



INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR BID ON

THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DOWER SPORTSFIELD,
PORT ELIZABETH TVET COLLEGE, EASTERN CAPE

5 CE or Higher

TENDER NO: IDTEC/18/PE/INFRA2025/EG-DOWER01

DISTRICT: NELSON MANDELA

IDTEC/18/PE/INFRA2025/EG-DOWER01

Consisting of: Three Volumes

BIDDER:

CRS NO:

CSD REG. NO:.....

Compiled for:

SUPPLY CHAIN MANAGEMENT
INDEPENDENT DEVELOPMENT TRUST
PALM SQUARE BUSINESS PARK
SILVERWOOD HOUSE
BONZA BAY ROAD, BEACON BAY
EAST LONDON . 5241

JUNE 2025
VOLUME 2 OF 3

VOLUME 2 OF 3

TENDER RETURNABLES

RETURNABLE DOCUMENT CHECKLIST

&

COMPILATION INSTRUCTIONS

Tenderers are to complete the checklist, by indicating **YES** or **NO** within the Compliance column, to ensure that all information in the Tender Document is read, completed, and included in full by the Tenderer.

- 1) All forms must be properly completed and signed as required and the document shall not be taken apart or altered in any way whatsoever.
- 2) Returnables with a ~~Strike through~~ are irrelevant to this tender process and do not need to be completed.
- 3) Tenderers must ensure each of the listed Returnables are populated and signed in full.
- 4) All forms must be duly completed in black ink as required.

Name: Signature

Capacity:

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FOR THE UPGRADE OF THE DOWER SPORTSFIELD,
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PART T2: RETURNABLE DOCUMENTS

Notes:

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Name: Signature

Capacity:

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PART T2.1: RETURNABLE DOCUMENTS

Notes:

Refer to Page 1 of Volume 2 of 3 for Instructions to be followed.

- Any returnable that has a ~~Strikethrough~~, is not applicable to this specific tender.

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Name: Signature

Capacity:



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PART T2.1.1: BRIEFING / SITE INSPECTION ATTENDANCE REGISTER

Project title:	THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DOWER SPORTSFIELD, PORT ELIZABETH TVET COLLEGE, EASTERN CAPE
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SITE INSPECTION REGISTER



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PART T2.1.2: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Project title:	THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DOWER SPORTSFIELD, PORT ELIZABETH TVET COLLEGE, EASTERN CAPE
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NOTE: This returnable document must be on a company letterhead

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form on the company's letterhead.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorized to sign all documents in connection with the bidder for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____



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PART T2.1.3: REGISTRATION CERTIFICATES/AGREEMENTS/IDENTITY DOCUMENTS

Attach hereto certified copies of Registration Certificates for Companies and Closed Corporations and certified copies of Identity Documents for Partnerships and Sole proprietors as well as signed Agreements and Powers of Attorney for Joint Venture / Consortium if applicable.

Including relevant Identity Documents and complete disclosure of Shareholding of the tenderer.

Non-submission hereof may deem your tender non-responsive.

I, _____ of _____,
(Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

(Signature)

(Date)

PART T2.1.4: JOINT VENTURE/CONSORTIUM DISCLOSURE FORM

TO BE COMPLETED ONLY IF TENDER IS SUBMITTED IN A JOINT VENTURE OR CONSORTIUM

GENERAL

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
 - a) the contributions of capital and equipment
 - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
 - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between joint venture partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) Affirmable Business Enterprise (ABE) partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) Should any of the above not be complied with, the joint venture tenderer will be deemed null and void and will be considered non-responsive.

1. JOINT VENTURE PARTICULARS

- a) Name
- b) Postal address.....
.....
- c) Physical address
- d) Telephone
- e) Fax

2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER



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11.1. (a) Name of
Postal Address
Physical Address
Telephone
Fax
Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

2.2. (a) Name of Firm
Postal Address
Physical Address
Telephone
Fax
Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

(Continue as required for further non-Affirmable Joint Venture Partners)

3. IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER

3.1. (a) Name of Firm
Postal Address
Physical Address
Telephone
Fax
Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

3.2. (a) Name of Firm
Postal Address
Physical Address
Telephone
Fax
Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

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12.3. (a) Name of
Postal Address
Physical Address
Telephone
Fax
Contact person for matters pertaining to Joint Venture Participation Goal requirements.....
(Continue as required for further Affirmable Joint Venture Partners)

4. BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE

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

5. OWNERSHIP OF THE JOINT VENTURE

- a) Affirmable Joint Venture Partner ownership percentage(s) %
- b) Non-Affirmable Joint Venture Partner ownership percentage(s)..... %
- c) Affirmable Joint Venture Partner percentages in respect of: *
 - (i) Profit and loss sharing.....
 - (ii) Initial capital contribution in Rands.....
.....
.....
 - (iii) Anticipated on-going capital contributions in Rands
.....
.....
 - (iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.
.....
.....
.....

6. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES

	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		
	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE

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

(a) Joint Venture payment approvals

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

(b) Authority to enter contracts on behalf of the Joint Venture

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



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(c) Signing, co-signing and/or collateralising of loans

.....

.....

.....

(d) Acquisition of lines of credit

.....

.....

.....

(e) Acquisition of performance guarantees

.....

.....

.....

(f) Negotiating and signing labour agreements

.....

.....

.....

8. MANAGEMENT OF CONTRACT PERFORMANCE

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations

.....

(b) Major purchasing

.....

(c) Estimating

.....

(d) Technical management

.....

9. MANAGEMENT AND CONTROL OF JOINT VENTURE

(a) Identify the “managing partner”, if any,

.....

.....

- (b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

- (c) Describe the management structure for the Joint Venture's work under the contract

MANAGEMENT FUNCTION / DESIGNATION	NAME	PARTNER*

* Fill in "ex Affirmable Joint Venture Partner" or "ex non-Affirmable Joint Venture Partner".

10. PERSONNEL

- (a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.

TRADE/FUNCTION/ DISCIPLINE	NUMBER EX AFFIRMABLE JOINT VENTURE PARTNERS	NUMBER EX NON-AFFIRMABLE JOINT VENTURE PARTNERS



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(Fill in “ex Affirmable Joint Venture Partner” or “ex non-Affirmable Joint Venture Partner”).

(b) Number of operative personnel to be employed on the Contract who are currently in the employ of partners.

(i) Number currently employed by Affirmable Joint Venture Partners

.....

(ii) Number currently employed by the Joint Venture

.....

(c) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture

.....

(d) Name of individual(s) who will be responsible for hiring Joint Venture employees

.....

.....

(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....

.....

11. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the way the Joint Venture is structured and controlled.

.....

.....

.....



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

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

Signature

Duly authorized to sign on behalf of.....

Name

Address

Telephone

Date

Signature

Duly authorized to sign on behalf of.....

Name

Address

Telephone

Date

Signature

Duly authorized to sign on behalf of.....

Name

Address

Telephone



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Date

Signature

Duly authorized to sign on behalf of.....

Name

Address

Telephone

Date

Signature

Duly authorized to sign on behalf of.....

Name

Address

Telephone

Date

Signature

Duly authorized to sign on behalf of.....

Name

Address

Telephone

Date

PART T2.1.5: TAX COMPLIANCE REQUIREMENTS

IT IS A CONDITION OF THIS TENDER THAT THE TAXES OF THE TENDERER MUST BE IN ORDER, OR THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH THE SOUTH AFRICAN REVENUE SERVICES (SARS) TO MEET THE RESPONDENT'S TAX OBLIGATIONS. (AS PER NATIONAL TREASURY INSTRUCTION NOTE 9 of 2017/18)

PART T2.1.6: PROOF OF VALID REGISTRATION WITH CIDB & CSD

The Tenderer shall attach hereto the Contractors proof of **valid active** registration certificate with CIDB & National Treasury CSD. CIDB CRS & NT Supplier number(s) must also be provided.

In the case of Consortium/Joint Venture Tenders, each partner shall provide their own valid CIDB registration certificate and CSD, including for the Joint Venture.

Registration on the Central Supplier Database (CSD) site of the National Treasury is a compulsory requirement for a tenderer to conduct business with IDT. The onus is on each tenderer to register on the CSD site and provide proof of registration on the CSD site in the form of a report as prescribed in this returnable

All prospective tenderers must have a tax compliant status on the Central Supplier Database (CSD) of the National Treasury and is required to attach proof of compliant status in the form of a CSD Summary Report at the time of tender submission.

PART T2.1.7: PROOF OF WORKMEN'S COMPENSATION REGISTRATION (COIDA)

The Tenderer shall attach hereto valid proof of workmen's compensation registration or proof of payment of contributions in terms of the Compensation of Occupational Injuries and Diseases Act, No. 130 of 1993).

PART T2.2: RETURNABLE DOCUMENTS

Notes:

Refer to Page 1 of Volume 2 of 3 for Instructions to be followed.

- Any returnable that has a ~~Strikethrough~~, is not applicable to this specific tender.

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T2.2.4	Form Concerning Fulfilment of the Construction Regulations, 2014	27	
T2.2.5	Bidder's Closure	30	
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T2.2.10	Compulsory Enterprise Questionnaire	46	
T2.2.11	Certificate of Acquaintance with Tender Document	49	

Name: Signature

Capacity:

PART T2.2.1: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DOWER SPORTSFIELD, PORT ELIZABETH TVET COLLEGE, EASTERN CAPE
Tender No:	IDTEC/18/PE/INFRA2025/EG-DOWER01

We confirm that the following communications received from the Employer before the submission of this Request for Quotation offer, amending the Request for Quotation documents, have been taken into account in this Request for Quotation offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed Date

Name Position

Bidder

PART T2.2.2: LOCAL EMPLOYMENT & SOURCING

The IDT has identified job creation and access to procurement opportunities by Start-ups, Small and Micro Enterprises (SMMEs) in the local community of the project area, as an essential requirement towards building an economically viable country. As such, the below targets will be a condition of contract.

General Labour minimum target

It is mandatory that tenderers/bidders employ the minimum stipulated personnel on the contracts for the local community where the project is being implemented. This employment is outside the existing employees of the tenderers/bidders.

For the general labour force, the minimum number of people to be employed for the duration of the project will be calculated from the formula below.

$$\text{Number } 000 \text{ Employees} = 4 * \left[\frac{(\text{Contract Value in Rand})}{R1,000,000} \right]$$

Tenderers are to also note that it is an explicit condition of this tender that all unskilled labourers on the project are to be employed from the local community. The Contractor is therefore expected in general to maximise the involvement of the local community.

Take note that the local labour employed must not be paid lower than the minimum approved municipal rates in that district or area. The Contractor shall be required to submit employment data monthly to the Project Manager.

Procurement of Materials minimum target

Regarding procurement of materials, local is hereby defined as the district in which the project(s) is/are located. The minimum target for materials sourced locally is **30% of the contract value**.

I, _____ of _____,
(Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

(Signature)

(Date)

**PART T2.2.3: UNEMPLOYMENT INSURANCE FUND (UIF) – REGISTRATION CERTIFICATE
(ACT 4 OF 2004)**

A valid Tenderer's Unemployment Insurance Fund (UIF) Registration Certificate to be inserted here.

PART T2.2.4: FORM CONCERNING FULFILMENT OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993), EDITION 23(LATEST EDITION) INCLUDING THE CODE OF PRACTICE: MANAGING EXPOSURE TO SARS-COV-2 IN THE WORKPLACE

In terms of regulation 5 (g), (h), (i) of the Construction Regulations, 2014 (hereinafter referred to as the Regulations), promulgated on 7 February 2014 in terms of Section 43 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) the Client/Client Agent shall ensure:

- that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- that the Principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely; and
- take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations:

1. I confirm that I am fully conversant with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Construction Regulations 2014 and that my company has (or will acquire/procure) the necessary competencies and resources to timeously, safely and successfully comply with all of the requirements of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Edition 23(latest edition) including the Code of Practice: Managing exposure to SARS-CoV-2 in the workplace.

(Tick)

YES	
-----	--

NO	
----	--

2. Proposed approach to achieve compliance with all Regulations

(Tick)

Own resources, competent in terms of the Regulations (refer to 3 below)	
Own resources, still to be hired and/or trained (until competency is achieved)	
Specialist sub-contract resources (competent) - specify:	

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

3. Provide details of proposed key persons, competent in terms of the Regulations, who will form part of the Contract team as specified in the Regulations (CV's to be attached).

.....

.....

.....

4. Provide proof of Legal Liability training conducted from accredited service provider for all legal appointees as per legislation requirements:

.....

.....

.....

.....

5. Potential key risks identified and measures for addressing risks:

.....

.....

.....

6. I have fully included in my Tendered rates and prices (in the appropriate payment items provided in the Schedule of Quantities) for all resources, actions, training, and any other costs required for the due fulfilment of the Regulations for the duration of the construction and defects repair period.

(Tick)

YES	
NO	

7. I confirm that I am fully conversant with Construction Regulations 2014 "Duties of Principal Contractor and contractor and that my company comply with all of the requirements of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Edition 23(latest edition) including the Code of Practice: Managing exposure to SARS-CoV-2 in the workplace.

(Tick)

YES	
NO	

8. I confirm that I am fully conversant with Construction Regulations 2014 "Duties of Principal Contractor and contractor and that my company comply with all of the requirements of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Regulations and Exemptions

(Tick)

YES	
NO	

9. I confirm that I have read the Safety, Health, Environment and Quality Policy for Construction and Maintenance Programmes and that my company will comply with all requirements stated in all Annexures and Amendments.

(Tick)

YES	
NO	

SIGNATURE OF PERSON(S) AUTHORIZED TO SIGN THIS TENDER:

1. Date
2. Date

PART T2.2.5: BIDDER'S DISCLOSURE – SBD 4

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

PART T2.2.8: SERVICE PROVIDER CODE OF CONDUCT

IDT aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any service provider dealing with IDT must understand and support. These are:

- Section 217 of the Constitution of the Republic of South Africa, 1996 - the five pillars of Public Procurement and Supply Chain Management: fair, equitable, transparent, competitive, and cost effective;
- The Public Finance Management Act, Act 1 of 1999 (PFMA);
- The Broad Based Black Economic Empowerment Act, Act 53 of 2003 (B-BBEE);
- The Companies Act, Act 71 of 2008,
- The Prevention and Combating of Corrupt Activities Act, Act 12 of 2004 (PRECCA);
- The Protected Disclosures Act, Act 26 of 2000,
- The Construction Industry Development Board Act, Act 38 of 2000(CIDB Act); and
- The Preferential Procurement Policy Framework Act, Act 5 of 2000.

This code of conduct has been included in this contract to formally appraise IDT Service providers of IDT's expectations regarding behaviour and conduct of its Service providers. The tenderer will share this code of conduct with its subcontractor(s) prior to submitting the tender and ensure adherence to it by the subcontractor(s).

PART T2.2.10: COMPULSORY ENTERPRISE QUESTIONNAIRE

Project title:	THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DAOVER SPORTSFIELD, PORT ELIZABETH TVET COLLEGE, EASTERN CAPE		
Tender No.:	IDTEC/18/PE/INFRA2025/EG-DOWER01		
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, if any:			
Section 3: CIDB registration number, if any:			
Section 4: CSD number:			
Section 5: Particulars of sole proprietors and partners in partnerships:			
Name*	Identity number*	Personal income tax number*	
<i>*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners</i>			
Section 6: Particulars of companies and close corporations			
Company registration number:			
Close corporation number:			
Tax reference number:			
Section 7: SBD4 issued by National Treasury must be completed for each Bidder and be attached as a Request for Quotation requirement.			
Section 8: SBD6 issued by National Treasury must be completed for each Bidder and be attached as a Request for Quotation requirement.			
The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:			
i) authorizes the employer to verify the Bidders tax clearance status from the South African Revenue Services that it is in order; ii) confirms that the 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; iii) 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; iv) confirms that I / we are not associated, linked or involved with any other bidding entities submitting Request for Quotation offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and v) 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			

PART T2.3: RETURNABLE DOCUMENTS

Notes:

Refer to Page 1 of Volume 2 of 3 for Instructions to be followed.

- Any returnable that has a ~~Strikethrough~~, is not applicable to this specific tender.

SECTION	SUB-INDEX T2.3	PAGE	TENDERER COMPLIED?
T2.3.	Functionality Evaluation	35	
T2.3.1	Related Experience of Tenderer	41	
T2.3.2	Management and CV's of Key Persons	43	
T2.3.3	Schedule of Plant and Equipment INCLUDE		
T2.3.4	Schedule of Proposed Sub-Contractors / Consultants	44	
T2.3.5	Programme	45	
T2.3.6	Financial Standing / Bank Rating INCLUDE		
T2.3.7	Quality Plan	46	
T2.3.8	Health and Safety	47	
T2.3.9	Capacity and Ability to meet Delivery Schedule	48	
T2.3.10	Statement of Technical Compliance		-

Name: Signature

Capacity:

Functional Evaluation – Only Bidders who score 70 points and above will be evaluated further.

Functional Evaluation (Summary)														
The following main criteria with detailed score breakdown will be used to score functionality:														
CATEGORY	FUNCTIONALITY CRITERIA	POINTS (MAXIMUM)												
1.	Experience of Tenderer (Appointment Letter and Completion Certificates)	35												
2.	Experience of Tenderer (Client References)	15												
3.	Key Personnel (CV, Qualifications and Professional Registration)	30												
	<table><tr><td>Project Manager (Team leader) - Pr.CPM (SACPCMP). 5 years post-registration experience.</td><td>5</td></tr><tr><td>Principal Agent and QS and Project Administrator (Pr. QS-SACQSP). 5 years post-registration experience.</td><td>5</td></tr><tr><td>Architect - Pr. Arch / Pr. Sen Arch Tech (SACAP). 5 years post-registration experience.</td><td>5</td></tr><tr><td>Civil/Structural Engineer- (Pr. Eng / Pr. Tech. Eng -ECSA). 5 years post-registration experience.</td><td>5</td></tr><tr><td>Occupational Health and Safety Agent-(Pr.CHSA-SACPCMP). 5 years post-registration experience.</td><td>5</td></tr><tr><td>Site Agent- Pr.CPM (SACPCMP). 20 years or more related working experience.</td><td>5</td></tr></table>	Project Manager (Team leader) - Pr.CPM (SACPCMP). 5 years post-registration experience.	5	Principal Agent and QS and Project Administrator (Pr. QS-SACQSP). 5 years post-registration experience.	5	Architect - Pr. Arch / Pr. Sen Arch Tech (SACAP). 5 years post-registration experience.	5	Civil/Structural Engineer- (Pr. Eng / Pr. Tech. Eng -ECSA). 5 years post-registration experience.	5	Occupational Health and Safety Agent-(Pr.CHSA-SACPCMP). 5 years post-registration experience.	5	Site Agent- Pr.CPM (SACPCMP). 20 years or more related working experience.	5	
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Occupational Health and Safety Agent-(Pr.CHSA-SACPCMP). 5 years post-registration experience.	5													
Site Agent- Pr.CPM (SACPCMP). 20 years or more related working experience.	5													
4.	Construction Programme and Methodology	5												
5	Financial Capacity	10												
6	Locality	5												
Total		100												

1	Company Experience (Part A- Appointment Letter and Completion Certificates) Tenderer must have completed at least 4 Civil engineering Projects in the last 10 years, with a minimum total value of R20m per project. Only a letter of appointment (on the Client’s letterhead and showing the project value) and a completion certificate will be accepted as evidence of track record. Maximum points will be awarded to a bidder who submits 4 or more projects per the criteria stated above. <table><tr><td>4 Similar or more projects completed over the last 10 years</td><td>35</td></tr><tr><td>3 Similar projects completed over the last 10 years</td><td>20</td></tr><tr><td>2 Similar projects completed over the last 10 years</td><td>10</td></tr><tr><td>1 Similar project completed over the last 10 years</td><td>5</td></tr><tr><td>0 The tenderer/bidder failed to address the question and meet the minimum requirements for this section.</td><td>0</td></tr></table>	4 Similar or more projects completed over the last 10 years	35	3 Similar projects completed over the last 10 years	20	2 Similar projects completed over the last 10 years	10	1 Similar project completed over the last 10 years	5	0 The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0	35
4 Similar or more projects completed over the last 10 years	35											
3 Similar projects completed over the last 10 years	20											
2 Similar projects completed over the last 10 years	10											
1 Similar project completed over the last 10 years	5											
0 The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0											
2	Company Experience (Part B- Client Reference) Tenderer must have completed at least 4 Civil engineering Projects in the last 10 years, with a minimum total value of R10m per project. Attach stamped Letters of Reference. Refer to page 20 for the Template. Bidders Can also replicate the format on a Client Letter Head. NB make sure the replicated format is aligned with the template in page 20 <table><tr><td>4 or more client references with a rating of Fair, Good or Excellent</td><td>15</td></tr><tr><td>3 or more client references with a rating of Fair, Good or Excellent</td><td>12</td></tr><tr><td>2 or more client references with a rating of Fair, Good or Excellent</td><td>9</td></tr><tr><td>1 or more client references with a rating of Fair, Good or Excellent</td><td>6</td></tr><tr><td>0 The tenderer/bidder failed to address the question and meet the minimum requirements for this section.</td><td>0</td></tr></table>	4 or more client references with a rating of Fair, Good or Excellent	15	3 or more client references with a rating of Fair, Good or Excellent	12	2 or more client references with a rating of Fair, Good or Excellent	9	1 or more client references with a rating of Fair, Good or Excellent	6	0 The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0	15
4 or more client references with a rating of Fair, Good or Excellent	15											
3 or more client references with a rating of Fair, Good or Excellent	12											
2 or more client references with a rating of Fair, Good or Excellent	9											
1 or more client references with a rating of Fair, Good or Excellent	6											
0 The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0											
3.	Key Personnel	30										

3.1	Project Manager (Team Leader). <i>Key Personnel Experience. Points are allocated based on the required competencies and qualifications of personnel assigned to the project. Mandatory Professional registration (Pr. CPM-SACPCMP). Attach CV, qualifications, and professional registration.</i> <table><tr><td>Project Manager with 5 or more years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the built environment.</td><td>5</td></tr><tr><td>Project Manager with 4 to less than 5 years of relevant post-registration experience and National Diploma, B-tech, Degree, or higher qualification in the built environment.</td><td>4</td></tr><tr><td>Project Manager with 3 to less than 4 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the built environment.</td><td>3</td></tr><tr><td>Project Manager with 2 to less than 3 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the built environment.</td><td>2</td></tr><tr><td>Project Manager with 1 to less than 2 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification or in the built environment.</td><td>1</td></tr><tr><td>The tenderer/bidder failed to address the question and meet the minimum requirements for this section.</td><td>0</td></tr></table>	Project Manager with 5 or more years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the built environment.	5	Project Manager with 4 to less than 5 years of relevant post-registration experience and National Diploma, B-tech, Degree, or higher qualification in the built environment.	4	Project Manager with 3 to less than 4 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the built environment.	3	Project Manager with 2 to less than 3 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the built environment.	2	Project Manager with 1 to less than 2 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification or in the built environment.	1	The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0	5
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The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0													
3.2	Principal Agent and QS and Project Administrator (Pr. QS- SACQSP). 5 years post-registration experience. <i>Key Personnel Experience. Points are allocated based on the required competencies and qualifications of personnel assigned to the project. Mandatory Professional registration (Pr. QS- SACQSP). Attach CV, qualifications, and professional registration.</i> <table><tr><td>Quantity Surveyor with 5 or more years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.</td><td>5</td></tr><tr><td>Quantity Surveyor with 4 to less than 5 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.</td><td>4</td></tr><tr><td>Quantity Surveyor with 3 to less than 4 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.</td><td>3</td></tr><tr><td>Quantity Surveyor with 2 to less than 3 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.</td><td>2</td></tr><tr><td>Quantity Surveyor with 1 to less than 2 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.</td><td>1</td></tr><tr><td>The tenderer/bidder failed to address the question and meet the minimum requirements for this section.</td><td>0</td></tr></table>	Quantity Surveyor with 5 or more years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.	5	Quantity Surveyor with 4 to less than 5 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.	4	Quantity Surveyor with 3 to less than 4 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.	3	Quantity Surveyor with 2 to less than 3 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.	2	Quantity Surveyor with 1 to less than 2 years of relevant post-registration experience. National Diploma: Building, B-Tech, Degree, or higher qualification in Quantity Surveying.	1	The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0	5
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3.3	Architect. <i>Key Personnel Experience. Points are allocated based on the required competencies and qualifications of personnel assigned to the project. Mandatory Professional registration Pr. Arch-SACAP). Attach CV, qualifications, and professional registration.</i> <table><tr><td>Architect with 5 or more years of relevant post-registration experience. Bachelor of Architectural Studies (BAS), or higher.</td><td>5</td></tr><tr><td>Architect with 4 to less than 5 years of relevant post-registration experience. Bachelor of Architectural Studies (BAS), or higher.</td><td>4</td></tr><tr><td>Architect with 3 to less than 4 years of relevant post-registration experience. B Bachelor of Architectural Studies (BAS), or higher.</td><td>3</td></tr></table>	Architect with 5 or more years of relevant post-registration experience. Bachelor of Architectural Studies (BAS), or higher.	5	Architect with 4 to less than 5 years of relevant post-registration experience. Bachelor of Architectural Studies (BAS), or higher.	4	Architect with 3 to less than 4 years of relevant post-registration experience. B Bachelor of Architectural Studies (BAS), or higher.	3	5						
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3.4	Civil/Structural Engineer. Key Personnel Experience. Points are allocated based on the required competencies and qualifications of personnel assigned to the project. Mandatory Professional registration (Pr.Eng-ECSA). Attach CV, qualifications, and professional registration. <table><tr><td>Civil/Structural Engineer with 5 or more years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering.</td><td>5</td></tr><tr><td>Civil/Structural Engineer with 4 to less than 5 years of relevant post-registration experience. National Diploma, B-Tech, Degree, or higher qualification in Civil/Structural Engineering.</td><td>4</td></tr><tr><td>Civil/Structural Engineer with 3 to less than 4 years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering.</td><td>3</td></tr><tr><td>Civil/Structural Engineer with 2 to less than 3 years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering..</td><td>2</td></tr><tr><td>Civil/Structural Engineer with 1 to less than 2 years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering.</td><td>1</td></tr><tr><td>The tenderer/bidder failed to address the question and meet the minimum requirements for this section.</td><td>0</td></tr></table>	Civil/Structural Engineer with 5 or more years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering.	5	Civil/Structural Engineer with 4 to less than 5 years of relevant post-registration experience. National Diploma, B-Tech, Degree, or higher qualification in Civil/Structural Engineering.	4	Civil/Structural Engineer with 3 to less than 4 years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering.	3	Civil/Structural Engineer with 2 to less than 3 years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering..	2	Civil/Structural Engineer with 1 to less than 2 years of relevant post-registration experience. Degree, or higher qualification in Civil/Structural Engineering.	1	The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0		5
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3.5	Occupational Health and Safety Agent. Key Personnel Experience. Points are allocated based on the required competencies and qualifications of personnel assigned to the project. Mandatory Professional registration (Pr.CHSA-SACPCMP). Attach CV, qualifications, and professional registration. <table><tr><td>Occupational Health and Safety Agent with 5 or more years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.</td><td>5</td></tr><tr><td>Occupational Health and Safety Agent with 4 to less than 5 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.</td><td>4</td></tr><tr><td>Occupational Health and Safety Agent with 3 to less than 4 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.</td><td>3</td></tr><tr><td>Occupational Health and Safety Agent with 2 to less than 3 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.</td><td>2</td></tr></table>	Occupational Health and Safety Agent with 5 or more years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.	5	Occupational Health and Safety Agent with 4 to less than 5 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.	4	Occupational Health and Safety Agent with 3 to less than 4 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.	3	Occupational Health and Safety Agent with 2 to less than 3 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.	2		5				
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Occupational Health and Safety Agent with 2 to less than 3 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.	2														

	Occupational Health and Safety Agent with 1 to less than 2 years of relevant post-registration experience. National Diploma, B-tech, Degree, or higher qualification in the Safety Management or Equivalent.	1	
	The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0	
3.6	Site Agent. Key Personnel Experience. Points are allocated based on the required competencies and qualifications of personnel assigned to the project. Mandatory Professional registration (Pr. CPM-SACPCMP). Attach CV, qualifications, and professional registration.		5
	Site Agent with 20 or more years working experience on similar projects. National Diploma, B-tech, Degree, or higher qualification in the built environment.	5	
	Site Agent with 15 to less than 20 years working experience on similar projects. National Diploma, B-tech, Degree, or higher qualification in the built environment.	4	
	Site Agent with 12 to less than 15 years working experience on similar projects. National Diploma, B-tech, Degree, or higher qualification in the built environment.	3	
	Site Agent with 10 to less than 12 years working experience on similar projects. National Diploma, B-tech, Degree, or higher qualification in the built environment.	2	
	Site Agent with 8 to less than 10 years working experience on similar projects. National Diploma, B-tech, Degree, or higher qualification in the built environment.	1	
	The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0	
4	Construction Programme and Methodology Bidders must submit a project construction programme and methodology. Construction programme and methodology to demonstrate a clear understanding of the project scope and cover the following: 1. Project Specific Construction Programme 2. Clearly articulated project scope 3. Clearly articulated construction activities 4. Project timelines aligned with the stated project duration. 5. Systems and Software required for execution of Professional Disciplines duties ie. Project management software, Drawing Preparation Software, Bill of quantities production software, etc		5
	The construction Programme covers all 4 of the above-listed requirements.	5	
	The construction Programme covers 3 of the above-listed requirements.	4	
	The construction Programme covers 2 of the above-listed requirements.	3	

	<table><tr><td>The construction Programme covers 1 of the above-listed requirements.</td><td>2</td></tr><tr><td>The tenderer/bidder failed to address the question and meet the minimum requirements for this section.</td><td>0</td></tr></table>	The construction Programme covers 1 of the above-listed requirements.	2	The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0					
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The tenderer/bidder failed to address the question and meet the minimum requirements for this section.	0									
5	<table><tr><td colspan="2">Financial Capacity</td></tr><tr><td colspan="2">Bank Rated Letter confirming bidders financial capacity to execute the works</td></tr><tr><td>Bidder has provided Bank Confirmation letter confirming Financial Capacity to execute works</td><td>10</td></tr><tr><td>Bidder has NOT provided Bank Confirmation letter confirming Financial Capacity to execute works</td><td>0</td></tr></table>	Financial Capacity		Bank Rated Letter confirming bidders financial capacity to execute the works		Bidder has provided Bank Confirmation letter confirming Financial Capacity to execute works	10	Bidder has NOT provided Bank Confirmation letter confirming Financial Capacity to execute works	0	10
Financial Capacity										
Bank Rated Letter confirming bidders financial capacity to execute the works										
Bidder has provided Bank Confirmation letter confirming Financial Capacity to execute works	10									
Bidder has NOT provided Bank Confirmation letter confirming Financial Capacity to execute works	0									
6	<table><tr><td colspan="2">Locality</td></tr><tr><td colspan="2">Bidder has offices in the Eastern Cape province. Proof of locality to be provided in the form of Municipal Rates/levies Account ,Lease Agreement</td></tr><tr><td>Bidder has office premises in the Eastern Cape Province</td><td>5</td></tr><tr><td>Bidder does NOT have office premises in the Eastern Cape Province</td><td>0</td></tr></table>	Locality		Bidder has offices in the Eastern Cape province. Proof of locality to be provided in the form of Municipal Rates/levies Account ,Lease Agreement		Bidder has office premises in the Eastern Cape Province	5	Bidder does NOT have office premises in the Eastern Cape Province	0	5
Locality										
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Bidder has office premises in the Eastern Cape Province	5									
Bidder does NOT have office premises in the Eastern Cape Province	0									

PART T2.3.1: RELATED EXPERIENCE OF TENDERER

Project title:	THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DOWER SPORTSFIELD, PORT ELIZABETH TVET COLLEGE, EASTERN CAPE
Tender No.:	IDTEC/18/PE/INFRA2025/EG-DOWER01

Bidders must submit a max one-page description of at least three projects successfully completed.

Attach a Completion Certificate for each of the project provided.

The description of each project must include the following information:

1. Essential introductory information:
 - 1.1. Name of project.
 - 1.2. Name of client.
 - 1.3. Contact details of client.
 - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
 - 1.5. The period during which the project was performed, and also, if this is different, the period during which the Bidder's team members were contracted.
 - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT	NAME OF CLIENT	CONTACT DETAILS OF CLIENT	PROJECT VALUE	DATE COMPLETED
1					
2		Example only			
3					

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorized to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Bidder are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed _____ Date _____

Name _____ Position _____

Bidder _____

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1. CURRENT PROJECTS UNDERTAKEN:

Project title:	THE APPOINTMENT OF A CONTRACTOR (TURNKEY) FOR THE UPGRADE OF THE DOWER SPORTSFIELD, PORT ELIZABETH TVET COLLEGE, EASTERN CAPE
Tender No.:	IDTEC/18/PE/INFRA2025/EG-DOWER01

Bidders must submit a max one-page description of at least three projects under construction/ on hold/ just handed over/ towards completion (if they exist).

Attach an Appointment letter for each of the project provided.

The description of each project must include the following information:

2. Essential introductory information:

- 2.1. Name of project.
- 2.2. Name of client.
- 2.3. Contact details of client.
- 2.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
- 2.5. The period during which the project was performed, and also, if this is different, the period during which the Bidder's team members were contracted.
- 2.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT	NAME OF CLIENT	CONTACT DETAILS OF CLIENT	CONTACT DETAILS OF REFERENCES	PROJECT VALUE	STAGE OF PROJECT
1						
2						
3						

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorized to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Bidder are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed _____ Date _____

Name _____ Position _____

Bidder _____

PART T2.3.2: MANAGEMENT AND CV'S OF KEY PERSONS

Resources for Upgrade of the Dower Sports field PE TVET College: Key Project Team Qualifications, relevant professional registration, and Experience.

The experience of assigned staff members in relation to the Scope of Services will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills, and experience of the Assigned Staff in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g., local conditions, legislation, techniques, etc.
- 4) Additionally, refer to Volume 1, Tender Data, and Clause F3.11.3 for functional evaluation criteria if applicable.

For purpose of evaluation, the Tenderer shall attach hereto a shortened CV for each key member available to work on the project in the Categories **1) Site Foreman, 2) Full-time Construction Health and Safety Officer** – (Pr.CHSO SACPCMP)

Resources for construction and Upgrade of the Dower Sports field PE TVET College: Key professional Team that will be responsible for the design and planning stage, Tenderer shall attach hereto a shortened CV for each key members Qualifications, relevant professional registration, and Experience.

1. Project Manager (Team leader) - Pr.CPM (SACPCMP)
2. Architect (SACAP)
3. Quantity Surveyor (SACQSP)
4. Civil– Engineer (ECSA)
5. Structural – Engineer (ECSA)
6. Health and Safety Agent (Pr.CHSM SACPCMP)

I, _____ of _____,
(Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

(Signature) (Date)

PART T2.3.4: SCHEDULE OF PROPOSED SUB-CONTRACTORS/ CONSULTANTS

*This returnable is to be read in conjunction with **T2.4.2 PPPFA Prequalify & Subcontracting Schedule**. By signing this returnable, the tenderer confirms alignment in full.*

We notify you that it is our intention to employ the following sub-contractors / sub consultants for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors / Sub consultants in accordance with requirements in the contract for such appointments and to provide copies of the sub-consultants. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractors / Subconsultants	Nature and extent of work	Previous experience with Subconsultants.
1.			
2.			
3.			
4			

I, _____ of _____,
 (Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

 (Signature)

 (Date)

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PART T2.3.5: PROGRAMME

Note to tenderers: the schedule must be based on a 2 -months total duration of design and 6 months for construction.

Construction Methodology & Construction Programme for implementation phase (Activity scheduling / programme for the process), which outlines & defines in sufficient detail the following MINIMUM Requirements (MR): Assessment (Confirmation and Verification of Works Quantities); Design; Manufacture / Supply; Installation / Construction; Contract Management; Quality Assurance & Control.

The Tenderer need to submit a high level (minimum level 3 breakdown) programme to illustrate a comprehensive understanding of the work required as well as a pragmatic approach in performing the work required:

The successful Tenderer **must** submit a detailed programme within **7 days** after the commencement date.

I, _____ of _____,
(Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

(Signature)

(Date)

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PART T2.3.7: QUALITY PLAN

Due consideration must be given to the deliverables required to execute and complete the contract as per the Quality Management Standard stated in the Works Information and should include but not be limited to:

1. Project Quality Plan for the contract.
2. The Contractor's Quality Policy.
3. Index of procedures to be used during the contract.
4. Audit Schedule for internal and external audits during the contract.
5. ISO 9001 certification.
6. Typical Quality Manual.
7. Typical Quality Control Plan.
8. Typical data book index.

I, _____ of _____,
(Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

(Signature)

(Date)

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PART T2.3.8: HEALTH AND SAFETY

Submit the following documents as a minimum with your tender:

1. Valid letter of good standing with UIF insurance body.
2. Proof of Effective Safety Management System.
3. Six months synopsis of SHE incidents, description, type, and action taken.
4. SHE challenges envisaged for the project and how they will be addressed and overcome.
5. Construction Safety File (Index).
6. Additionally, refer to Volume 1, Tender Data, and Clause F3.11.3 for functional evaluation criteria if applicable.

Index of documentation attached to this schedule:

.....

.....

.....

.....

I, _____ of _____,
(Authorized Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

(Signature)

(Date)

Baseline Risk Assessment – Dower Sportsfield Upgrade (PE TVET College)

Project Type: Turnkey Upgrade (Design & Build)

Contract Type: NEC3 ECC Option A

Duration: 6 months

Client: Independent Development Trust (IDT)

Site: Dower Campus, PE TVET College

1. Project Execution Risks

Item	Risk	Description	Likelihood	Impact	Mitigation
1.1	Delay in Programme Approval	Delay in submission or acceptance of the contractor's programme	Medium	High	Submit programme within 2 weeks; appoint contract manager
1.2	Design Delays (Turnkey)	Delays in producing and approving detailed designs	High	High	Include design milestones; early submission of drawings
1.3	Weather Disruptions	Heavy rain causing work stoppage or field damage	Medium	Medium	Schedule float; weather protection
1.4	Delay in Long Lead Items	Turf, lighting poles, fencing material delays	Medium	High	Early procurement plan; local sourcing
1.5	Coordination of Multiple Subcontractors	Trades overlap (civil, electrical, fencing)	Medium	Medium	Construction method statement; single point control

2. Site & Environmental Risks

Item	Risk	Description	Likelihood	Impact	Mitigation
2.1	Site Access Restrictions	College activities causing access or working hour limitations	Medium	High	Stakeholder engagement; off-peak work hours
2.2	Ground Conditions	Undisclosed underground utilities or soft spots	Medium	Medium	Geotechnical investigation; pre-survey
2.3	Waste Management Non-Compliance	Incorrect disposal of rubble or turf waste	Medium	Medium	Environmental method statement; legal disposal sites
2.4	Dust and Noise Pollution	Proximity to college may affect operations	Medium	Low	Dust suppression and controlled work hours

3. Health & Safety Risks

Item	Risk	Description	Likelihood	Impact	Mitigation
3.1	Non-Compliance with OHSA	Missing safety file elements or appointments	High	High	Appoint PrCHSA and PrCHSO; approve safety plan
3.2	Public Interface Risk	Learners/public entering construction zone	Medium	High	Secure fencing, signage, access control

3.3	Working at Heights	Lighting pole installation risks	Medium	High	Fall protection plan; trained riggers
3.4	Injury from Machinery	Plant movement, excavation hazards	Medium	Medium	Site induction; traffic management
3.5	Injuries on Site	General site injuries due to physical work or unprotected exposure	Medium	High	Ensure correct PPE: hard hats, safety boots, gloves, reflector jackets, and enforced site rules

4. Legal & Contractual Risks

Item	Risk	Description	Likelihood	Impact	Mitigation
4.1	Delayed Payment from Employer	Cash flow risks for contractor	Medium	High	Monitor payment schedule; enforce NEC3 timelines
4.2	Disputes on Scope	Misalignment on deliverables	Medium	High	Design approvals; use Early Warning Notices
4.3	Non-Compliance with B-BBEE	Subcontracting targets not met	Medium	Medium	Monthly reporting; enforce Z-Clauses
4.4	Failure to Submit Performance Bond	Delays in site access	Low	High	Bond submission within 14 days; enforce award conditions

5. Financial & Commercial Risks

Item	Risk	Description	Likelihood	Impact	Mitigation
5.1	Underpricing of Bid Items	Future VO or disputes	Medium	High	Assess unit rates; allow contingencies
5.2	VO Claims Outside Contract	Unjustified claims	Medium	Medium	NEC3 compliance; limit to scope
5.3	Material Cost Escalation	Price increases post-award	Medium	Medium	Early procurement; fixed price enforcement



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PART T2.3.9: CAPACITY AND ABILITY TO MEET DELIVERY SCHEDULE

Note to tenderers:

The Tenderer is required to demonstrate to the Employer that he has sufficient current and future capacity to carry out the work as detailed in the Service Information and that he has the capacity and plans in place to meet the required delivery schedule as required. To this end, the following must be provided by the Tenderer:

A schedule detailing the following:

- Maximum quantity of work concurrently performed by the Tenderer in the recent past to illustrate his potential capacity to design, fabricate and/or construct work of a similar nature;
- Current and future work on his order book, showing quantity and type of equipment;
- Quantity of work for which the Tenderer has tenders in the market or is currently tendering on; and
- The work as covered in the Works Information, planned, and scheduled as per the Tenderer's capacities and methods but meeting the required delivery schedule.
- Additionally, refer to Volume 1, Tender Data, and Clause F3.11.3 for functional evaluation criteria if applicable.

I, _____ of
_____,

(Authorized Signatory)

(Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

(Signature)

(Date)

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~~PART T2.3.11 Condition assessment/ concept and viability report~~

~~Bidders are required to submit a condition assessment which covers the scope of works as priced in the activity schedule, this will outline how the Turnkey project will be executed from inception to handover.~~

~~The condition assessment / concept viability report must cover Understanding of the client brief.~~

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PART T2.4: RETURNABLE DOCUMENTS

Notes:

Refer to Page 1 of Volume 2 of 3 for Instructions to be followed.

- Any returnable that has a ~~Strikethrough~~, is not applicable to this specific tender.

SECTION	SUB-INDEX T2.4	PAGE	TENDERER COMPLIED?
T2.4.1	Form of the Performance Guarantee	65	
T2.4.2	Subcontracting Schedule	70	
T2.4.3	SBD6.1: Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	77	
T2.4.4	SBD6.2: Declaration Certificate for Local Production and Content for Designated Sectors	84	

Name: Signature

Capacity:

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PART T2.4.1: FORM OF THE PERFORMANCE GUARANTEE

In terms of clause X13 of the NEC3 ECC Option A Reviewed 2013 allows for provision of a variable performance guarantee from an approved financial institution which the *Employer* has accepted.

For this contract only performance bonds provided by a financial institution registered in South Africa will be accepted.

It is hereby agreed that a Performance Guarantee drafted exactly, or substantially similar, as provided in this returnable and Volume 3 section C1.3 will be provided by the Guarantor named below, which is a bank or insurer registered in South Africa:

Name of Guarantor (Bank/insurer).....

Address

The Performance Guarantee shall be provided with the other returnable as set out in the conditional Letter of Acceptance of the successful tenderer's tender unless otherwise agreed to by the parties.

Signed

Name

Capacity

On behalf of (name of tenderer)

Date

CONFIRMED BY Guarantor's Authorized Representative

Signature(s)

Name (print)

Capacity

On behalf of Guarantor

(Bank/insurer)

Date

The Tenderer must attach hereto a letter from the guarantor with whom he has made the necessary arrangements, to the effect that the said guarantor will be prepared to provide the required performance

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guarantee when asked to do so. The acceptable proforma wording is as per section below and in Volume 3, C1.3.

Pro-Forma NEC3 ECC Variable on Demand Performance Guarantee

To: The Development Bank of Southern Africa Limited

Dear Sirs

Reference No. [●] *[Drafting Note: Guarantor/Bank reference number to be inserted]*

Performance Bond: *[Drafting Note: Name of Contractor to be inserted]*

Employer: Contract Reference - [●] *[Drafting Note: Contract reference number to be inserted]*

1. In this Guarantee

1.1 The following words and expressions have the following meanings:

1.1.1 “Guarantor” - means [●], [●] Branch, (Registration No. [●]); *[Drafting Note: Name of Guarantor to be inserted]* [●] **Financial Services Board Registration number**

1.1.2 “Guarantor’s Address” - means [●]; *[Drafting Note: Guarantor’s physical address to be inserted]*

1.1.3 “Contract” - means the written agreement entered between the Employer and the Contractor on or about [●] [●] 201[●] (Contract Reference No. [●]), as amended, varied, restated, novated, or substituted from time to time; *[Drafting Note: signature date and Contract reference number to be inserted]*

1.1.4 “Contractor” - means [●] a [●] registered in accordance with the laws of [●] with registration number [●]; *[Drafting Note: Name and details of Contractor to be inserted]*

1.1.5 “Employer” - means The Independent Trust

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- 1.1.6 “Expiry Date” - means one month after the Defects Date [*Drafting Note: This date should align with the date of final completion*];
- 1.1.7 1.1.7
- 1.1.8 “this Guarantee” - means this document;
- 1.1.9 1.1.9
- 1.1.10 “Guaranteed Sum” – means, subject to clause 4, the sum of [**● - figure**] ([**● - words**]) the maximum aggregate Guarantee amount (not exceeding 10.0% of the total of the Prices as at the Contract Date) which amount will reduce with 50% when the Completion certificate is issued until the Expiry Date .
- 1.2 Words or expressions capitalized shall bear the same meaning as assigned to them under the Contract albeit that the Contract itself, and any terms as defined therein, are merely referenced for convenience and not to create an accessory obligation.
2. At the instance of the Contractor, the Guarantor hereby confirms that we hold the Guaranteed Sum at the disposal of the Employer, as security for the proper performance by the Contractor of all of his obligations in terms of and arising from the Contract, and hereby irrevocably and unconditionally both agree and undertake to pay to the Employer, on written demand from the Employer envisaged in paragraph 3 below and received prior to the Expiry Date, any amount or amounts as may be so demanded from time to time, subject to a maximum of the Guaranteed Sum in the aggregate.
3. A demand for payment under this Guarantee shall be made in writing at the Guarantor’s address or by email to the following email [..... insert..] and shall:
- 3.1 state the amount claimed (“the Demand Amount”);
- 3.2 state that the Demand Amount is payable to the Employer in the circumstances contemplated in the Contract:
4. The Guaranteed Sum may be reduced from time to time upon receipt by the Guarantor of the Employer’s written certificate certifying the amount of such reduction and the Contractor’s entitlement thereto under the Contract.
5. Notwithstanding the reference herein to the Contract the Guarantor acknowledges that:
- 5.1 the liability of the Guarantor in terms hereof is as principal and not as surety

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- and the Guarantor's obligation/s to make payment:
- 5.1.1 is and shall be absolute and unconditional in all circumstances; and
- 5.1.2 is not, and shall not be construed to be, accessory or collateral on any basis whatsoever;
- 5.2 the Employer shall be entitled to arrange its affairs with the Contractor in any manner which it sees fit, without advising us and without affecting the Guarantor's liability under this Guarantee. This includes, without limitation, any extensions, indulgences, release, or compromise granted to the Contractor or any variation under or to the Contract or termination of the Contract.
- 5.3 should the Employer cede its rights against the Contractor to a third party where such cession is permitted under the Contract, then the Employer shall be entitled to cede to such third party the rights of the Employer under this Guarantee on written notification to the Guarantor of such cession.
6. The Guarantor's obligations in terms of this Guarantee:
- 6.1 shall be restricted to the payment of money only and shall be limited to the maximum of the Guaranteed Sum; and
- 6.2 shall not be discharged and compliance with any demand for payment received by the Guarantor in terms hereof shall not be delayed, by the fact that a dispute may exist between the Employer and the Contractor.
7. This Guarantee:
- 7.1 shall expire on the Expiry Date until which time it is irrevocable;
- 7.2 is, save as provided for in 5.3 above, personal to the Employer and is neither negotiable nor transferable;
- 7.3 shall be returned to the Guarantor upon the earlier of payment of the full Guaranteed Sum or expiry hereof;
- 7.4 shall be regarded as a liquid document for, firstly, the purpose of demonstrating and/or determining the amount due by the Guarantor to the Employer and, secondly, **obtaining** any court order; and
- 7.5 shall be governed by and construed in accordance with the law of the Republic

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of South Africa and shall be subject to the jurisdiction of the Courts of the Republic of South Africa.

8. The Guarantor chooses the *domicilium citandi et executandi* for all purposes in connection with this Guarantee at the Guarantor's Address.

Signed at _____ Date _____

For and behalf of the Guarantor, which signatories by appending their signatures warrant that they are authorized to bind the Guarantor as above stated:

Guarantor Signatory 1: _____ Guarantor Signatory 2: _____

Name: _____ Name: _____

Capacity of Guarantor Capacity of Guarantor
Signatory 1: _____ Signatory 2: _____

Witness: _____ Witness: _____
(Printed Name of Witness) (Printed name of witness)

Guarantor's seal or stamp _____

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3. SUBCONTRACTING AFTER AWARD OF TENDER

After Award, the following are contractual obligations for notification:

- 3.1** A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.2** A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.3** A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

I, THE UNDERSIGNED (*FULL NAME OF AUTHORIZED PERSON*)

ON BEHALF OF (*FULL NAME OF TENDERING ENTITY*)

FORMALLY CONFIRM THAT THIS TENDER SUBMISSION IS FULLY COMPLIANT AND ADHERES IN FULL, TO ALL THE REQUIREMENTS STIPULATED IN THIS RETURNABLE IN ITS ENTIRITY.

I ACCEPT THAT, IF THESE REQUIREMENTS ARE NOT MET IN FULL, OR IF FALSELY PORTRAYED, THE DBSA MAY, IN ADDITION TO DISQUALIFICATION OF THE TENDER SUBMISSION, OR CANCELLATION OF A CONTRACT; TAKE LEGAL ACTION.

SIGNATURE: _____

DATE: _____

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SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) 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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

2.0 DEFINITIONS (NOT APPLICABLE)

3.0 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES (NOT APPLICABLE)

3.1 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT (NOT APPLICABLE)

3.1.1 POINTS AWARDED FOR PRICE

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

$$P_s = 8888 \text{ ? } 1 + \frac{P_t - P_{max}}{P_{max}} \text{ ? } \text{ or } P_s = 9988 \text{ ? } 1 + \frac{P_t - P_{max}}{P_{max}} \text{ ? }$$

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

4.0 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—

- 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
- 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

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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)
Woman Ownership		6		
Ownership with Disabilities		6		
Youth Ownership		4		
Black People		4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

TENDER RETURNABLES

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	