



REQUEST FOR PROPOSALS:
PROFESSIONAL SERVICE PROVIDER TO
PROVIDE ENGINEERING SERVICES IN
MNCEBA (341 UNITS) & LUBHACWENI (240
UNITS) WITHIN UMZIMVUBU LOCAL
MUNICIPALITY – ALFRED NZO DISTRICT.

Document N^o

CDC-ECDOHS-RFP-001-23

CLASSIFICATION: PUBLIC

12 July 2023

NAME OF BIDDER- Consortium/ Multi-Disciplinary Firm:

CLOSING DATE: 07 AUGUST 2023 at 12H00

DOCUMENT INFORMATION SHEET

Title of Document : Request for Proposals: Professional Service Provider to Provide Engineering Services in Mnceba (341 Units) & Lubhacweni (240 Units) within uMzimvubu Local Municipality in Alfred Nzo District

Type of Document : Request for Proposals

Contract Number : CDC/261/23

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Prepared for : Prospective Bidders

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DOCUMENT CONTROL SHEET

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

PROJECT NAME : **PROFESSIONAL SERVICE PROVIDER TO PROVIDE ENGINEERING SERVICES IN MNCEBA (341 UNITS) & LUBHACWENI (240 UNITS) WITHIN UMZIMVUBU LOCAL MUNICIPALITY – ALFRED NZO DISTRICT.**

DOCUMENT TITLE : Request for Proposals: Professional Service Provider to Provide Engineering Services in Mnceba (341 Units) & Lubhacweni (240 Units) within uMzimvubu Local Municipality – Alfred Nzo District

DOCUMENT No. : CDC-ECDHS-RFP-001-23

SIGNING OF THE ORIGINAL DOCUMENT

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

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 12 July 2023	Name: Lungisa Mbedlashe	Name: Sphelele Matiwane	Name: Bekani Madyibi
	Signature:	Signature:	Signature:
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Distribution: *Potential Bidders*

REVISION CHART

REVISION 1	Name:	Name:	Name:
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REVISION 2	Name:	Name:	Name:
	Signature:	Signature:	Signature:

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICE PROVIDER TO PROVIDE ENGINEERING SERVICES
IN MNCEBA (341 UNITS) & LUBHACWENI (240 UNITS) WITHIN UMZIMVUBU
LOCAL MUNICIPALITY IN ALFRED NZO DISTRICT.
Contract No. CDC/261/23

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The CDC has been appointed by the Eastern Cape Department of Human Settlements (EC DoHS) to assist with rolling out Human Settlements Projects in various Regions of Eastern Cape for Internal Services and Top Structure Delivery Programme.

INVITATION TO TENDER

The CDC is inviting capable, experienced, and competent Professional Service Providers (PSP) to submit Proposals **as Consortia/Joint Venture (JVs) or as Multidisciplinary entities** for the provision of professional consulting services for Mnceba central GPS point coordinates being **30° 51'31"S and 29° 02'03"E** & Lubhacweni **30° 51 39S; 28° 58 28E** within uMzimvubu Local Municipality in Alfred Nzo District in the Eastern Cape Province.

The consortium/JV or Multi-disciplinary entity must provide the following services:

- (a) Principal Agent / Lead Consultants (to be a Civil & Structural Engineer)
- (b) Civil & Structural Engineering Services (as required);
- (c) Land Surveying Services (as required);
- (d) Quantity Surveying Services (as required)
- (e) Electrical Engineering Services (as required);
- (f) Geotechnical Engineering Services (as required);

JVs shall provide **ALL** the above listed services, as such this is to be considered when pricing. Any bid from a JV that does not meet this requirement will be considered as non-responsive as this is one of the mandatory requirements.

SCOPE OF SERVICES

Respondents are required to have relevant extensive experience and knowledge in the planning, design, contract administration & supervision and close-out of Human Settlements development projects (Municipal Engineering Services and Top Structures) including conducting pre-planning and specialist studies where applicable. The services to be provided are detailed in **Annexure A of this Request for Proposal (RFP) Document**, and will also include the following:

- (a) Confirmation of the exact location of the existing Top Structures and identification of pegs, building lines, etc.;
- (b) Quality assurance and ensuring compliance with set norms and standards applicable;
- (c) Conduct Conditional Assessment & beneficiary verification;
- (d) Compile and produce conditional assessment report with detailed cost estimates with accurate GPS co-ordinates of each beneficiary site, construction status, structural condition of each element (with pictures or drawings), defects and deviations from NHBRC Technical requirements noted (pictures and descriptions), proposed remedial measures and detailed cost estimates;
- (e) Development of (where applicable concepts), preliminary designs, detailed designs, and tender documentation. All designs must be reviewed with the CDC at planned design review meetings and approved before moving to the next stage;
- (f) Assist with contractor procurement services which shall inter alia include conducting risk analysis of tendered rates during tender evaluation;
- (g) Provide contract administration and site supervision (including responding to Notices of Technical Non-Compliances issued by the NHBRC) during the construction stage, working in close collaboration with the appointed CDC Project Manager;
- (h) Ensure compliance with the Safety, Health, Environment, Heritage and Legal including other requirements;
- (i) Compile and submit monthly progress reporting in prescribed formats by the CDC;
- (j) Perform overall coordination and principal agency activities;
- (k) Commission the Housing Units; and
- (l) Produce a close-out report with as-built documentation and happy letters to beneficiaries.

CONDITIONS OF TENDER

- (a) Preference will be given to PSP's with office operating and based within reasonably proximity to the project location (Mt Frere) or at least have a footprint in that area to eliminate undue disbursement and excessive travel costs. Therefore a lease agreement, municipal billing clearance certificate, must be submitted.
- (b) The successful bidder/s will be required to comply with the OH&S Act and regulations, Act (85 of 1993); Compensation for Occupational Injuries & diseases Act, Act (130 of 1993) and NEMA Act (107 of 1998) and all applicable legal & other requirements through the duration of contract;
- (c) SHE Condition – upon award the Principal Agent will be given the responsibility to appoint SHEH Specialist as per the project profile to meet the requirements by Authority and assisted by CDC PMs and will be expected to make provision/s in the pricing schedule.
- (d) The following legislation shall apply:
 - (i) Public Finance Management Act (PFMA),
 - (ii) Preferential Procurement Policy Framework Act, 2000,
 - (iii) The Preferential Procurement Regulations 2022,
 - (iv) National Treasury Regulations i.e., FIDPM.
 - (v) Occupational Health and Safety Act and Regulations, Act (85 of 1993),
 - (vi) Compensation for Occupational injuries and disease Act (130 of 1993),
 - (vii) BBBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013),
 - (viii) NEMA National Environmental Management Act (107 of 1998),
 - (ix) National Heritage Resources Act, Act (25 of 1999),
 - (x) National Housing Act & National Housing Code,
 - (xi) National Home Building Regulation Council (NHBRC) Act, and
 - (xii) Housing Act 107 of 1997
 - (xiii) Any other applicable Acts related to the Built Environment and Human Settlements Development including all applicable Municipal Bylaws.
- (e) The 80/20 preference point system, as per the Preferential Procurement Policy Framework Act 2000. Will apply. The allocation of points will apply as follows:
 - (i) Price - 80.00
 - (ii) Specific goals (BBBEEE Scoring) - 20.00
- (f) Bidders and all Consortium/Joint Venture (JV) members, if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (g) All Bidders must note that prices are to exclude 15 % VAT, (vat zero rated, because HSDG funding is a schedule 5 grant).

- (h) Bidders (all the members in the Bidding Team in the case of Consortia or JVs)) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g., MAAA0.
- (i) The CDC will only award the Bid to a Successful Bidder who is tax compliant. The tax compliant status of the Bidders (and all the members in the Bidding Team the case of Consortia or JVs) will be verified through the CSD and South African Revenue Services (SARS) website.
- (j) As per the amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSEs' with at least a 51% and EMEs with an annual turnover of above R1.8 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they must comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R1.8 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. In the case of a JV or Consortium, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of the member entities to confirm the type of enterprise.
- (k) Capacity assessment will be conducted if the recommended bidder is legible to be awarded more than five (5) projects. CDC will not award more than five (5) active projects to one bidder, unless one project has reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded two contracts.
- (l) The CDC will not allocate additional projects to any bidder who has Final Accounts/Close Out Reports outstanding for more than sixty (60) days from the date of contractual obligation.
- (m) The performance of the bidders on projects they have been awarded (past and current projects) shall be reviewed and evaluated on an on-going basis by the CDC Project Manager. Poor performance on awarded projects may result in a bidder not being awarded future projects by the CDC.
- (n) No price quotation or competitive bids will be awarded to a person or entities who fail to provide proof of tax compliance status and NHBRC registration of competent Natural or Juristic Person within the timeframe given to do so.
- (o) Proof of valid registration with relevant Professional Statutory Bodies or membership with Voluntary Associations (whichever is specified). Confirmation of professional registration will be conducted at a point in time of the evaluation process through the Professional Bodies' Registries, therefore professionals must ensure that their registrations are valid and appear in the registers throughout the evaluation process.
- (p) Preference will be given to PSP's office operating and based within reasonably proximity to the project location (Mt Frere) or at least have a footprint in that area to eliminate undue disbursement and excessive travel costs.

- (q) Public servants are prohibited from conducting any form of business with any organ of state or be a director of a public private company conducting business with an organ of state, unless such an employee is in an official capacity a director of a company listed in schedule 2 and 3 of the PFMA. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
- (r) No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to: Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: dhstenders@coega.co.za
- (s) The tender validity period shall be **twelve (12) weeks**.

Bid documents will be available for download from the CDC Website (www.coega.co.za) from **Friday the 14th of July 2023 10:00 am**, at no cost. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

A mandatory, physical Meeting will be held on the **21st of July 2023 at 10:00 am** on site (**Mt Frere – Next to Madzikane Ka Zulu Memorial Hospital - ER**). Briefing notes will only be shared with potential bidders who have signed the attendance register and should provide clear and correct email addresses.

One original completed bid document shall be placed in a sealed envelope clearly marked and mentioning contract number, for example: **“Contract No: CDC/261/23: RFP for Consulting Services - Provide Engineering Services in Mnceba (341 Units) & Lubhacweni (240 Units) within uMzimvubu Local Municipality - Alfred Nzo District.**

The closing date and time for the receipt of completed bids is **7th of August 2023 at 12:00 pm** at the **CDC MTHATHA Office, 76 on Blakeway, Mthatha**. Bids must be handed in at the **tender box, boardroom** located at the **Ground Floor**.

Bids will **NOT** be opened to the public, and no late submission will be considered. Within 48 hours, CDC will send details via e-tenders to all responded bidders.

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

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

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

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ANNEXURE A: SCOPE OF SERVICES

ANNEXURE B: INVITATION TO BID (SBD 1)

ANNEXURE C: BIDDER'S DISCLOSURE (SBD 4)

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ANNEXURE E: CONSORTIA AGREEMENT & AUTHORITY OF LEAD PARTNER

ANNEXURE F: NOMINATED LEAD CONSULTANTS & KEY PERSONNEL

ANNEXURE G: POPIA CONSENT FORM

ANNEXURE H: RECORD OF ADDITIONAL DOCUMENTS REQUIRED

1. INTRODUCTION

The Coega Development Corporation (Pty) Ltd (CDC) is appointed by the Eastern Cape Department of Human Settlements (ECDoHS) for implementing Human Settlements Projects within the Province of Eastern Cape

The Eastern Cape Department of Human Settlements, herein after referred to as “the ECDoHS”, has identified the need to fast track service delivery in respect of the implementation of its projects.

The ECDoHS is aiming to engage in a system that will expedite the delivery of key projects and address the massive housing backlogs. The fast tracking of housing delivery requires that the ECDoHS be equipped in its internal processes to deal with the massive housing backlogs.

In terms of the “Housing Code” and the Housing Act, the ECDoHS acts as a developer and implements projects through various Municipalities. However, the ECDoHS has largely taken over the responsibility of the developer status of projects from the Municipalities, due to capacity challenges confronting many of these Municipalities.

The requirement for this Request for Proposal (RfP) is to source Professional Service Provider (PSP) to submit proposal for conducting engineering services for the construction of three hundred and forty-one (341) Top Structures at various stages at Mnceba and 240 top structures at Lubhacweni.

The site for Mnceba village is in uMzimvubu Local Municipality, central GPS point coordinates being 30° 51'31”S and 29° 02'03”E in Mt Frere. Whereas Lubhacweni location is about two (2) km easterly from the town of Kwa Bhaca (formerly known as Mount Frere).

Respondents must be consulting firms that are suitably qualified, possessing extensive experience in managing these works or those of similar nature (i.e., pre-planning, planning, design, and construction monitoring of Human Settlements development projects). Furthermore, the respondents should be based within reasonable proximity to the project location or at least have a footprint in that area to eliminate undue disbursement and excessive costs.

2. SCOPE OF PROFESSIONAL SERVICES DISCIPLINES

Respondents are required to have relevant experience and knowledge in the planning, design construction management and handover of Human Settlement Development Projects.

CDC request capable and competent PSPs to submit proposals as a Consortia/JVs or Multi-disciplinary entities with all the required professional disciplines for the provision of professional consulting services for the following contracts:

The consortium or JV must provide the following services:

- (a) Principal Agents / Lead Consultant (to be a Civil & Structural Engineer);
- (b) Land Surveying Services (as required);
- (c) Civil & Structural Engineering Services (as required);
- (d) Electrical Engineering Services (as required);
- (e) Geotechnical Engineering Services (as required);
- (f) Quantity Surveying Services (as required).

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

Bidders are required to submit rates for various categories of services / works according to the current prevailing subsidy quantum on 40 square meter units, excluding VAT, to provide engineering services for the construction of three hundred and forty-one (341) Top Structures (i.e., Breaking New Grounds Housing Units) which are at various stages at Mnceba and 240 top structures at Lubhacweni. The site for Mnceba village is in uMzimvubu Local Municipality, central GPS point coordinates being 30° 51'31"S and 29° 02'03"E in Mt Frere. Whereas Lubhacweni location is about two (2) km easterly from the town of Kwa Bhaca (formerly known as Mount Frere). The scope of services, full defined in **Annexure A**, *inter alia* include the following:

- (a) Confirmation of the exact location of the Top Structures and identification of pegs, building lines, etc.;
- (b) Quality assurance and ensuring compliance with set norms and standards;
- (c) Conduct Conditional Assessment;
- (d) Development of concepts, preliminary designs, detailed designs, and tender documentation.
- (e) All designs must be reviewed with the CDC at planned design review meetings and approved before moving to the next stage;
- (f) Projects enrolment with NHBRC, where applicable.
- (g) Provide contractor procurement services which shall inter alia include conducting risk analysis of tendered rates during tender evaluation;

- (h) Provide contract administration and site supervision during the construction stage, working in close collaboration with the appointed CDC Project Manager ;
- (i) Ensure compliance with occupational health and safety regulations;
- (j) Conduct monthly progress reporting in prescribed formats by the CDC;
- (k) Perform overall coordination and principal agency activities;
- (l) Commission the Housing Units; and
- (m) Produce a close-out report with as-built documentation.

3. BIDS EVALUATION PROCESS

3.1. Stage 1: Responsiveness Assessment

(a) Mandatory Requirements

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

Table 1: *Mandatory Requirements to be submitted.*

No.	DESCRIPTION
1	Completed and Signed SBD 1 Form (Annexure B): Invitations to Bid.
2	Completed and Signed SBD 4 Form (Annexure C): Bidders' Disclosures (. In case of a Joint Venture/Consortium, a separate Form in respect of each party of JV/Consortium must be completed and submitted.
3	Completed and signed Financial Proposal (% Fee Structure form). (Annexure D)
4	Signed letter of intent to enter JV/Consortium to be signed by all parties in the JV (where applicable) (Annexure E1)
5	Authority of Lead Partner to sign JV/Consortium documents to be signed by all parties in the JV (where applicable) (Annexure E2).
6	Completed and signed Nominated Lead Professionals form (Annexure E3)
7	Confirm availability of (1). key personnel representing the company/JV or Consortium as an NHBRC Competent Natural Person with a minimum 15 years of relevant experience in planning designing and managing the execution of infrastructure projects including Human Settlements Development Projects AND (2). proof of valid, active ORIGINAL CERTIFIED professional registration certificate from other built environment bodies for the respective discipline tendering for as listed below.

	The lead professionals for each discipline to provide his/her signed CV, and active professional registration/membership certificate. Professionals will have to demonstrate a minimum of 15 years sound working experience in the discipline under consideration. All registration certificates to be valid, certified, and signed copies. (a) Lead Consultant & Principal Agent – Pr CPM from SACPCMP & PMP from PMI OR Pr Tech Eng / Pr Eng from ECSA, (b) Land Surveyor – Pr LS registered with SAGC, (c) Civil & Structural Engineer – Pr Tech Eng / Pr Eng with ECSA, (d) Electrical Engineer – Pr Tech Eng / Pr Eng with (ECSA). (e) Geotechnical Engineer – Pr Tech Eng / Pr Eng with ECSA, (f) Quantity Surveyor – PrQS (SAQS). Only valid & active professional registration will be considered; candidate registration and invalid/cancelled registration will NOT be considered. A Lead Professional may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest in terms of Companies Act. A Lead Professional may only be replaced with an individual of equal or higher qualifications and/or experience and only with written approval of the employer.
8	Demonstrate company, lead consultant, JV/Consortium previous related experience, by submitting proof of valid relevant company experience for similar nature of projects (Human Settlement Development Projects & Including conditional assessments for Top Structures Rectification/Reconstruction management & monitoring), as follows: (a) Provide minimum of three (3) Projects: Appointment letters with corresponding signed Contractor's practical/completion certificates. These projects should clearly reflect contract numbers, where (Providing consulting services as per the scope of work outlined in this document). (b) Each completed project, with a minimum value of 35 million or above completed within the last Ten (10) years. (Providing consulting services as per the scope of work outlined in this document) (c) Reference Letter from at least (1) previous clients. Related projects. All projects to be successful completed.

9	Signed Attendance Register at the Mandatory briefing meeting, to be completed in the name of the bidding entity. (One person cannot represent more than one company)
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Failure to complete all mandatory information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered further.

Table 2: Additional requirements

No.	DESCRIPTION
1	As per the amended codes, bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template.
2	Company Registration documents (Biz Portal).
3	Company Profile.
4	POPIA Consent Form

3.2. Stage 2: Functionality Assessment

Bidders will not be subjected to a Functionality Assessment.

3.3. Stage 3: Quantitative Assessment

Price and BBBEE scoring will be applicable at the time of allocating work according to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations of 2022.

Area of Adjudication	Maximum Points
Tendered Price (S_p)	80.00
Specific Goals (BBBEE level scoring)	20.00
Total Points (S)	100.00

3.4. Stage 4: Qualitative Assessment

The Qualitative Assessment will be conducted on all the responsive bids that pass through the mandatory requirements as reflected under Stage 1. The main thrust of this assessment would not be to second-guess the bidder but to address the question around potential capacity and

commercial risks. The performance reports of bidders who have previous exposure with CDC will also be considered during this stage and those bidders with negative performance reports will not be recommended.

4. TERMS & CONDITIONS

- (a) All submissions must be received by the CDC no later than **Monday, 07 August 2023 at 12:00 pm.**
- (b) Respondents must submit their RFP documents before the closing date and time and no late submissions will be considered.
- (c) All submissions and subsequent information received will become the property of the CDC and will not be returned.
- (d) Failure to complete all mandatory information will result in submissions being deemed null and void and shall be considered *"non-responsive"* and therefore not considered;
- (e) Telegraphic, telexed, tip-pexed, faxed or e-mailed submissions will not be accepted.
- (f) One original document shall be placed in sealed envelopes clearly marked and mentioning contract number, for example: **"Contract No: CDC/261/23: RFP - Professional Service Provider (PSP) to Provide Engineering Services in Mnceba (341 Units) & Lubhacweni (240 Units) within uMzimvubu Local Municipality – Alfred Nzo District.**
- (g) All enquiries regarding this RFP must be directed in writing only to: Zine Mtanda: Unit Head, Supply Chain Management: dhstenders@coega.co.za.
- (h) The contact person reflected above shall be the only point of contact for this RFP. Failure to observe this requirement will lead to immediate disqualification of the Respondent.
- (i) The CDC reserves the right not to accept any submission. If the CDC does not accept any submission, it will declare this Request for Proposals process to be closed and may then elect to negotiate with any party, or to proceed on a completely different basis, or not to proceed with the services;
- (j) Submission of a bid and its subsequent receipt by the CDC does not represent a commitment on the part of the CDC to proceed further with any Respondent or any contract;
- (k) The Respondent shall treat as confidential all documentation, drawings, reports, etc. which are provided pursuant to this RFP;
- (l) All documents, drawings, reports, etc. prepared by the Respondent pursuant to this RFP shall become the copyright property of the CDC;
- (m) The CDC will consider the proposed key personnel in the tenderer's bid as the assigned resources for any project/s to be awarded. Any changes to these

- proposed personnel are subject to CDC's approval prior to being changed by the bidder.
- (n) No costs incurred by the Respondents in the preparation of their submission will be reimbursed.
 - (o) All Respondents will be advised as soon as the successful Bidders have been approved pertaining to this tender.
 - (p) The tender validity period for all bids shall be **twelve (12) weeks**.

5. DISQUALIFICATION

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

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

ANNEXURES

- 1. ANNEXURE A: SCOPE OF SERVICES**
- 2. ANNEXURE B: INVITATION TO BID (SBD 1)**
- 3. ANNEXURE C: BIDDER'S DISCLOSURE (SBD 4)**
- 4. ANNEXURE D: PERCENTAGE FEE PROPOSAL**
- 5. ANNEXURE E: CONSORTIA AGREEMENT & AUTHORITY OF LEAD PARTNER**
- 6. ANNEXURE F: NOMINATED LEAD CONSULTANTS & KEY PERSONNEL**
- 7. ANNEXURE G: POPIA CONSENT FORM**
- 8. ANNEXURE H: RECORD OF ADDITIONAL DOCUMENTS REQUIRED**

ANNEXURE A

SCOPE OF SERVICES

Work to be performed is sub-divided into five (5) stages as more fully defined below & be should delivered as per the stage gate review of Framework for Infrastructure Delivery and Procurement Management (FIDPM). **Each stage- gate (deliverables) will be reviewed and approved prior proceeding with the next gate.**

1.1. Stage 1: Initiation & Conditional Assessment

Assessment of structural integrity of the housing units that were left incomplete (i.e., at various stages). The work to be performed includes assessment of;

- (a) Confirmation of the exact location of the Top Structures and identification of pegs, building lines, etc.;
- (b) Assess site accessibility;
- (c) Assess availability and capacity of all applicable bulk services and consult with relevant authorities;
- (d) Consult local authorities to confirm applicable local by-laws and any requested statutory approvals;
- (e) Any visible or notable topographical defects where soil erosion might have occurred thus exposing the house foundations;
- (f) House foundations integrity (condition of the strip foot foundation) and concrete slabs (concrete floor or raft foundation (whichever is applicable as found on site),
- (g) Brick work (i.e., condition of wall plate, plastering, paint work, ironmongery, doors, et al),
- (h) Roofs (condition of roof trusses structure, roof sheeting / roof tiles, all components of ceiling),
- (i) Finishes (i.e., condition of carpentry, cabling, plumbing, glazing, et al), and
- (j) Services (condition of water tank, tank stands and VIP toilets).

Further to the above, the PSP will be required to perform visual assessments of the ground conditions and surroundings of each housing unit, stormwater management and any other notable matters that are related to the Engineering requirements. These works are to be conducted in line with the National Building Regulations and Building Standards Act 103 of 1977, SANS 10400, and NHBRC requirements as a minimum.

1.2. Stage 2: Concept & Design Development

Under this stage, the successful PSP will be required to conduct and accountable for the following;

- (a) Attend all CDC progress meetings and other ad hoc meetings;
- (b) Attend planning and design meetings;
- (c) Establish the preliminary design criteria;
- (d) Prepare initial concept designs and related documentation;
- (e) Advise the CDC regarding further engineering studies (i.e., surveys, analysis, tests and investigations) which may be required;
- (f) Identify SMME Work Packages in consultation with the CDC;
- (g) Develop WBS, WBS Dictionary and Baseline Plans;
- (h) Establish regulatory authorities' and incorporate such into the preliminary designs,
- (i) Produce preliminary designs and related documentation (preliminary design report, preliminary design drawings, cost estimate, and specifications) for approval by authorities, and the CDC,
- (j) Conduct Value Engineering workshops, including all key stakeholders and produce a Value Engineering Report;
- (k) Incorporate the CDC and authorities detailed requirements into the designs,
- (l) Review and evaluate designs and outline specifications and exercise cost control,
- (m) Prepare detailed estimates of construction costs, and
- (n) Submit the necessary detailed design documentation to the CDC and authorities for approval.
- (o) Provide construction cost estimate and comment on life-cycle costs.
- (p) Compile a consultant report including compiling other documentation for presentation at CDC PMEC committee & procurement committees.
- (q) Geo-technical Investigation to entail the following:
 - (i) Stability report (Dolomitic area if applicable)
 - (ii) An investigation into the foundation characteristics of the area surface soil horizons.
 - (iii) Culminate in a report in a format in compliance with the Code of Practice.
 - (iv) Include recommendations from competent persons for compliance of the project with the NHBRC technical requirements and in relation to stormwater management and drainage.
 - (v) Provide the soil classification of the project on stand for stand basis on a marked-up township layout drawing.
 - (vi) Records of all profiles, tests and location of points profiled.
 - (vii) Provide the recommendations from competent persons for compliance of the project with the NHBRC technical requirements.

1.3. Stage 3: Design Documentation and Procurement

Under this stage, the successful PSP will be required to conduct and accountable for the following;

- (a) Prepare specifications and preambles for the works,
- (b) Prepare documentation for contractor procurement,
- (c) Review designs, drawings and schedules for compliance with approved budget,
- (d) Liaise, cooperate and provide necessary information to the CDC as required,
- (e) Evaluate tenders,
- (f) Prepare contract documentation for signatures,
- (g) Assist in pricing, documentation and tender evaluation as required by the CDC, and
- (h) Assess samples and products for compliance and design intent.
- (i) Project enrolment with NHBRC.
- (j) Home Enrolment Report to include the following components:
 - (i) The township layout plan and schedule containing the assigned site class in respect of each home in the Housing development, which is to be enrolled.
 - (ii) Comprehensive drawings, specifications, and descriptions of the typical home types in respect of each site class within a Housing Development that are to be enrolled.
 - (iii) Certification by a Competent Person (Homes) in a form acceptable to the Council that the design of the home complies with the provisions of the Home Building Manual and Part 3 of the Housing Code.
 - (iv) Rational designs and Agreement Certificates that may be required in terms of the Home Building Manual; and
 - (v) Documentation, including assumptions made, loads applied and calculations, which demonstrates that the foundation system, where the deemed to satisfy rules contained in the Home Building Manual are for whatever reason not adopted, satisfies the Councils requirements.

1.4. Stage 4: Works - Contract Administration & Inspection

Under this stage, the successful PSP will be required to conduct and accountable for the following;

- (a) Manage project risks and issues on site,
- (b) Prepare and attend progress meetings and technical meetings and prepare & distribute minutes of meetings,
- (c) Prepare and approve payment certificates and progress reports,
- (d) Accountable and responsible for SHE.
- (e) Evaluate Contractors programme of works and cashflow and submit updates where necessary.
- (f) Be responsible for quality assurance on site,
- (g) Evaluate change request.
- (h) Assess samples and products for compliance and design intent.

1.5. Stage 5: Hand-Over & Close-Out

Under this stage, the successful PSP will be required to conduct and accountable for the following;

- (i) Finalise and assemble record information accurately reflecting units completed,
- (j) Hand-over units and works and records to the CDC and sign happy letters to beneficiaries,
- (k) Issue defect list to the Contractors and ensure units are defect free at handover.
- (l) Issue and sign practical or interim completion certificates,
- (m) Prepare and submit closeout report.
- (n) Issues and approve final account due to the Contractors in terms of the contract,

SPECIFIC DELIVERABLES TO BE PROVIDED BY THE SUCCESSFUL PSP

STAGE	DESCRIPTION	SPECIFIC DELIVERABLES
Stage 1	Conditional Assessments	a) Assessment Report with Recommendations b) Cost Estimate for remedial works c) Coordinates for each unit and photographic evidence.
Stage 2	Preliminary & Detailed Design Development	a) Review existing designs and Engineering reports. b) Adopt and amend designs as required. c) Detailed estimate of construction costs. d) SHE specification. e) Geotech Report. f) EMPr g) Statutory approvals and project enrolment with NHBRC. h) SMME Work Packages i) Baseline Management Plans (Stage 3 Cost Estimate, Stage 3 Baseline Programme, Stage 3 Risk Report, Stage 3 Issues Report j) Design Development Drawings and Working Drawings
Stage 3	Documentation and Procurement	a) All required Specifications a) Working drawings b) Construction cost estimate (including SMME Work Packages)

		c) Tender documentation d) Tender evaluation report e) Progress Report f) NHBRC Enrolment. g) Tender recommendations h) Priced contract document i) Change of Home Builder (HB) with NHBRC j) Stage 4 Programme, k) Stage 4 Cost Plan l) Stage 4 Risk Log m) Stage 4 Lessons Log
Stage 4	Contract Administration & Inspection	a) Monthly progress reports b) SHE Permit/notification certificates from Department of Labour. c) Search & rescue certificates d) Updated programme & cashflows e) Minutes and Agenda of project meetings. f) Updated project artifacts g) Approved inspection report signed by NHBRC e.tc h) OHS & ECO monthly reports. i) SHE Management j) Construction drawings and revisions k) Test results l) Monthly Earned Value and status reports m) Monthly Progress Report n) Monthly Cost Report o) Mini BOQ's and Drawings for SMME Packages p) Practical Completion Certificate q) Works Completion Certificate
Stage 5	Hand-over & Close-out	a) As built drawings and records b) Lessons Learnt c) Closeout report d) Practical, Interim and final completion certificates e) Happy Letters

Stage-gate review and approval prior proceeding to the next stage shall apply, PSP would only move to the next gate after receiving approval and consent from CDC.

ANNEXURE B
SBD 1 FORM

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER: CDC/261/23		CLOSING DATE: 07 AUGUST 2023		CLOSING TIME: 12h00			
DESCRIPTION CONSULTING SERVICES TO MNCEBA (341 UNITS) & LUBHACWENI (240 UNITS), ALFRED NZO DISTRICT, EASTERN CAPE							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
Coega Mthatha Office							
No. 76 Blakeway Street							
Mthatha							
Eastern Cape							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		ZINE MTANDA		CONTACT PERSON		ZINE MTANDA	
TELEPHONE NUMBER		N/A		TELEPHONE NUMBER		N/A	
FACSIMILE NUMBER		N/A		FACSIMILE NUMBER		N/A	
E-MAIL ADDRESS		dhstenders@coega.co.za		E-MAIL ADDRESS		dhstenders@coega.co.za	
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE		NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES	☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES	☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES	☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES	☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?						☐ YES	☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

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

DATE:.....

ANNEXURE C SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	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

ANNEXURE D- FINANCIAL PROPOSAL

Name of bidder:

No	Item	Unit	QTY	Rate (R)	Amount (R)
Construction Cost Estimate:			R 82 091 814.00		
PSP Fees (percentage of Construction Cost Estimate): R_____					
1	Stage 1 [5%]	Lump Sum	1		
2	Stage 2 [25%]	Lump Sum	1		
3	Stage 3 [30%]	Lump Sum	1		
4	Stage 4 [10%]	Lump Sum	1		
5	Stage 5 [25%]	Lump Sum	1		
6	Stage 6 [5%]	Lump Sum	1		
7	DISBURSMENTS		1		
8	SUB-TOTAL 1				
9	CONTINGENCIES				
10	SUB-TOTAL 2				
11	VAT ZERO RATED				
12	GRAND TOTAL / OFFER AMOUNT				

Note:

1. Prevailing subsidy quantum terms & conditions apply.
2. The pricing to include services to be rendered by each discipline as outline and to cover the entire scope of services.
3. Disbursements will be calculated from the nearest town to site (i.e., furthest being Mthatha or Kokstad).
4. Refer to ECSA guidelines for stage activities description.

Signature: Name:.....Date:.....

(Of the person authorised to sign on behalf of the Bidder)

ANNEXURE E:

Insert under this annexure:

- 1. Signed letter of intent to enter JV/Consortium; and**
- 2. Authority of Lead Partner to sign JV/Consortium documents**

ANNEXURE F

NOMINATED LEAD CONSULTANT AND KEY PERSONNEL

The bidder shall list below the key personnel whom he proposes to employ on the contract should his offer be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities. **Curriculum Vitae of Key Personnel to be attached to this Bid Document.**

DESIGNATION	NAME OF NOMINEE	SUMMARY OF QUALIFICATIONS, EXPERIENCE AND PRESENT OCCUPATION
LEAD CONSULTANT		
LAND SURVEYOR		
CIVIL & STRUCTURAL		
ELECTRICAL		
GEOTECHNICAL		
QUANTITY SURVEYOR		

SIGNATURE: DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE G

POPIA CONSENT FORM

PROTECTION OF PERSONAL INFORMATION: CONSENT

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

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

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

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

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

AGREEMENT

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

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

On behalf of the Bidder:

.....
Signature

.....
Date

.....
Position

.....
Name of the Bidder

On behalf of the Client:

.....
Signature

.....
Date

.....
Position

.....
Name of Client Representative

ANNEXURE H

RECORD OF ADDITIONAL DOCUMENTS REQUIRED

The tenderer shall affix to this page:

- 1. Company Registration**
- 2. BBBEE Certification or affidavit**
- 3. Tax Clearance and CSD Report if applicable**
- 4. Past Performance records and reference letters**

Note:

Failure to affix the documentation as prescribed to this page shall result in this tender offer being regarded as non-responsive.

END OF RFP DOCUMENT