



Elundini Local Municipality Tender Notice and Invitation to Tender

The Elundini Local Council invites tenders for professional services relating to the implementation of SIPDM to enter into a 3 year framework term with without a guarantee of a quantum of work.

Title	Bid No
Framework contract for a range of technical support services to facilitate the implementation of the Standard for Infrastructure Procurement Delivery Management (SIPDM)	ELM-3/009/2018-2019

Service area and name of key person (state the name of the key person against the service area)

Service area	Key person
Electricity	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act
Civil	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act
Architectural	Registered in a professional category of registration in terms of the Architectural Profession Act, the Landscape Architectural Profession Act, the Project and Construction Management Professions Act
Quantity Surveying	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act of 2000 or as a Registered as a professional quantity surveyor in terms of the Quantity Surveying Profession Act

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders. Detailed eligibility criteria is as explained in the tender data.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents form the SCM unit. The tender documents will be available from Monday, **27 August 2018**.

Queries relating to the issue of these documents may be addressed to Ms H Mdzulwana, Tel No. 045 932 8100 or email: hlubikazi@elundini.gov.za

Technical enquiries may be addressed to Mrs S Sako, Tel No. 045 932 8100 or email: sisekhos@elundini.gov.za

A **compulsory clarification meeting** with representatives of the Employer will take place at the Maclear Town Hall on Friday, 31 August 2018 starting at 10:00 to 11:00. **Late arrivals will only be considered up to 10H15**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER** must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Maclear, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Tuesday, 25 September 2018** at which time the tenders will be opened in public. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued.

The scope of work, eligibility criteria and functionality evaluation criteria will be uploaded on the municipality's website www.elundini.gov.za

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



K GASHI MUNICIPAL MANAGER

Elundini Local Municipality

Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Construction Procurement – Part 3: Standard conditions of tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. These standards should be read in conjunction with the National Treasury's Standard for Infrastructure Procurement and Delivery Management (SIPDM).

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

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

Clause number	Tender Data
3.1	The Employer is the Elundini Local Municipality
3.2	The Tender Documents issued by the Employer comprise the documents listed on the contents page.

3.4	<p>The employer's agent is :</p> <p>Mrs S Sako</p> <p>Tel No. 045 932 8216</p> <p>Fax 086 505 9447</p> <p>email: sisekhos@elundini.gov.za</p>								
4.1	<p>Only those tenderers who have been represented by one of their full time employees at the compulsory clarification meeting, who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <p>1. The tenderer:</p> <p>a) Is not an unincorporated joint venture; and</p> <p>b) Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to continue to function in the event of a death or withdrawal of one of the partners;</p> <p>2. a) The tenderer can provide at least three contactable client references for each key person in providing services similar to those which may be required in terms of the tendered service area, which are currently being rendered or have been satisfactorily completed during the last five years.</p> <p>b) The tenderer has in its full time employ a key person who will provide the service or under whose active and personal direction, control and supervision the service is to be provided, who has at least 3 years of experience in working in the service area tendered for and has, in the case of the following service areas, at least one of the following professional registrations:</p> <table border="1" data-bbox="300 1478 1471 1975"> <thead> <tr> <th data-bbox="300 1478 523 1585">Service area</th> <th data-bbox="523 1478 1471 1585">Key person</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1585 523 1727">Electricity</td> <td data-bbox="523 1585 1471 1727">Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act</td> </tr> <tr> <td data-bbox="300 1727 523 1868">Civil</td> <td data-bbox="523 1727 1471 1868">Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act</td> </tr> <tr> <td data-bbox="300 1868 523 1975">Architectural</td> <td data-bbox="523 1868 1471 1975">Registered in a professional category of registration in terms of the Architectural Profession Act, the Landscape Architectural Profession Act, the Project and Construction Management Professions Act</td> </tr> </tbody> </table>	Service area	Key person	Electricity	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act	Civil	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act	Architectural	Registered in a professional category of registration in terms of the Architectural Profession Act, the Landscape Architectural Profession Act, the Project and Construction Management Professions Act
Service area	Key person								
Electricity	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act								
Civil	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act								
Architectural	Registered in a professional category of registration in terms of the Architectural Profession Act, the Landscape Architectural Profession Act, the Project and Construction Management Professions Act								

	<table border="1"> <tr> <td data-bbox="293 219 528 427">Quantity Surveying</td> <td data-bbox="528 219 1485 427"> Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act of 2000 or as a Registered as a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional project manager or a professional construction manager in terms of the Project and Construction Management Professions Act </td> </tr> </table>	Quantity Surveying	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act of 2000 or as a Registered as a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional project manager or a professional construction manager in terms of the Project and Construction Management Professions Act
Quantity Surveying	Registered as a professional engineer or professional engineering technologist in terms of the Engineering Profession Act of 2000 or as a Registered as a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional project manager or a professional construction manager in terms of the Project and Construction Management Professions Act		
	<ol style="list-style-type: none"> 4. The tendering entity is either a member of Consulting Engineers South Africa(CESA) or South African Quantity Surveyors (ASAQS) or South African Council for the Architectural Profession (SACAP) or South African Council for the Project and Construction Management Professions (SACPCMP) or has at least 50 % of its directors and members, in the case of a company and close corporation respectively, or partners in the case of partnerships, professionally registered as a Professional engineer in the above bodies 5. The tenderer has provided proof of total annual cost of employment for the key person identified 6. The tenderer can provide at least three contactable client references for the provision of Technical support services to facilitate the implementation of the (SIPDM) in NEC 3 Framework contract for Electricity or Civil or Architectural or Quantity Surveying services which generated a fee income of at least R0,75 m per project including VAT and which has been satisfactorily completed during the last five years. 7. All key persons must have an NEC 3 competency certificate 8. The tenderer confirms that the tenderer's turnover over the preceding financial year is not less than R1,5 million(Attach suitable financial statements for the preceding financial year within 12 months of the year end) 9. Tenderer must attach an appointment letter and client letter confirming that he has undertaken NEC 3 tender evaluation as part of his appointment for all projects claimed 10. The tendering entity has professional indemnity insurance cover issued by a reputable insurer in an amount of not less than R 3,0 million in respect of a claim without limit to the number of claims. 		
4.7	<p>The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender.</p> <p>A full time employee of the tenderer must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be evaluated from only from those tendering entities appearing on the attendance list.</p>		
4.12	No alternative tender offers will be considered		
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. No copies are required		

<p>4.13.5 4.15</p>	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p>Location of tender box: Elundini Municipality Cashier's reception area Finance Department</p> <p>Physical address: 1 Seller Street Maclear 5480</p> <p>Identification details: Tender no, Title of Tender and the closing date and time for tenders</p> <p>The tender box is only open on weekdays between 08:00 and 16:00</p>
<p>4.13.6</p>	<p>Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</p>
<p>4.15</p>	<p>The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.</p>
<p>4.16.1</p>	<p>The tender offer validity period is 8 weeks.</p>
<p>4.13.4</p>	<p>The tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> 1) A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing. 2) a copy of the tenderer's professional indemnity insurance; and 3) a copy of certificate in relevant Professional Body for the Principal Consultant (key person) 4) NEC 3 competency certificate for key person 5) The tenderer confirms that the tenderer's turnover over the preceding financial year is not less than R1,5 million(Attach suitable financial statements for the preceding financial year within 12 months of the year end) 6)Tenderer must attach an appointment letter and client letter confirming that he has undertaken NEC 3 tender evaluation as part of his appointment for all projects claimed
<p>5.1</p>	<p>The Employer will respond to requests for clarification received up to 3 working days before the tender closing time.</p>
<p>5.4</p>	<p>Tenders will be opened immediately after the closing time for tenders.</p>
<p>5.11.1</p>	<p>The financial offer will be reduced to a comparative offer using the Tender Assessment Schedule.</p>

5.11.5

The procedure for the evaluation of responsive tenders is Method 4

The total number of tender evaluation points (T_{EV}) shall be determined in accordance with the following formula.

$$T_{EV} = 0,6 (N_{FO} + N_P) + 0,4 N_Q$$

N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7 where the score for financial offer is calculated using Formula 2 and W_1 equals 80.

$$A = (1 - (P - P_m))$$

P_m

N_P is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule

N_Q is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9 where $W_2 = 100$.

Up to 100 minus W_1 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.

5.11.9

The quality criteria and maximum score in respect of each of the criteria are as follows:

Quality criteria	Sub-criteria	Maximum number of points
Experience of Principal Consultant (Key persons) (Schedule 1)	Professional profile in relation to the required service	30
	Experience in relation to the required service	30
Value add (Schedule 2)	Approach paper	40
Maximum possible score for quality (M_s)		100

Each evaluation criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality.

The minimum number of evaluation points for quality is 70.

5.13	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing; b) the tenderer or any of its principals is not listed on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 or on National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za) c) the tenderer has not: <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect; d) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process; and e) the tenderer is not more than three months in arrears in its municipal rates and taxes or municipal service charges, if applicable.
5.17	<p>The number of paper copies of the signed contract to be provided by the employer is one.</p> <p>The additional conditions of tender are:</p> <p>Awarding of multiple contracts</p> <p>Notwithstanding the requirements of 5.11, a limited number of contracts will be entered into with the highest scoring tenderers to ensure a reasonable geographic spread of key persons across South Africa. The procedure for recommending tenderers for framework contracts will be as follows:</p> <ol style="list-style-type: none"> 1) The highest scoring tenderer will be recommended for the award of a contract. 2) The highest scoring tenderer whose key person's home base (office from which the key person ordinarily works from) is more than 100 km from another key person's office who is recommended for an award of a contract will be recommended for an award of a contract provided that the tendered staff rate is reasonable. 3) Point 2) will be repeated until such time that all the home bases of all key persons have been considered. 4) National, provincial and regional capacity considerations will determine whether or not recommendations will be made to award further contracts to the next highest points scoring tenderers within a 100 km radius of the home base of those recommend for the award of a contract under item 1. <p>Offering of more than one key person in a particular service area</p> <p>A tenderer may offer more than one key person for a particular service area provided that separate and complete tender submissions are made in respect of each key person covering the same service area.</p> <p>Key persons who are capable of providing services in more than one service area</p> <p>A tenderer may offer the services of a key person to provide services in more than one area in a single submission</p>

List of returnable documents

1 Documentation to demonstrate eligibility to have tenders evaluated (see F2.1)

- Practice declaration

Note: Failure to complete this documents will result in the tender not being eligible to be evaluated

2 Returnable Schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant:

- Compulsory Enterprise Questionnaire
- Attendance of compulsory clarification meeting
- Record of Addenda to Tender Documents
- Preferencing Schedule: Broad Based Black Economic Empowerment Status, if preference claimed
- Practice Declaration
- Evaluation schedule 1: Principal Consultant (Key persons)
- Evaluation Schedule 2: Value added by Tenderer
- Evaluation schedule 3: Approach paper

The Tenderer's attention is drawn to the eligibility criteria which require the tenderer to provide the required evidence in their tender submissions in order to be eligible to have their tenders evaluated.

Tenderers who fail to provide the required documentation will not have

3 Other documents required for tender evaluation purposes

The tenderer must provide the following returnable documents:

- Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (see www.sanas.co.za/directory/bbee_default.php) or a registered auditors approved by IRBA if preference points are claimed in respect of Broad-Based Black Economic Empowerment.
- A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing
- a copy of the entity's professional indemnity insurance certificate
- a copy of Engineering Council of South Africa registration certificate for the Principal Consultant (key person)
- suitable financial statements for the preceding financial year within 12 months of the financial year end which are in accordance with legislative requirements
- proof of membership of Consulting Engineers South Africa, if applicable
- a statement of municipal account which is not older than three months

4 Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract

None

5 Other documents that will be incorporated into the contract

The Tenderer's attention is drawn to Part 2 of the Contract Data which requires the Tenderer to tender staff rates. Failure to tender the staff rates will render the tender non-responsive. Failure to tender the staff rates in the prescribed manner may compromise the competitiveness of the tenderer.

Compulsory Enterprise Questionnaire

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

Section 1: Name of enterprise:

Name of contract person for the purpose of this tender:

Email: **Postal address:**

Telephone

Fax **Physical address:**

Section 2: VAT registration number, if any:

Section 3: Professional body registration number:.....

Section 4: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 5: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a director or voting members of a company established in terms of the Companies Act, 2008 (Act 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984), who jointly and severally with his other partners, co-directors or co-members, as the case may be, bears the risk of business and takes responsibility for the management and liabilities of the partnership, company, or close corporation

Full name of principal	Identity number	Personal income tax reference number	State employee number / Peral number

Attach separate page if necessary

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

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

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

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

*insert separate page if necessary

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

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

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

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

*insert separate page if necessary

Section 8: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

Yes No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 9: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that:

- i) neither the name of the tendering entity or any of its principals appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment;
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers

- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- vii) the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Attendance of compulsory clarification meeting

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity, confirms that the following full time employee attended the compulsory site clarification meeting and signed the attendance register:

Name:

Identity number:

Telephone no:

Job description:

Record of Addenda to tender documents

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

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

Preferencing schedule: Broad Based Black Economic Empowerment Status

Preamble

Section 10(b) of the Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003) states that *“Every organ of state and public entity must take into account and, as far as is reasonably possible, apply any relevant code of good practice issued in terms of this Act in developing and implementing a preferential procurement policy.”*

A number of codes of good practice have been issued in terms of Section 9(1) of the B-BBEE Act of 2003 including a generic code of good practice (see Government Gazette No 29617 of 9 February 2007) and various sector codes including the Construction Sector Code (see Government Gazette No 32305 of 5 June 2009) which applies to entities which conducts construction related activities provided that the majority of that entity’s turnover is as a result of construction activities.

The sector codes vary the metrics, weightings and targets used in the generic code of good practice to establish the overall performance of an entity and its B-BBEE status. The thresholds relating to Micro Exempt and Small Qualifying Enterprises have been adjusted in the Construction and Tourism Sector Codes.

The B-BBEE status needs to be assessed in accordance with the preferential procurement policy framework act, 2000: preferential procurement regulations, 2017.

1 Conditions associated with the granting of preferences

Tenderers who claim a preference shall provide sufficient evidence of their B-BBEE Status in accordance with the requirements of section 2 in respect of the applicable code as at the closing time for submissions, failing which their claims for preferences will be rejected.

2 Sufficient evidence of qualification

2.1 Exempted micro enterprises (EMEs) or qualifying small business enterprise (QSE)

2.1.1 Sufficient evidence of qualification as an Exempted Micro-Enterprise or Qualifying Small Business Enterprise qualification contributor is an auditor’s certificate or similar certificate issued by an accounting officer in respect of the entity’s last financial year or a 12 month period which overlaps with its current financial year or a certificate issued by a verification agency and which is valid as at the closing date for submissions.

2.1.2 Sufficient evidence of qualification for a higher B-BBEE status in terms of the small qualifying scorecard shall be as stated in 2.2.

2.2 Enterprises other than exempted micro enterprises (EMEs) and qualifying small business enterprises (QSE)

Sufficient evidence of B-BBEE Status is a certificate issued by a verification agency or registered auditors approved by Independent Regulatory Board for Auditors (IRBA) in terms of National Treasury's Implementation Guide: Preferential Procurement Regulations, 2011, Pertaining to the Preferential Procurement Policy Framework Act, and which is valid as at the closing date for submissions.

3 Tender preferences claimed

The scoring shall be as follows:

B-BBEE status level contributor determined in accordance with the preferential procurement policy framework act, 2000: preferential procurement regulations, 2017	No. of Points
Form not completed or no-complaint contributor	0
Level 8 contributor	2
Level 7 contributor	4
Level 6 contributor	6
Level 5 contributor	8
Level 4 contributor	12
Level 3 contributor	14
Level 2 or contributor	18
Level 1 contributor	20

4 Declaration

The tenderer declares that

- a) the tendering entity is a Level contributor as at the closing date for tenders
- b) the tendering entity has been measured in terms of the following code (*tick applicable box*)

<input type="checkbox"/> Generic code of good practice	<input type="checkbox"/> Forest Sector Code
<input type="checkbox"/> Integrated Transport Sector Codes	<input type="checkbox"/> Tourism Sector Code
<input type="checkbox"/> Construction Sector Code	<input type="checkbox"/> Chartered Accountancy Sector Code
<input type="checkbox"/> Other – specify	
- c) the contents of the declarations made in terms of a) and b) above are within my personal knowledge and are to the best of my belief both true and correct

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tenderer confirms that he / she understands the conditions under which such preferences are granted and confirms that the tenderer satisfies the conditions pertaining to the granting of tender preferences.

Signature :

Name :

Duly authorised to sign on behalf of :

Telephone :

Fax: Date :

Name of witness signature of witness

Note: 1) Failure to complete the declaration will lead to the rejection of a claim for a preference

- 2) Supporting documentation of the abovementioned claim for a preference must be submitted with the tender submission to be eligible for a preference

Practice Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tenderer confirms that:

1) The tenderer is not an unincorporated joint venture and is (tick appropriate box):

a close corporation – ck no

a company – company no

a partnership

(Attach Proof of company registration in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or partnership agreement as applicable)

2) The primary business of the tendering entity is to provide technology based intellectual services to clients

3) The tenderer has in their full time employ the following Principal Consultant (or key person whose name is stated as such in Part 2 of the Contract Data) i.e. the person who will provide the service or under whose direction the service is to be provided (see scope of work):

4) The tenderer (tick one box):

is a member firm of Consulting Engineers South Africa or South African Quantity Surveyors (ASAQS) or South African Council for the Architectural Profession (SACAP) or South African Council for the Project and Construction Management Professions;

(Attach a copy of the firm's membership certificate with CESA or ASAQS or SACAP or SACPCMP)

has at least 50% of its directors, members or partners, as relevant, who are professionally registered as Professional Engineers or Professional Engineering Technologists or Professional Architects or Professional Architectural Technologist or Professional Quantity Surveyors or Professional Project Managers/ Construction Managers

(Complete the following tabulation providing the names of all directors, members or partners and their registration particulars and attach certified Registration Certificates)

Service Area	Name of key person	Identity number	Town where key person is based	Professional registration type and number e.g. PrEng no xxxxxxxx
Electricity				
Civil				
Architectural				
Quantity Surveying				

5) The tenderer confirms that professional indemnity cover is in place in an amount of not less than R3,0 million without a limit to the number of claims

(Attach a copy of the professional indemnity professional cover)

6) The tenderer confirms that the tenderer's turnover over the preceding financial year is not less than R1,5 million.

(Attach suitable financial statements for the preceding financial year within 12 months of the year end)

7) Tenderer must attach an appointment letter and client letter confirming that he has undertaken NEC 3 tender evaluation as part of his appointment for all projects claimed (both an appointment letter and a reference letter detailing the required information need to be produced)

- 8) The tenderer can provide at least three contactable client references for each key person which generated a fee income of at least R0,75 m including VAT and which has been satisfactorily completed during the last five years are as follows:

Service Area	Contactable client reference 1	Contactable client reference 2	Contactable client reference 3
Electrical Engineering			
Name of reference : Tel no(s) of contact person: Referee organization:			
Civil Engineering			
Name of reference : Tel no(s) of contact person: Referee organization:			
Architect			
Name of reference : Tel no(s) of contact person: Referee organization:			
Quantity Surveyor			
Name of reference : Tel no(s) of contact person:			

Referee organization:			
-----------------------	--	--	--

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Evaluation Schedule1 : Experience of Principal Consultant (key person)

The experience of the Principal Consultant (Key person whose name is stated as such in Part 2 of the Contract Data) will be evaluated i.e. the person who will provide the services or under whose direction the services is to be provided (see scope of work).

This will be undertaken in relation to:

- 1) Professional profile: general experience (total duration of professional activity), level of education and training and positions held which have a bearing on the required service.
- 2) Experience in relation to the required services

A CV of the Principal Consultant of not more than 4 pages must be attached to this schedule. Each CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate experience (year, organization and position / responsibilities)
- 5 Outline of assignments / experience that has a bearing on the required services giving dates, nature and scope of that has been undertaken including the level of responsibility
- 6 Professional activities which have a bearing on the service

Certificates / suitable proof of membership must be attached to this schedule

The scoring for the professional profile will be as follows:

Evaluation Schedule 2: Value add by tenderer

The value added by the tenderer in delivering the service will be evaluated i.e. the answer to the question as to why the Employer will derive better value for money by contracting with the tenderer rather than with any other tenderer.

Examples of value add include:

- internal quality control systems
- previous or current work related to the required service
- local knowledge
- office in the vicinity where the works are required
- depth of in-house expertise in the design and implementation of surfaced roads apart from that residing in the Principal

Consultant

- approach to the provision of the required service
- software packages, proprietary products, etc

The tenderer must briefly outline the value add offered in not more than four pages and attach this to this page. The tenderer should also state what value add other staff members will provide to the service.

The approach paper must respond to the scope of work, the nature of the contract, the required resources and outline the proposed approach /methodology including that relating to the programming and management of key processes. The approach paper as such needs to:

- Outline the proposed
methodology and systems which will be employed.

- Articulate what value add the
tenderer will provide in achieving the stated and implied objectives for the project including the secondary
(developmental) objectives.

The tenderer should as such explain his / her understanding of the objectives of the project, highlight the issues of importance and explain the strategic approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a high level quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The approach paper will be evaluated in relation to the scope of work from the approach to delivering projects. The approach paper should not be longer than 05 pages.

The scoring of the tenderer's value added will be as follows:

0	Tenderer has submitted no information or inadequate information to determine scoring level.
Poor (score 10)	Tenderer offers limited value add to the required service
Satisfactory (score 20)	Tenderer offers attractive value add to the required service
Good (score 30)	Tenderer offers very desirable value add to the required service
Very good (score 40)	Tenderer offers exceptional value add to the service required.