (0.10 \times (Ft/Fo)) + VPt\}$$

- Travelling of Cost:

$$Pa = [(1-V)Pt \times \{(0.20 \times (Lt/Lo)) + (0.50 \times (Pt/Po)) + (0.30 \times (Ft/Fo)) + VPt\} + VPt]$$

Pa- New escalated price to be calculated

(1-V)Pt- 85% of original price

L - Labour

P - Plant

M - Material F -

Fuel

o - Indices at closing date of bid t -

Monthly adjusted indices VPt-

15% of the original bid price

Indices/Rates at Closing Date of Bid:

DATE	:	Lo	:	Po	:	Mo	:	Fo	:	Bo	:
											

8 CONTRACT PERIOD

This contract period is intended to run for three years (36 months) after awarding but can be terminated at any time.

NB!

Bidders shall base their proposals on the information provided; should bidders identify omissions (either of their own or those requested by these terms of reference), these should be listed separately so that the bulk of the proposal can be evaluated on an equal basis between all bids

SCHEDULE OF QUANTITIES

CSR&T/BID12/2023/24					
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SECTION A					
Item No.	Description	Unit	Quantity	Rate	TOTAL
1.	Investigation and sampling for roadbed, borrow pits, quarries, structure founding materials and other areas, e.g Cuttings				
	(a) Establishment of personnel and equipment for test pitting	Daily rate	1		
	(b) Test pit excavation by hand	number (No)	1		
	(c) Sampling and profiling of test pits excavated by excavator	number (No)	1		
	(d) DCP test	number (No)	1		
	(e) Travelling to site and transportation of samples to laboratory	rate per km	1		
				Sub Total 1	
2.	Laboratory testing and reporting				
	(a) Standard tests				
	(i) In-situ density	number (No)	1		
	(ii) Moisture content	number (No)	1		
	(iii) Sieve analysis	number (No)	1		
	(iv) Atterberg limits	number (No)	1		

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	(v) M.D.D + OMC (Mod AASHTO) natural	number (No)	1		
	(vi) M.D.D + OMC (Mod.AASHTO) stab.	number (No)	1		
	(vii) CBR	number (No)	1		
	(viii) ITS (stabilised) (set of 3)	number (No)	1		
	(ix) UCS (stabilised) (set of 3)	number (No)	1		
	(x) PH value	number (No)	1		
	(xi) Wet/dry durability (150mm) (set of 3)	number (No)	1		
	(xii) Initial consumption lime/cement (ICL)	number (No)	1		
	(xiii) Ethylene glycol Durability Index	number (No)	1		
	(xiv) ACV	number (No)	1		
	(xv) 10% FACT (dry)	number (No)	1		
	(xvi) 10% Fact (wet)	number (No)	1		
	(xvii) 10% Fact (ethylene glycol)	number (No)	1		
	(xviii) Aggregate grading	number (No)	1		
	(xix) Aggregate Flakiness Index	number (No)	1		
	(xx) Aggregate Average Least Dimension	number (No)	1		
	(xxi) Polished Stone Value	number (No)	1		
	(xxii) Sand Equivalent	number (No)	1		

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	(xxiii) Bitumen content and grading	number (No)	1		
	(xxiv) Asphalt void content (cores)	number (No)	1		
	(xxv) Binder recovery (Absom)	number (No)	1		
	(xxvi) Bitumen penetration	number (No)	1		
	(xxvii) Bitumen softening point	number (No)	1		
	(xxviii) Sand Patch	number (No)	1		
	b) Concrete complete test (MPA) cubes	number (No)	1		
	c) Complete concrete design	number (No)	1		
	d) Concrete press	number (No)	1		
	(g) Travelling cost	Kilometre (km)	1		
	(h) Accommodation cost	Day (d)	1		
				Sub Total 2	
SECTION A TOTAL (Sub total 1 + Sub total 2)					
10% CONTINGENCIES					
SUB-TOTAL					
15% V.A.T					
TOTAL INCLUDING V.A.T (Carried forward to form of offer)					

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C1.1: FORM OF OFFER AND ACCEPTANCE

Note: 1 This form of offer and acceptance is identical to that contained in Annex G of SANS 294:2004, Construction Procurement Processes, Procedures and Methods.
2 SAICE's Practice Manual #1, The use of South African National Standards in Construction Procurement, provides guidance on the formulation of the wording for the actual offer where it is not based on the offered total of prices.

C1.1.1 Offer

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

PROVISIONING OF MATERIAL TESTING LABORATORY SERVICES FOR 36 MONTHS

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

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) (or other suitable wording)

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 Bid data, whereupon the Bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)
Name(s)
.....
Capacity
.....
for the
Bidder
.....
(Name and address of organization)

Name and
signature of witness Date

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C1.1.2 Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer'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 tenderer's offer shall form an agreement between the employer and the tenderer 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.

Part C4 Site information

and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer 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 securities, 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 fulfil 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 tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (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(s)

.....

Name(s)

.....

Capacity

..... for the Employer

.....

(Name and address of organization)

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Name and
signature of witness Date

1 As an alternative, the following wording may be used:
Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) within seven working days of the date of such submission 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.

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C1.1.3 SCHEDULE OF DEVIATIONS

Notes:

- 1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
- 2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- 3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- 4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject _____

Details _____

2 Subject _____

Details _____

3 Subject _____

Details _____

4 Subject _____

Details _____

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.