



**INDEPENDENT DEVELOPMENT TRUST**

**EXPRESSION OF INTEREST FOR MPUMALANGA PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR  
A PERIOD OF THREE (3) YEARS**

**TENDER NO: IDTMPU-PSP-PANEL-2025-2028**

**CLOSING DATE: 6 MAY 2025**

**12:00 PM**

**PREPARED BY:**

**MPUMALANGA INDEPENDENT DEVELOPMENT TRUST (IDT)**

ABSA Square Complex, 20 Paul Kruger street, Mbombela, 1200

BIDDER'S DETAILS	INFORMATION
Company Name	
Contact number	
Email address	
CSD number	
Company Physical address	
Category (Discipline Bidding for)	

**NOTE:** Only one (1) category / discipline may be selected per each submission. As such a bidder may NOT submit one (1) submission for multiple categories / disciplines (i.e. one (1) submission per one (1) category / discipline)

## Part T1: Bidding Procedures

### T1.2 Bid Data

The conditions of Bid are the Standard Conditions of Bid as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts – August 2019. (See [www.cidb.org.za](http://www.cidb.org.za)).

The Standard Conditions of Bid make several references to the Bid Data for details that apply specifically to this Bid. Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
C.1.1.1	<p>The Employer is: Independent Development Trust (IDT): The Independent Development Trust (IDT)-Mpumalanga</p> <p>Absa Square Complex 20 Paul Kruger street Mbombela 1200</p>
C.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p><b>PART T: THE BID</b> <b>Part T1: Bidding procedures</b> T1.1 - Bid notice and invitation to Bid T1.2 - Bid data.</p> <p><b>Part T2: Returnable documents</b> T2.1 - List of returnable documents T2.2 - Returnable documents/schedules</p> <p><b>PART C: THE CONTRACT</b> <b>C1: Agreements and Contract data</b> C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 CIBD build program.</p> <p><b>Part C3: Scope of Works</b> C3.1 – see description of the works</p>

Clause number	Bid Data
C.1.4	<b>Employers Representative</b>  <b>Syandisa Dlomo PrCPM</b>  Absa Square 20 Paul Kruger Street Mbombela 1200  013 752 2200
	Bid queries  <b>Ms. Surprise Mthombeni</b>  013 752 2200  surprisem@idt.org.za
C.2.1	Only those Bidders who satisfy the following eligibility criteria are eligible to submit Bids. Only those Bidders who score the minimum score in respect of the quality criteria stated in C.3.11. of this Bid Data shall be considered responsive and have their Bids evaluated further.
C.2.6	Failure to apply instructions contained in addenda may render a Bidder's offer non-responsive in terms of clause C.3.8.
C.2.7	There will be no compulsory briefing session for this bid.
C.2.8	Request clarifications at least 7 calendar days before the closing date.
C.2.13.6	A single-envelope procedure will be followed as described in clause C.2.13.7.
C.2.13.7	Bidders shall note the specific requirements for packaging of their Bid documents and include only the following:  This is a single envelope Bid process. Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" in an envelope.
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.

Clause number	Bid Data
C.2.15.1	<p>The Employer's address for delivery of Bid offers and identification details to be shown on each Bid offer package are:</p> <p><b>Location of Bid box:</b> IDT Reception The Independent Development Trust (IDT) Absa Square 20 Paul Kruger Street Mbombela 1200</p> <p><b>Identification details:</b></p> <p><b>IDTMPU-PSP-PANEL-2025-2028</b> <b>EXPRESSION OF INTEREST FOR MPUMALANGA PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS</b></p>
C.2.15.2	The closing time for submission of Bid offers is as stated in the Bid Notice and Invitation to Bid.
C.2.16.1	The Bid offer validity period is 120 days.
C.2.18	The Bidder shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labor-Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.22	Bid Documents will <b>not be returned</b> to bidders
C.2.23	<p>The Bidder is required to submit with his Bid following <b>(failure to provide 1 or more of the below documentation will result in the Bid being rejected)</b>:</p> <ol style="list-style-type: none"> <li>1) Detailed full CIPC certificate or other authentic proof of company ownership documents.</li> <li>2) Certified ID Copies of Directors (certification not older three (3) months from bid closing date)</li> <li>3) Valid Active Proof of professional registration of the company director/(s) and other proposed resources (certification not older three (3) months from bid closing date)</li> <li>4) Proof of National Treasury (NT) Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number)</li> <li>5) Compensation for Occupational Injuries and Diseases Act Certificate (COIDA) or</li> <li>6) Federated Employers Mutual Assurance (FEMA) Insurance</li> <li>7) Notarized Joint Venture Agreement (where applicable),</li> <li>8) Fully completed and signed Standard Bidding Documents as contained in the bid document (SBD 1; SBD 4; SBD 6.1)</li> </ol>
C.3.1.1	The Employer shall respond to clarifications received up to 7 working days before the Bid closing time.
C.3.2	The Employer shall issue addenda until 5 working days before the Bid closing time.
C.3.4.1	The Bids will not be opened in public.
C.3.5.1	The single-envelope system will be followed for this Bid. (Bid Document and USB- includes submission copy)
C.3.7	In the event of disqualification, the Employer may, at his sole discretion, impose a specified period during which Bid offers will not be accepted from the offending Bidder and report same to the CIDB and National Treasury.
C.3.11.1	The procedure for the evaluation of responsive Bids is stated in <b>Annexure A</b> .

Clause number	Bid Data
C.3.13	<p>In addition to the requirements of the Condition of Bid, offers will only be accepted if:</p> <ul style="list-style-type: none"> <li>a) The Bidder submits <b>a copy of the CSD or registration number</b>.</li> <li>b) the Bidder has not: <ul style="list-style-type: none"> <li>abused the Employer's Supply Chain Management System; or</li> <li>Failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> </li> <li>c) The Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Bidder's ability to perform the contract in the best interests of the employer or potentially compromise the Bid process and persons in the employ of the state are permitted to submit Bids or participate in the contract.</li> <li>d) the Bidder is registered and in good standing with the compensation fund (COIDA/FEM/RMA)</li> <li>e) the employer is reasonably satisfied that the Bidder has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</li> </ul>

## RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission. Tick below if returnable document is attached or completed properly.

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
1	Professional Registration of the Director	
2	Proof of company physical address	
3	Proof of CSD registration	
4	Supporting documents for Preferential Points	
5	Valid Vat Certificate	
6	Tax Clearance Certificate with PIN	
7	Joint Venture Agreement Between Parties (If Applicable)	
8	Bank Account Confirmation Letter	
9	Certified copies Identity Documents	
10	Copy of a Valid Letter of Good standing with Compensation For Occupational And Injuries Dieses Act (COIDA) Registration Certificate	
11	SBD Forms (SBD 1; 4; 6.1)	
12	Certificate of Authority for Signatory	
13	Record of Addenda to the tender documents if applicable	
14	Amendments, Qualifications And Alternatives	
15	Project Experience	
16	Letters of Appointment, and Relevant Completion Certificates (Practical Completion, Work Completion & Final Completion)	
17	Client References	
18	Key Personnel (CV'S; Certified Qualification & Professional Registration)	

## 1. CATEGORIES/ DISCIPLINES (ONLY 1 DISCIPLINE PER SUBMISSION)

NO	DISCIPLINE	TICK ( applicable Box)
1	Project Managers	
2	Architects	
3	Quantity Surveyors	
4	Electrical Engineers	
5	Mechanical Engineers	
6	Civil Engineers & Structural Engineers	
7	Occupational Health & Safety Agents	

**Note: Bidders to ensure that the category / discipline selected in the table above is indicated on the cover page of this document.**

**1.1** Bidders must tick next to the category / discipline they are bidding for. Only one (1) category / discipline may be selected per submission (i.e. if a bidder bid for more than one (1) of the above disciplines and bidder wishes to submit for all such disciplines, then the bidder must submit separate bid for each discipline selected. **Failure to adhere to the above will lead to disqualification.**

**1.2** The bidder must provide ALL requirements as outlined in Sections 8 and 9 of this document. Failure to comply with the requirements of section 9 of this bid document shall render the bid non-responsive and shall result in the bid being disqualified.

**1.3** No submission shall be dependent on another submission. All requirements as outlined in this bid document shall be addressed in full per each submission.

## 2. BACKGROUND

### 2.1 IDT AS AN ENTITY

The Independent Development Trust (*hereinafter referred to as IDT*) is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the developmental agenda of government as indicated in the mission statement; "The IDT manages and delivers Integrated Social Infrastructure Programs on behalf of Government".

In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programs.

The IDT has representation in all the provinces and is organized on the basis of regional offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids.

### 3. PURPOSE OF EXPRESSION OF INTEREST / BID

The IDT as a custodian of implanting social infrastructure projects on behalf of Government has an obligation to adhere and full comply with the Framework for Infrastructure Delivery and Procurement Management (*hereinafter referred to as FIPDM*) in all stages of projects which require qualified and experienced Professional Service Providers (*hereinafter referred to as PSP / PSPs*). These PSPs are appointed through competitive bidding in line with the Supply Chain Management (SCM) Policy and SCM National Treasury regulation.

The purpose of this expression of interest is to pre-qualify relevant and capable PSPs from identified disciplines listed in this document in order to be enlisted on the IDT's panel of PSPs for the MP Region for a period of three (3) years from the date of panel approval. Qualified PSPs will be invited on rotational basis as when the need arises. The IDT further reserves the right to cancel any invitation to submit pricing proposals / RFQs from the panel of PSPs and approach the market (open bid) for services whenever it is considered that better value in terms of time, cost and quality may be obtained by doing it that way.

#### Important panel conditions

- (i) IDT will **only** invite pre-qualified PSPs from the panel with requisite experience and capacity to submit pricing proposals / RFQs from any of the selected type of works based on project size and complexity, advancement of certain designated groups in line with section 2(1) of the PPPFA (Act 5 of 2000).
- (ii) IDT will invite a selected number of PSPs (i.e. no less than 10) per discipline on the approved panel to submit pricing proposals/RFQs, this process shall be conducted through a rotational method.
- (iii) Minimum of 10 bidders will be invited per discipline for each assignment and the selection method will be based on a numerical group segmentation of all the bidders in the approved panel.
- (iv) PSP with 5 or more active projects per discipline may not be invited for more request for quotations should it deemed risky to award more projects to that PSP.
- (v) PSP who are poorly performing from active projects may not be invited for request for quotations for future projects. The project managers will submit quarterly performance reports to SCM in order for SCM unit to decide on excluding non-performing PSP from further request for quotation invitations.

## 4. SCOPE OVERVIEW

### 4.1 Objective of this document

This document calls for PSPs accredited in the relevant disciplines listed below to submit their bid proposal in order to be enlisted in the PSPs' panel for the period of three (3) years from the date of approval of this panel:

#### 4.1.1 Project Manager

#### 4.1.2 Architects

#### 4.1.3 Quantity Surveyors

#### 4.1.4 Electrical Engineers

#### 4.1.5 Mechanical Engineers

#### 4.1.6 Civil Engineers & Structural Engineers

#### 4.1.7 Occupational Health & Safety Agents

Depending on the nature and requirements of specific projects that pricing proposals / RFQs will be issued out for, the following disciplines may be required / added as disbursements to those indicated above and will be indicated accordingly in the pricing proposals

**Any other specialized service required for the successful implementation Note:** Only disciplines / services listed in items 4.1.1 to 4.1.7 may be bided for as part of this document.

### 4.3 Ethical Consideration

At the core of all PSPs in the Built Environment and allied professions, there is a government gazette which is based on a corresponding Act of Parliament. The gazette outlines the tasks and responsibilities typical of each profession at every construction stage, the fee structures, and the typical deliverables of each profession. Each PSP is expected to abide by any of the Professional Services Contracts available on the market which the IDT may choose to use for specific projects. These include, but are not limited to the Professional Services Agreement (PROCSA), and the CIDB Standard Professional Services Contract and their variations or adaptations that may be tailored to suit the IDT.

The obligations and responsibilities for each part are outlined in these contracts, as well as dispute resolution processes.

Ethical issues such as conflict of interest and corruption, confidentiality and copyright, are covered in the Professional Services Agreements that the IDT may choose to use for particular contracts.

## 5. SCOPE DESCRIPTION

### 5.1 Built Environment Professions

As outlined in (3.2) above, each built environment profession will be guided by a government gazette that outlines the scope of services. Other allied professions which are outside the built environment also have their scope of services, but for purposes of this document, scope of work for the built environment professions only is outlined as follows: -

- (i) For Engineering Professionals (civil, structural, mechanical, electrical etc.) the scope of services and applicable rates will be in terms of the gazetted rates and services as contained in the Engineering Council of South Africa (ECSA) under section 34(2) of Engineering Professions Act, 2000 (Act No. 46 of 2000) as published in (Gazette No. 44333, Board Notice 669 of 2021).
- (ii) For the Construction Project Management Professionals, scope of services and applicable rates will be in terms of the gazetted rates and services as contained in The South African Council for Project & Construction Management Professionals (SACPCMP) under Section 34(2) of the Project and Construction Management Profession Act, 2000 (Act 48 of 2000) as published in (Gazette No. 42697, Board Notice 168 of 2019).
- (iii) For the Quantity Surveying Profession, the scope of services and applicable rates will be in terms of the gazette rates and services as contained in the South African Council for the Quantity Surveying Profession under Section 34(2) of the Quantity Surveying Profession Act 2000 (Act 49 of 2000) as published in (Gazette No. 52152, Board Notice 741 of 2025).
- (iv) For the Occupational Health and Safety Profession, the scope of services and applicable rates will be in terms of the gazette rates and services as contained in the tariff of professional fees in terms of the Standard Scope of Services for Construction Health and Safety Agencies Act 2000 (Act 48 of 2000) as published in (Gazette No. 42697, Board Notice 167 of 2019).
- (v) For the Architectural Profession, scope of services and applicable rates will be in terms of the gazette rates and services as contained in The South African Council for the Architectural Profession (SACAP) under Section 34(2) of the Architectural Profession Act 2000 (Act 44 of 2000) as published in (Gazette No. 43591, Board Notice 662 of 2020).

## **5.2 Scope of Allied Professions to the Built Environment Professions**

Section 3 recognizes that, increasingly, the organization may from time to time need to use PSPs which may not necessarily fall under the Built Environment, but which may be critical for successful implementation of various projects, be it on once-off or on continuous basis. Such services, but not limited to disciplines contained in Section (4) of this document.

### 5.3 SCOPE FOR PROFESSIONAL SERVICES

The Professional Service Provider's appointed on the panel will be responsible for but not limited to the following activities:

- Respond to all calls for repairs, remedial work, and replacements;
- Supervision for the replacement of damaged, worn out, or broken off fence sections;
- Steel palisade, concrete palisade, and all other fencing systems within the organization;
- Fencing installation as needed;
- Upgrades and Additions for Schools
- Water and Sanitation Services
- Installation of Boreholes
- Conduct investigations and provide corrective action on all work pertaining to various construction projects within the IDT Organization;
- Responds to all requests as they come in and identifies repair work-related activities with the organization.

## 6 GOVERNANCE AND ACCOUNTABILITY

The IDT's Supply Chain Management Policy and Procedures will apply during the bidding process and appointment of PSPs enlisted in the panel. The successful PSPs will be held to the strictest letter of the law when complying with the governing body for the respective professional group, as explained in Sections (5.1); (5.2) & (5.3) of this document. As a matter of principle for the successful outcome of the project/s, impeccable and scrupulous **professional conduct** will be expected at all times.

## 7 PROFESSIONAL QUALIFICATIONS

Read in conjunction with Sections 8 and 9 of this document, the successful bidder/s will be one/s that is/are:

- (i) Professionally registered with the appropriate professional councils, backed by an appropriate Act of Parliament as may be required (eg ECSA, SACPCMP, SACQSP, SACAP including the allied professions not included in the Built environment);
- (ii) Have an appropriate relevant qualification, from a reputable faculty of Higher Education institution within South Africa.
- (iii) In the case of foreign qualifications these should be SAQA approved;
- (iv) Have a minimum of 5 years' experience in the field of specialization post acquiring professional registration.

## 8 SPECIAL BID CONDITIONS

- (i) At least one of the Company Directors must be **always actively** professionally registered with the relevant discipline in order for the bid to be considered for evaluation. (If none of the Company Directors registered in the CK document and CSD are not registered with the relevant discipline, the bid shall be regarded as non-responsive and shall be disqualified). **Note: Any company that removes the Professionally Registered Director within their company shall be excluded from the RFQ process until they are able provide an equally registered Director for the company.**
- (ii) For Engineering disciplines, the PSP shall only be considered in the director's area of expertise. e.g. A company that has a director with a Civil Engineering qualification shall only be considered for the Civil Engineering Panel. (The PSPs shall always provide evidence of which category of engineering they are registered under on ECSA)
- (iii) The IDT shall not be liable to reimburse any costs incurred by the bidder during this bidding process.
- (iv) Request for clarification must be directed to the dedicated email five (5) working days before the closing date & time, as stated in the cover page.
- (v) Communication between the IDT and the bidder/s shall be in writing and shall be in the English language. The IDT shall not take any responsibility for non-receipt of communications from or by a bidder/s.
- (vi) Evaluation of this bid shall be carried out by the IDT's Bid Evaluation Committee (BEC). The Evaluator(s) shall, if necessary, contact bidders to seek clarification of any aspect of the bid.
- (vii) Bidders are prohibited to make any alterations or additions to this bid document, except to comply with instructions issued by the IDT. All signatories to the bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.
- (viii) It is expected that bidders are familiar with the geographical landscape of Mpumalanga Province.

## 9 MANDATORY RETURNABLE DOCUMENTS

Failure to submit one of the mandatory requirements listed below shall result in the bid being non-responsive and shall be disqualified:

- (i) Detailed full CIPC certificate or other authentic proof of company ownership documents.
- (ii) Certified ID Copies of Directors (certification not older three (3) months from bid closing date)
- (iii) Valid Active Proof of professional registration of the company director/(s) and other proposed resources (certification not older three (3) months from bid closing date)
- (iv) Proof of National Treasury (NT) Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number)
- (v) Compensation for Occupational Injuries and Diseases Act Certificate (COIDA) or Federated Employers Mutual Assurance (FEMA) Insurance
- (vi) Notarised Joint Venture Agreement (where applicable),
- (vii) Fully completed and signed Standard Bidding Documents as contained in the bid document (SBD 1; SBD 4; SBD 6.1)
- (viii) **Note: Failure to comply with any of the above-mentioned requirements shall render the bid non-responsive and shall result in automatic disqualification of the bid response.**

## 10 EVALUATION CRITERIA

The bid evaluation will be carried out on conclusion of mandatory returnable documents check and shall be subject to Section (9).

**10.1 STAGE 1 – Functionality NB// should a bidder select more than one (1) discipline / category, they must submit different functionality requirement for each discipline selected. (refer to Section (1-1-1.3))**

### 10.1.1 Evaluation Criteria

**Method 2 of evaluation of tender offers is applicable.**

The bids will be evaluated on functionality. Entities must score a minimum of 70% on functionality to qualify for further evaluation. Consultants approved on the panel will be evaluated on 80/20 or 90/10 Preference Point System during the RFQ process.

#### 10.1.1.1 Functionality Criteria

Criteria	Possible Maximum Score
Qualification, Registration and Experience of key personnel	50
Company's Experience in managing Projects	40
Client References	10
<b>TOTAL</b>	<b>100</b>

**a. Qualification, Registration and Experience of key personnel (50 points):**

Points are allocated for professional qualifications, professional registration and experience of allocated key personnel for the panel under consideration. For each key personnel allocated to the project, the bidder shall submit the following: Curriculum Vitae together with certified proof of qualifications and professional registration.

**b. Company's experience in managing building projects (40 points):**

Points are allocated for the bidding entity's experience in managing construction related projects **completed** (not currently running) in the past 15 years. The experience refers to major projects managed by the entity which are largely comprised of all types of construction works which have the complexity and value in accordance with the estimated construction cost for this project. **To score points for the above, bidders are required to submit the following:**

10.1.1.1.1 Letters of appointments for projects listed under the "Project Experience" returnable schedule.

10.1.1.1.2 Confirmation of project completion by the Client for projects listed under the "Project Experience" returnable schedule.

**NB: Non-submission of any of the above-mentioned documents confirming bidder's experience will result in the bidder not scoring any points**

**c. Client References on company's experience in managing projects (10 points):**

Points are allocated for performance of the bidders on previous projects completed. Client Reference Scorecards" shall be submitted for scoring (see returnable

Evaluation points will be awarded in terms of the following tables:

i. **EVALUATION CRITERIA FOR PROJECT MANAGERS**

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.2.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
<b>Name of Staff Member</b>	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree</b>
1. Accountable professional: Project Leader	3	5
2. Responsible Professional: Project Manager	3	5
<b>Subtotal number of points</b>	<b>6</b>	<b>10</b>
Evidence Required	Attach certified qualifications (less than 3 months from closing date)	

**Professional Registration of Proposed Resources**

<b>10.2.2.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)</b>		
<b>Name of Staff Member</b>	<b>Professional Registration</b>	
	<b>None</b>	<b>Pr. CPM</b>
1. Accountable professional; Project Leader	0	10
2. Responsible Professional; Project Manager	0	10
<b>Subtotal number of points</b>	<b>0</b>	<b>20</b>
Evidence Required	Attach certified professional registration certificate (less than 3 months from closing date)	

**Experience of Proposed Resources**

<b>10.1.2.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)</b>			
<b>Name of Proposed Personnel</b>	<b>Experience of proposed key personnel, post professional registration (20 points)</b>		
	<b>Less than 5 Years</b>	<b>5 - 10 Years</b>	<b>Over 10 Years</b>
1. Accountable professional: Project Leader	2	5	10
2. Responsible Professional: Project Manager	2	5	10
<b>Sub-total number of points</b>	<b>4</b>	<b>10</b>	<b>20</b>
Evidence Required	Attach CV signed by the proposed resource		

**Company experience in managing major construction projects (40 points)**

Project	Completed Project
Project 1	10
Project 2	10
Project 3	10
Project 4	10
<b>Sub-total number of points</b>	<b>40</b>
<b>Evidence Required</b>	Signed appointment letters on clients letterhead and fully signed completion certificates

**Client References on company's experience in managing major construction projects (10 points):**

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
<b>Total number of points</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>10</b>
<b>Evidence Required</b>	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

**ii. EVALUATION CRITERIA FOR ARCHITECT AND QUANTITY SURVEYORS**

**Qualifications of Proposed Resources (50 Points)**

10.1.3.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)		
Name of Staff Member	Qualification (10 points)	
	Diploma	Degree
1. Accountable professional: Project Leader	2.5	5
2. Responsible Professional: Architect / QS	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>
<b>Evidence Required</b>	Attach certified qualifications (less than 3 months from closing date)	

### Professional Registration of Proposed Resources

10.2.3.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)		
Name of Staff Member	Professional Registration	
	Pr. Technologist Arch / QS	Pr. Arch / QS
1. Accountable professional: Project Leader	6	10
2. Responsible Professional: Architect / QS	6	10
<b>Subtotal number of points</b>	<b>12</b>	<b>20</b>
Evidence Required	Attach certified professional registration certificate (less than 3 months from closing date)	

### Experience of Proposed Resources

10.1.3.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)			
Name of Proposed Personnel	Experience of proposed key personnel, post professional registration (20 points)		
	Less than 5 Years	5 - 10 Years	Over 10 Years
1. Accountable professional: Project Leader	2	5	10
2. Responsible Professional: Architect / QS	2	5	10
<b>Subtotal number of points</b>	<b>4</b>	<b>10</b>	<b>20</b>
Evidence Required	Attach CV signed by the proposed resource		

### Company experience in managing building projects (40 points)

Project	Completed Project
Project 1	10
Project 2	10
Project 3	10
Project 4	10
<b>Sub-total number of points</b>	<b>40</b>
<b>Evidence Required</b>	Signed appointment letters on clients letterhead and fully signed completion certificates

**Client References on company's experience in managing building projects (10 points):**

<b>Evaluation sub-criteria: Client's Reference (10 points)</b>				
Projects	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
<b>Total number of points</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>10</b>
<b>Evidence Required</b>	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

**iii. EVALUATION CRITERIA FOR ENGINEERS**

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.4.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
Name of Staff Member	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree</b>
1. Accountable professional: Project Leader	2.5	5
2. Responsible Professional: Engineer/ Technologist/ Technician	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>
<b>Evidence Required</b>	Attach certified qualifications (less than 3 months from closing date)	

**Professional Registration of Proposed Resources**

<b>10.2.4.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)</b>		
Name of Staff Member	<b>Professional Registration</b>	
	<b>Pr. Techni</b>	<b>Pr. Tech/Pr.Eng</b>
1. Accountable professional: Project Leader	5	10
2. Responsible Professional: Engineer/ Technologist/ Technician	5	10
<b>Subtotal number of points</b>	<b>10</b>	<b>20</b>
<b>Evidence Required</b>	Attach certified professional registration certificate (less than 3 months from closing date)	

## Experience of Proposed Resources

<b>10.1.4.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)</b>			
<b>Name of Proposed Personnel</b>	<b>Experience of proposed key personnel, post professional registration (20 points)</b>		
	<b>Less than 5 Years</b>	<b>5 - 10 Years</b>	<b>Over 10 Years</b>
1. Accountable professional: Project Leader	<b>2.5</b>	<b>5</b>	<b>10</b>
2. Responsible Professional: Engineer/ Technologist/ Technician	<b>2.5</b>	<b>5</b>	<b>10</b>
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>20</b>
<b>Evidence Required</b>	Attach detailed CV showing experience.		

## Company experience in managing projects (40 points)

<b>Project</b>	<b>Completed Project</b>
Project 1	10
Project 2	10
Project 3	10
Project 4	10
<b>Sub-total number of points</b>	<b>40</b>
<b>Evidence Required</b>	Signed appointment letters on clients letterhead and fully signed completion certificates

## Client References on company's experience in managing building projects (10 points):

<b>Evaluation sub-criteria: Client's Reference (10 points)</b>				
<b>Projects</b>	<b>Overall assessment by Client</b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
<b>Total number of points</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>10</b>
<b>Evidence Required</b>	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

iv. **EVALUATION CRITERIA FOR OHS**

**Qualifications of Proposed Resources (50 Points)**

<b>10.1.5.1 - Evaluation sub-criteria: Qualifications of proposed resources (10 points)</b>		
<b>Name of Staff Member</b>	<b>Qualification (10 points)</b>	
	<b>Diploma</b>	<b>Degree</b>
1. Accountable professional: Project Leader	2.5	5
2. Responsible Professional: OHS Agent	2.5	5
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>
Evidence Required	Attach certified qualifications (less than 3 months from closing date)	

**Professional Registration of Proposed Resources**

<b>10.2.5.2 - Evaluation sub-criteria: Professional Registration of proposed resources (20 points)</b>		
<b>Name of Staff Member</b>	<b>Professional Registration</b>	
	<b>CHSM</b>	<b>Pr. CHSA</b>
1. Accountable professional: Project Leader	0	10
2. Responsible Professional: Project Manager	5	10
<b>Subtotal number of points</b>	<b>5</b>	<b>20</b>
Evidence Required	Attach certified professional registration certificate (less than 3 months from closing date)	

**Experience of Proposed Resources**

<b>10.1.5.3 – Evaluation sub-criteria: Experience of proposed key personnel (20 points)</b>			
<b>Name of Proposed Personnel</b>	<b>Experience of proposed key personnel, post professional registration (20 points)</b>		
	<b>Less than 5 Years</b>	<b>5 - 10 Years</b>	<b>Over 10 Years</b>
1. Accountable professional: Project Leader	2.5	5	10
2. Responsible Professional: Project Manager	2.5	5	10
<b>Subtotal number of points</b>	<b>5</b>	<b>10</b>	<b>20</b>
Evidence Required	Attach detailed CV showing experience.		

**Company experience in managing building projects (40 points)**

Project	Completed Project
Project 1	10
Project 2	10
Project 3	10
Project 4	10
<b>Sub-total number of points</b>	<b>40</b>
<b>Evidence Required</b>	Signed appointment letters on clients letterhead and fully signed completion certificates

**Client References on company's experience in managing building projects (10 points):**

Evaluation sub-criteria: Client's Reference (10 points)				
Projects	Overall assessment by Client			
	Poor	Fair	Good	Excellent
Project 1	0	1	2	2.5
Project 2	0	1	2	2.5
Project 3	0	1	2	2.5
Project 4	0	1	2	2.5
<b>Total number of points</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>10</b>
<b>Evidence Required</b>	Client signed and rated reference letters on the reference format on page 38 - 41 for completed projects listed above.			

**10.1 STAGE 2 – Price and Specific Goals Evaluation (Applicable during the implementation of the panel)**

- (i) The stage 2 will only be applicable during request for quotations which will be limited to only PSP who will be approved in the panel for price and preferential goals point allocation.
- (ii) When pricing proposals / RFQs are called for, bidders that will be invited to bid in line with the IDT's SCM Policy will be required to submit proof of evidence for specific goals for the allocation of points.
- (iii) The IDT has decided to cap discounts at 20% to manage the risk to a greater extent so that professionals appointed eliminate the risk of abandoning sites due to non-completion of services and the further risk of requesting more funds to finalize the projects.
- (iv) Minimum of 10 bidders will be invited per discipline for each assignment and the selection method will be based on a numerical group segmentation of all the bidders in the approved panel.

### **10.2 General Condition**

- (i) The tender shall be valid for 120 calendar days from bid closing date.
- (ii) No late, bids, copies, e-mailed or faxed documents will be considered.
- (iii) Bids must be submitted by no later than **12h00 on Tuesday 06 May 2025**. Any bid documents received after closing date and time will **NOT** be considered.

### **10.3 DISCLAIMER**

- (i) IDT reserves the right to cancel or withdraw this expression of interest without prior notice and without furnishing any reasons whatsoever.
- (ii) Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to bid.

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE**  
(To be completed by bidder)

**THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)**

.....

**WHO REPRESENTS (state name of bidder)**

.....

**I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.**

**AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.**

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:.....**

## **SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE MPUMALANGA SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

## CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Mpumalanga Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Bidding Documents, the Mpumalanga Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the Mpumalanga Conditions of Contract, with which I/we are fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
.....  
.....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
  5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
  6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.
7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

7.(1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.

7.(2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-

- (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
- (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....**

.....  
**SIGNATURE OF BIDDER OR DULY**

.....  
**NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE**

**ON BEHALF OF (BIDDER'S NAME)**

.....

**CAPACITY OF SIGNATORY**

.....

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE) .....**

.....

**POSTAL ADDRESS .....**

.....

**TELEPHONE NUMBER:** .....

**FAX NUMBER:** .....

**CELLULAR PHONE NUMBER:** .....

**E-MAIL ADDRESS:** .....

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))</b>					
BID NUMBER:	IDTMPU-PSP-PANEL-2025-2028	CLOSING DATE: 06 May 2025	CLOSING TIME:	12:00	
DESCRIPTION	EXPRESSION OF INTEREST FOR MPUMALANGA PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
MPUMALANGA INDEPENDENT DEVELOPMENT TRUST					
ABSA SQUARE COMPLEX					
24 PAUL KRUGER STREET					
MBOMBELA 1200					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Surprise Mthombeni		CONTACT PERSON	Syandisa Dlomo	
TELEPHONE NUMBER	013 752 2200		TELEPHONE NUMBER	013 752 2200	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	surprisem@idt.org.za		E-MAIL ADDRESS	syandisad@idt.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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS</b>					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
--	--	---

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>

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](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

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

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

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

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### 1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black	2	4
Total points for Price and SPECIFIC GOALS	100	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black	2	4		

### Source Documents to be submitted with the Bid or RFQ

- \*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- \*Woman (Originally Certified ID Document)
- \*Youth (Originally Certified ID Document)
- \*People with Disability (Letter from the Dr. Confirming the Disability)
- \*Black Ownership (Originally Certified ID Document)

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph

1 of this form; iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct; iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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

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

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

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<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.

**EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES**

**PROJECT NAME 1:**

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client: \_\_\_\_\_

Tender Amount R\_\_\_\_\_

Name of Project and description: \_\_\_\_\_

Contract Duration\_\_\_\_\_

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client Signature•\_\_\_\_\_ Date\_\_\_\_\_

OFFICIAL STAMP

**EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES****PROJECT NAME 2:**

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client: \_\_\_\_\_

Tender Amount R\_\_\_\_\_

Name of Project and description: \_\_\_\_\_

Contract Duration\_\_\_\_\_

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct  
and I understand that I will be held responsible for any misrepresentation

Client Signature•\_\_\_\_\_ Date\_\_\_\_\_

OFFICIAL STAMP

**EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES****PROJECT NAME 3:**

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client: \_\_\_\_\_

Tender Amount R\_\_\_\_\_

Name of Project and description: \_\_\_\_\_

Contract Duration\_\_\_\_\_

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct  
and I understand that I will be held responsible for any misrepresentation

Client Signature•\_\_\_\_\_ Date\_\_\_\_\_

OFFICIAL STAMP

**EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES****PROJECT NAME 4:**

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client: \_\_\_\_\_

Tender Amount R\_\_\_\_\_

Name of Project and description: \_\_\_\_\_

Contract Duration\_\_\_\_\_

**RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE**

DESCRIPTION	SCORE	TICK APPROPRIATE CORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct  
and I understand that I will be held responsible for any misrepresentation

Client Signature•\_\_\_\_\_ Date\_\_\_\_\_

OFFICIAL STAMP

