



<b>RFP NUMBER:</b>	RFP/SASSETA/21221005/1
<b>DESCRIPTION:</b>	Appointment of an experienced service provider for the provision of turnkey services at SASSETA building, Midrand.
<b>PUBLISH DATE:</b>	22 April 2022
<b>CLOSING DATE:</b>	16 May 2022
<b>CLOSING TIME:</b>	11h00
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 Days from the closing date
<b>BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND DELIVERED/ COURIERED TO:</b>	Proposals to be submitted electronically via email to <b>turnkey@sasseta.org.za</b> or be couriered, posted or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga, Quoting the reference (RFP/SASSETA/21221005/1)
<b>ATTENTION:</b>	Mr Thapelo Motlhaga
<p>This email address (<b>turnkey@sasseta.org.za</b>) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to <b>scm02@sasseta.org.za</b></p>	

**NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration**

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

### **SECTION B**

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3) – Contract Manager/Project Manager/  
Project Lead information
4. Declaration of Interest (SBD 4)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Map to SASSETA offices (Annexure B)
8. Bill of Quantities (Annexure C)

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All service providers are to take note of the implications of contravening the prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal.

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr Thapelo Motlhaga** at [scm02@sasseta.org.za](mailto:scm02@sasseta.org.za) by **Friday 06 May 2022**. The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to: [turnkey@sasseta.org.za](mailto:turnkey@sasseta.org.za). **The maximum size to be 30 MB.**

**OR**

Hard-copy document to be couriered, posted or hand delivered to SASSETA Offices, Building 2, Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga, Quoting the reference (RFP/SASSETA/21221005/1).

❖ Closing date and time: **Monday 16 May 2022 at 11h00**

### 1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00), especially for Hard copies.

### 1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF HARDCOPY BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

## 1.7 FORMAT OF BIDS

- 1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.
- 1.7.2 Bidders are to set out their bid in the following format:

### **Part 1: Invitation to Bid (SBD 1)**

Bidders must complete and submit the Invitation to Bid document.

### **Part 2: Pricing (SBD 3.3)**

Bidders to complete SBD 3.3 by indicating the name of the Contract Manager Project Manager/Project Lead proposed for this assignment.

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included), when research assignments are issued.**

### **Part 3: Declaration of Interest (SBD 4)**

Each party to the bid must complete and submit the Declaration of Interest.

### **Part 4: General Conditions of Contract (Annexure A)**

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

### **Part 5: Bidders National Treasury CSD registration report**

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

### **Part 6: CIDB Grading**

A bidder must be registered with the Construction Industry Development Board (CIDB) and bidder should be in possession of a valid Contractor Grading Designation 4GB or higher (class of construction work) and submit with their proposal

### **Part 7: Signed Reference letters**

Performance of successful turnkey assignments (e.g., including but not limited to partitioning, flooring, ceiling, air-conditioning, plumbing, glazing, carpentering, painting and electrical) should be supported by a minimum of 5 or more signed off contactable reference letters of contracts completed within the past 5 years. Each letter must be accompanied by images/photographs of the project being referred to in the reference letter.

## **Part 8: Experience and Qualification of a key personnel (i.e Contract Manager/Project Manager/Project Lead**

The CV of the Contract Manager/Project Manager/Project Lead should clearly demonstrate 5 or more years of experience in turnkey assignments undertaken.

A bidder should provide a CV of a Contract Manager/Project Manager/Project Lead indicating the qualification in building/construction environment or similar.

The bidder to submit a copy of a qualification in building/construction environment or similar. **International qualifications must be verified by SAQA and a copy of letters confirming verification to be submitted with the proposal**

**NB:** It is to be noted that the Contract Manager/Project Manager/Project Lead proposed for this assignment cannot be replaced without prior approval by the SASSETA.

**Part 9:** A bidder's Health and Safety Policy as well as a letter in good standing from the Department Labour should be submitted.

**Part 10:** Bill of Quantities (Annexure C)

### **1.8 NEGOTIATION**

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
  - ❖ Cancel or delay the selection process at any time, without explanation,
  - ❖ Not to select any of the respondents to this bid invitation, without explanation,
  - ❖ Exclude certain services, without explanation.
- 1.8.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

### **1.9 REASONS FOR REJECTION**

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
  - 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.9.2.3 have failed to perform on any previous contract and the proof exists.

1.9.3 Such actions shall be communicated to the National Treasury.

## **TERMS OF REFERENCE**

### **2.1. INTRODUCTION AND BACKGROUND**

SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31<sup>st</sup> March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

### **2.2. PURPOSE**

SASSETA requires a suitable service provider for the provision of the following services:

- a) Turnkey service in line with the attached Bill of Quantities (BoQ) on a 260 square meter shell area; (Annexure C)

**NB.:** It is expected that a successful service provider should be able to carry out the turnkey services within eight (8) weeks from date of appointment and further clarity of scope of work.

### **2.3. SCOPE OF WORK**

The bidding provider will be required to provide services as follows:

- A. Provision of turnkey solution including the following:
  - i. Site survey;
  - ii. Overall project plan; including time lines and inhibitors
  - iii. Project management including provision of certificates of compliance at the end of the project e.g. fire, electrical, etc.
  - iv. Directional and display signage design and plan; and
  - v. Tenant installation.

### **2.4. REQUIRED DELIVERABLES**

Completion of each phase would mean the following among other things:

- a) Rubble removed;
- b) No or very minimal ongoing patch work internally;
- c) Office premises ready for occupation; and
- d) Availability of certificates of compliance in the end of the project.

### **2.5. TIMEFRAMES FOR DELIVERY OF THE WORK**

- It is expected that the successful service provider should be able to carry out the job within eight (8) weeks from date of appointment.
- It is expected that the service provider should break ground within seven (7) days from date of appointment.
- The successful service provider will be required to enter into a Service Level Agreement (SLA) with SASSETA.

### **2.6. WARRANTY ON WORKMANSHIP**

- All work implemented and items supplied should carry a minimum warranty of 24 months.

## 2.7. SUBMISSION REQUIREMENTS

The proposal of the bidder is required to consist of, and demonstrate, the following:

- A bidder must be registered with the Construction Industry Development Board (CIBD) and bidder should be in possession of a valid Contractor Grading Designation 4GB or higher (class of construction work) and submit with their proposal.
- Performance of successful turnkey assignments (e.g. including but not limited to partitioning, flooring, ceiling, air-conditioning, plumbing, glazing, carpeting, painting and electrical) should be supported by five (5) or more signed off contactable reference letters of contracts completed within the past five (5) years. Each letter must be accompanied by images/photographs of the project being referred to in the reference letter.
- A bidder should provide a CV of a Contract Manager/Project Manager/Project Lead indicating the qualification in building/construction environment or similar. A copy of the qualification/certificate should be enclosed for scoring purposes. International qualifications should be verified by SAQA and proof to be submitted with the proposal
- The CV of the Contract Manager/Project Manager/Project Lead should clearly demonstrate five (5) or more years of experience in turnkey assignments undertaken.
- A bidder's Health and Safety Policy as well as a letter in good standing from the Department Labour should be submitted.

## 2.8. PRICING

- Each service or item should be costed in line with the attached BoQ.
- Pricing should be all inclusive (i.e., VAT, any other necessary cost/duties)

**NB.:** SASSETA will provide a protected excel BoQ template which the bidders should not temper with. Any sort/form of tempering with the excel BoQ template will lead to automatic disqualification.

## 2.9. ACCOUNTABILITY AND REPORTING

- The service provider will report directly to the Auxiliary Services Practitioner for the duration of the assignment.

## 2.10. INTELLECTUAL PROPERTY

The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.



### 3. PROPOSED SELECTION CRITERIA

#### 3.1. Compliance with minimum requirements

- 3.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

#### 3.2. Conditions for selection/short listing

- 3.2.1. All submissions will be evaluated as follows:

3.2.1.1. **Phase 1 – Requirements items**  
**Service Providers must:**

- Submit their proposal by the closing date and time.
- Register their submission in the tender register at SASSETA reception.
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3 and SBD4.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

### 3.2.1.2. Phase 2 – Functionality evaluations

Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

#### Functionality Evaluation

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2.

0: Unacceptable, does not meet set criteria/ Weak, less than acceptable. Insufficient for performance requirements

1: Satisfactory should be adequate for stated element

2: Very good, above average compliance to the requirement/ Exceptional mastery of the requirement should ensure extremely effective performance.

The functionality calculation will be done based on the defined criteria and weighting thereof. Functionality evaluation will be undertaken in three (3) phases:

- (i) **Technical functionality evaluation** – will be scored out of a 100 with a minimum **functionality threshold of 80%. If none of the bidders meet the 80% threshold, then the** minimum functionality threshold will be lowered to 70%. **NB.:** Bidders who do not meet the required technical functionality threshold will be disqualified from further evaluation.
- (ii) **Presentation evaluation** - Will be scored out of a 100 with a minimum functionality threshold of 100%. **NB.:** Bidders who do not meet the required technical functionality threshold will be disqualified from further evaluation.
- (iii) **Due Diligence** – Will be scored out of a 100 with a minimum functionality threshold of 100%. **NB.:** Bidders who do not meet the required technical functionality threshold will be disqualified from further evaluation.

**PHASE 1 – TECHNICAL FUNCTIONALITY EVALUATION BY SASSETA BEC ON SUBMITTED PROPOSALS:**

<b>ELEMENT</b>		<b>FUNCTIONALITY EVALUATION</b>	<b>Weight</b>
<b>Suitability of bidder to perform the task</b>	<b>Rating</b>	<b>Evaluation criteria</b>	<b>60%</b>
<ul style="list-style-type: none"> <li>A bidder must be registered with the Construction Industry Development Board (CIBD) and bidder should be in possession of a valid Contractor Grading Designation 4GB or higher (class of construction work) and submit with their proposal <b>(30 points)</b></li> </ul>	0	Bidder not registered with CIBD or bidder has a lesser contractor grading designation	<b>30%</b>
	1	Bidder registered with CIBD and has at least contractor grading designation 4GB or higher (class of construction)	
<ul style="list-style-type: none"> <li>Performance of successful turnkey assignments (e.g. including but not limited to partitioning, flooring, ceiling, air-conditioning, plumbing, glazing, carpentering, painting and electrical) should be supported by a minimum of 5 or more signed off contactable reference letters of contracts completed within the past 5 years. Each letter must be accompanied by images/photographs of the project being referred to in the reference letter. <b>(30 points)</b></li> </ul>	0	No reference letter and no images/photographs attached/less than 4 reference letter and images/photographs attached	<b>30%</b>
	1	4 reference letters and images/photographs of each project attached	
	2	5 and more letters and images/photographs of each project attached	
<b>Qualification and experience of key personnel (i.e. Contract Manager)</b>	<b>Rating</b>	<b>Evaluation criteria</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>A bidder should provide a CV of a Contract Manager/Project Manager/Project Lead indicating the qualification in building/construction environment or similar.</li> <li>The CV of the Contract Manager/Project Manager/Project Lead should clearly demonstrate 5</li> </ul>	0	No copy of qualification and/or no completed assignment in turnkey projects/less than 4 assignments completed in turnkey services	<b>10%</b>
	1	Qualification and 4 completed assignment in turnkey projects	
	2	Qualification and 5 or more completed assignment in turnkey projects	

<p>or more years of experience in turnkey assignments undertaken <b>(10 points)</b></p> <p><b>NB:</b> International qualifications should be verified by SAQA and proof to be submitted with the proposal</p>			
<b>Commitment to Health and Safety</b>	<b>Rating</b>	Evaluation criteria	
<ul style="list-style-type: none"> <li>A bidder's Health and Safety Policy as well as a letter in good standing from the Department Labour should be submitted. <b>(30 points)</b></li> </ul>	0	No Health and Safety policy and/or letter of good standing with Department Labour.	<b>30%</b>
	1	Bidder submitted a Health and Safety policy which refers to the Occupational Health and Safety Act No. 85 of 1993 as amended by Occupation Health and Safety Act No. 181 of 1993 as well as a letter of good standing from the Department of Labour.	
<b>TOTAL SCORE</b>			<b>100</b>
<p><b>MINIMUM EVALUATION THRESHOLD.</b>  <b>SERVICE PROVIDER SCORING LESS THAN 80% ON TECHNICAL FUNCTIONALITY WILL BE ELIMINATED FROM FURTHER CONSIDERATION.</b></p> <p><b>IN AN INSTANCE WHERE NONE OF THE BIDDERS MEET THE TECHNICAL FUNCTIONALITY SCORE OF 80%, THEN FUNCTIONALITY SCORE WILL BE LOWERED TO 70%. BIDDERS WHO DO NOT MEET THE REQUIRED TECHNICAL FUNCTIONALITY THRESHOLD WILL BE DISQUALIFIED FROM FURTHER EVALUATION.</b></p>			<b>80</b>

## PHASE 2: PRESENTATION BY SHORLITSTED BIDDERS AT SASSETA OFFICES

Shortlisted bidders will be informed of the presentation times. Service Providers are required to be ready to make the presentation on the project implementation plan submitted with the proposal.

ELEMENT		FUNCTIONALITY EVALUATION	Weight
<b>Adequacy of proposed implementation programme</b>	<b>Rating</b>	Evaluation criteria	
The adequacy and completeness of the implementation plan/programme will be evaluated based on the following areas: <ul style="list-style-type: none"> <li>• sequence of tasks;</li> <li>• risks identification as well as responses to such risks;</li> <li>• labour force assignment;</li> <li>• indication of key milestones; and</li> <li>• realistic timelines per task</li> </ul> <b>(50 points)</b>	0	No proposed implementation programme presented/the proposed implementation plan is not aligned to the proposed timeframe of 8 weeks or lesser/the proposed implementation plan does not cover all areas.	<b>50%</b>
	1	The proposed implementation plan addresses all focus areas and the plan also indicates execution within the specified 8-week period.	
Bidders to present the reference letters and images/photographs submitted in their proposal clearly indicating: <ol style="list-style-type: none"> <li>a) full description of the project;</li> <li>b) Year of completion,</li> <li>c) Location of the project,</li> <li>d) Cost of the project</li> <li>e) The square meter of the project</li> </ol> <b>(50 points)</b>	0	Bidder did not present reference letters and images/photographs submitted on their proposals indicating; full description of the project; Year of completion, Location of the project, cost of the project and the square meter of the project	<b>50%</b>
	1	Bidder presented all reference letters and images/photographs submitted on their proposals indicating; full description of the project; Year of completion, Location of the project, Cost of the project and the square meter of the project	
<b>TOTAL SCORE</b>	<b>100</b>	<b>TOTAL SCORE</b>	<b>100</b>

**Presentation evaluation** - Will be scored out of a 100 with a minimum functionality threshold of 100%.

**NB.:** Bidders who do not meet the required technical functionality threshold will be disqualified from further evaluation, regardless of the score obtained in Phase 1.

**PHASE 3: DUE DILIGENCE – QUALITY OF THE WORK TO BE UNDERTAKEN AT ONE PREVIOUS CLIENT OF SHORTLISTED BIDDER WHERE A SIMILAR TURNKEY SERVICE WAS RENDERED**

SASSETA reserves the right to select the site where due diligence will be undertaken. Site selection will be from any one of the reference letters submitted with the proposal. Service Providers are required to make necessary arrangements with a selected referee for access into the building where turnkey services were previously rendered.

ELEMENT		FUNCTIONALITY EVALUATION	Weight
<b>Quality and Authenticity of previous Turnkey services performed</b>	<b>Rating</b>	Evaluation criteria	
<ul style="list-style-type: none"> <li>Standard of workmanship in line with SASSETA expectations. The committee members will apply judgement.</li> </ul>	0	Standard of workmanship not in line with SASSETA expectations	<b>100%</b>
	1	Standard of workmanship in line with SASSETA expectations	
<b>TOTAL SCORE</b>	<b>100</b>	<b>TOTAL SCORE</b>	<b>100</b>

**Due diligence** - Will be scored out of a 100 with a minimum functionality threshold of 100%.

**NB.:** Bidders who do not meet the required technical functionality threshold will be disqualified from further evaluation, regardless of the score obtained on Phases 1 and 2.

### 3.2.1.3. Phase 3 – Price

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) as follows:

<b>Evaluation Criterion on Price</b>	
Relative competitiveness of proposed price	100
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

### 3.3. OBJECTIVE CRITERIA FOR RECOMMENDATION:

The Bid Evaluation Committee will implement the following objective criteria for final recommendation to the Bid Adjudication Committee:

- SASSETA reserves the right not to award this tender to the lowest bidder. Where the price of the lowest bidder is far below the estimated price as provided by Quantity Surveyor, SASSETA will interrogate the pricing, the methodology and the quality of the products to be supplied.
- SASSETA will further request clarity from lowest bidder and may seek written confirmation that the bidder will be able to perform the work at the quoted prices with the expected quality.
- Where such confirmation is not provided, SASSETA may then award to the bidder who can provide such confirmation as envisaged above, and whose price may be in line with the estimated pricing.
- During the process of confirming the price, the bidder will not be allowed to change their pricing, only initial pricing quoted at the closing of the tender will be considered.

### 3.4. ADJUDICATION OF BID

- 3.1.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

**SBD1**

**PART A - INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP/SASSETA/21221005/1	CLOSING DATE:	16 May 2022	CLOSING TIME:	11h00
DESCRIPTION	Appointment of an experienced service provider for the provision of turnkey services at SASSETA building, Midrand.				
<b>PROPOSALS TO BE EMAILED:</b>					
Proposals to be submitted electronically via email to turnkey@sasseta.org.za <b>OR</b> be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Thapelo Motlhaga		CONTACT PERSON	Mr Thapelo Motlhaga	
E-MAIL ADDRESS	Scm02@sasseta.org.za		E-MAIL ADDRESS	Scm02@sasseta.org.za	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL AFFIDAVIT	[TICK APPLICABLE BOX] SWORN <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>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.</b>					



**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, 2017, 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.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

**DATE:** .....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.:
CLOSING TIME: <b>11H00</b>	CLOSING DATE: 16 May 2022

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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The quotation should detail the following:

**NB. Bidders are required to indicate the price of item which should be costed separately and visibly in (i.e. VAT, any other necessary cost/duties) line with the below table:**

A Provision of turnkey service in line with the attached Bill of Quantities (BoQ); on Annexure C

**R** \_\_\_\_\_  
(Bidders to record the total cost as per Annexure C above, inclusive of VAT)

Bidding company to record the name and surname of the proposed Contract Manager/Project Manager/Project Lead on this assignment and ensure that comprehensive CV of this turnkey services is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (One name to be recorded)	IS CV ATTACHED (Circle the response below)	IS CERTIFIED QUALIFICATION ATTACHED (Circle the response below)
1.	Contract Manager/Project Manager/Project Lead		Yes/No	Yes/No

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the 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:  
 .....  
 .....

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<sup>1</sup> 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.

**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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 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

<sup>2</sup> 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.

**10. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • <b>To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Pricing (SBD 3.3) Bidders to complete SBD 3.3 by indicating the name of the Contract Manager/Project Manager/Project Lead proposed for this assignment.	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <b>must</b> complete and sign the declaration of interest document)</i> • <b>To be signed by a duly Authorised Delegate</b>	
4.	Part 4: Submitted the General Conditions of Contract (Annexure A) Bidders to initial each page of Annexure A	
5.	Part 5: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
6.	Part 6: CIDB Grading A bidder must be registered with the Construction Industry Development Board (CIDB) and bidder should be in possession of a valid Contractor Grading Designation 4GB or higher (class of construction work) and submit with their proposal	
7.	Part 7: <u>Signed Reference letters</u> The Bidding Company to attach a minimum of 5 or more signed off contactable reference letters of contracts completed within the past 5 years. Each letter must be accompanied by images/photographs of the project being referred to in the reference letter.	
8.	Part 8: <u>Experience and Qualification of a Contract Manager/Project Manager/Project Lead</u> The CV of the Contract Manager/Project Manager/Project Lead should clearly demonstrate 5 or more years of experience in turnkey assignments undertaken  A bidder should provide a CV of a Contract Manager/Project Manager/Project Lead indicating the qualification in building/construction environment or similar.  The bidder to submit a copy of Contract Manager/Project Manager/Project Lead's qualification in building/construction environment or similar. International qualifications must be verified by SAQA and a copy of letters confirming verification.	
9.	Part 9: A bidder to submit Health and Safety Policy as well as a letter in good standing from Department of Labour	
10.	Part 10: Bill of Quantities (Annexure C)	