



Northern Cape Department of Education

REQUEST FOR PROPOSAL FOR INFRASTRUCTURE PROFESSIONAL SERVICES PROVIDERS

BID NUMBER: NC/DE/001/2021/2022

CLOSING **Date:** 21 MAY 2021
 Time: 11:00

DESCRIPTION: APPOINTMENT TO A PANEL OF INFRASTRUCTURE PROFESSIONAL SERVICE PROVIDERS (PSP'S) FOR A PERIOD OF 5 YEARS TO PROVIDE PLANNING, DESIGN, DOCUMENTATION AND CONSTRUCTION PROJECT MANAGEMENT FOR INFRASTRUCTURE DELIVERY FOR NORTHERN CAPE DEPARTMENT OF EDUCATION

**BRIEFING
SESSION:**

Yes ☒

No ☐

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Date:

Email address:

Telephone Number:

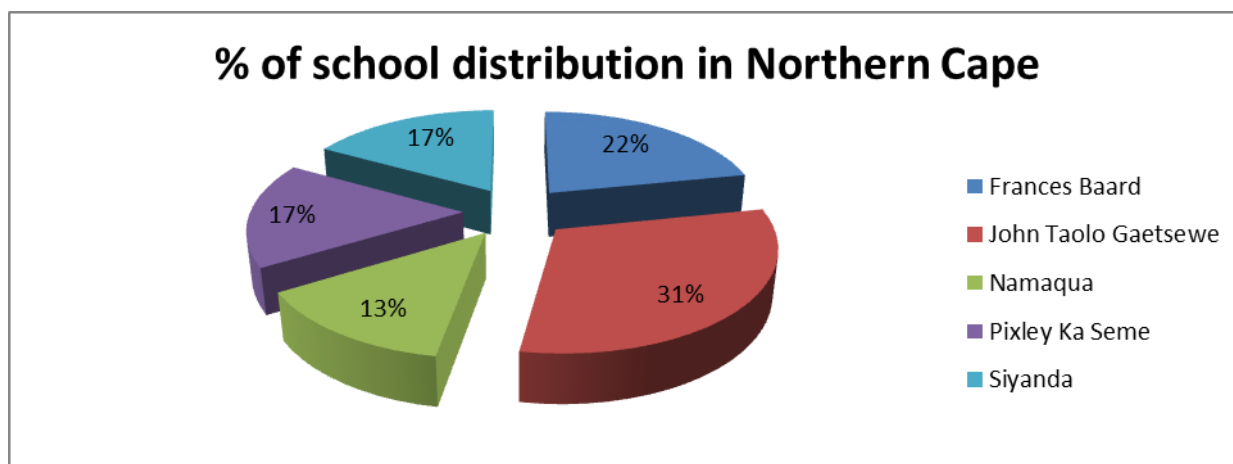
Cellular Number:

Fax Number:

The bidders are to submit one (1) original bid and one (1) copy
Procurement process administered by Northern Cape Department of Education

BACKGROUND

The Northern Cape is the largest province in South Africa with regard to land mass, yet boasts approximately 2.2% of South Africa's total population. There is a total of 594 schools in the Northern Cape distributed within 5 Provincial Districts.



GRAPH 1 – Distribution of Schools per district in the Northern Cape

The objective of the Northern Cape Provincial Education Department (NCPED) is to bring all Public Ordinary Schools to optimal functionality as prescribed in the Guidelines Relating to Planning for Public School Infrastructure and the National Department of Basic Education policies governing school infrastructure.

The purpose of this Infrastructure Delivery Directorate is to establish the efficient and effective management of the various Infrastructure delivery programmes implemented by the Northern Cape Provincial Education Department (NCPED) over the prescribed Medium Term Expenditure Framework (MTEF) period. This includes the alignment of the programme in its entirety with adopted norms and standards for school infrastructure delivery, relevant legislation and procurement strategies to projects within the various sub-programmes to be implemented by the Northern Cape Provincial Education Department.

The programme is driven by NCPED which has established an Infrastructure Directorate, comprising of a multi-disciplinary team in order to plan, implement, monitor and administer the entire programme. The Procurement of Professional Service Providers is intended to act as an enabling vehicle which will assist the Department to achieve its strategic objectives.

The required scope of work varies per project with the intended deliverable being the provision of new and relevant school infrastructure.

The Northern Cape Department of Education (NCDOE) will engage the Services of the relevant Professional, who will act as Principal Agent on behalf of the Department and will identify, administer, disburse payments and manage the expected outputs of a Professional Team which has been identified in consultation with the Department.

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The following disciplines are eligible for Principal Agency;

- Architects
- Quantity Surveyors
- Civil / Structural Engineers
- Construction Project Managers

The low complexity, high repetition, use of standard designs and proposed dissemination of the projects in batches will prioritise Quantity Surveying Services and /or Engineering Services.

The composition of the Professional Team will depend on the project scope and the peculiarity of the project will determine the extent of services required. The composition of the Principal Agent's Team is subject to scrutiny and final approval by the Department.

The Department will at its discretion contract with various disciplines (Nominated Service Providers) if and when required should the appointed Principal Agent not have suitable qualified professional capacity to service the particular need of the department.

CONTRACTOR DEVELOPMENT

The vision of the Northern Cape Department of Education (NCDOE) "A Transformed Quality Education System" whereas the mission of the department is to deliver quality public education to all learners of the Northern Cape which will enable them to play a meaningful role in a dynamic, developmental and economic society. In order to achieve its mission the department has put systems in place that ensure that the education infrastructure needs of the province are met.

In order to realise the above, the effective application of the Division of Revenue Act allocation for the improvement and human resource capacitation of the department's infrastructure unit is key.

Secondly; the alignment of all infrastructure related activities to the various prescripts and the application of best practices relevant to the industry in planning and implementation allows for the expansion of existing and maintenance of all required infrastructure school assets in a manner that is acceptably promotes economic growth and emancipates previously disadvantaged contractors, makes vibrant the construction industry in the province and contributes to the creation of job opportunities and skills transfers.

Increased capacity, correct data on schools, consultation with all stakeholders, proper planning, innovative and best practices in procurement and implementation of projects, improved contract management of infrastructure projects, concise record keeping, adherence to all prescripts relevant to the sector and improved monitoring and evaluation are some of the contributing factors that will facilitate the realization of all intended goals, outputs and outcomes relevant to infrastructure delivery.

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The NCDOE aims to achieve the following strategic objectives through the delivery of school infrastructure, these objectives are guided by and aligned to the Norms and Standards for Public School Infrastructure (November 2014) and are as follows:

- To provide educational spaces that do not pose harm to the mental and physical being of learners
- To encourage the delivery of quality education through the provision of the necessary enabling environment
- To promote economic development in communities through school infrastructure development
- To encourage the use of education facilities to promote social responsibility and
- community involvement in the education of a learner
- To promote best practice in the delivery of infrastructure to maximize outputs from current budget allocations.

THE NORTHERN CAPE DEPARTMENT OF EDUCATION – CONTRACTOR CAPACITATION INITIATIVE

The Contractor Capacitation or Enhancement Initiatives is an enabling component of the Northern Cape's Department of Education aim to develop skills and promote business sustainability for emerging contractors in the construction industry. Beneficiaries would include

- Accredited PSP's with the relevant track record set out in this document.
- Contractors with a CIDB Grading of 5 and 6 with the required JV's and partnerships particularly historically marginalized individuals.
- Contractors of persons living with disability and women, with a grade minimum CIDB Grading of 1, with the required JV's and partnerships, who have ventured into the construction industry and shows potential to enter the PSP space.

A construction business requires very limited permanent capital to start operations. Construction projects are largely financed through interim or monthly payments that fund the next stage or period of work. Capital requirements are restricted to the spread in cash flow between payments and receipts. Further, many types of construction require nominal levels of technology. This means that it is a business with very low barriers to entry. On this basis, the industry represents a major opportunity for empowerment of previously disadvantaged individuals.

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What needs to be cultivated is an enabling environment where this transformation can occur. The construction sector, which consists of different disciplines with a proliferated client and supplier base, performs an indispensable role in the economy of South Africa.

The contracting sector covers a wide range of specialisation, with greatly varied levels of sophistication, high labour intensity and perceived low barriers to entry to basic contracting. In general, the sector operates in an environment characterised by high risk and low profit margins. The Northern Cape Department of Education in its User Asset management Plan has indicated that it will analyse all viable options in order to satisfy the demand for the provision of Infrastructure in the Province.

BRIEF PROJECT OBJECTIVES

The objectives of this Request for Proposal is for the provisioning and development of PSP services.

The work flows out of the Education Infrastructure Grant (EIG), which is administered by the Northern Cape Department of Education. The objective is for the PSP's to provide technical support to the Northern Cape Department of Education in respect of all professional services on instruction by the Employer. This shall include formulating Employer brief, project initiation and recommendations, cost estimates, technical drawings, contractor procurement documentation, equipment specifications, discipline project management services, construction monitoring, cost consulting, quality assurance, equipment commissioning and the production of close out reports. The scope of work shall be defined in the context of the following specific activities (across all disciplines) that shall be required for implementation of projects at the respective school sites:

- Provisioning of required Infrastructure Assets
- Repairs (reactive maintenance)
- Upgrades
- Additions
- Renovations and refurbishments
- Adhoc infrastructure related requests as per NCDOE requirements

Details of the project are included in Part - Scope of Work

BID NOTICE AND INVITATION TO BID

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Northern Cape Department of Education is a public institution and therefore procurement preference shall be given in in line with Preferential Procurement Policy Framework Act (Act 5 of 2000) and it's Regulations of 2017

The Closing date for this Bid is:

The bidders are to submit One (1) Original Bid and One (1) Copy

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Northern Cape Department of Education
156 Barkly Road
Homestead
Kimberly
8301

OR

Handed in over the counter at reception
situated at the address noted should the
submission be too big for the bid box

Northern Cape Department of Education
Reception at the above address
156 Barkly Road
Homestead
Kimberly
8301

prior to the official closure time.

Bids that are too bulky to be dropped in the tender box situated at the security office (C/O Barkly & St Pauls Roads), bid documents can be submitted at SCM Block A, 1st Floor, Room 41. Bidders must ensure that they sign a tender submission register.

No faxed or emailed proposals will be accepted.

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Bidders should ensure that proposals are delivered to Northern Cape Department of Education before the closing date and time to the correct physical address. If the bid is late, it will not be accepted for consideration.

- This Request for Bid is subject to the applicable **Conditions of Bid** stipulated and, if applicable any other **Special Conditions of Contract**.
- All bids must be submitted on the official bid forms (not to be retyped).
- Bids submitted that do not comply with the minimum requirements as stated in **Bid Data** will not be considered for evaluation
- Preferably a table of contents or an index page should be included in the front of the bid.
- Any queries regarding technical and administrative information may be directed via e-mail to:

Email: poppiechoche@ncdoe.gov.za

or

horatiusdladla@ncdoe.gov.za

- Requirements for sealing, addressing, delivery, opening and assessment of Bids are stated in the **Bid Data**

NON-COMPULSORY BRIEFING SESSION

Date: 05 May 2021

Time: 09h00

Veue: Auditorium, IK Nkoane Education House, Kimberley

NB: COVID-19 Regulations to be observed accordingly. No mask, no entry.

FORM OF OFFER (BIDDER)

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works

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The Tenderer, identified in the Offer signature block below, has examined the documents listed in the **Bid Data** and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data / Bid Data.

The offered Professional Fees percent value against construction costs for the provision of planning, design, documentation and project management services for the department of education applied in line with the relevant gazetted tariffs is indicated below in against the various sub-programmes:

| SCOPE OF WORK | FINAL PROFESSIONAL FEE |
|---|-------------------------------|
| NEW SCHOOLS | % |
| ADDITIONS AND UPGRADES | % |
| RENOVATIONS AND REHABILITATION | % |
| PLANNED AND REACTIVE MAINTENANCE | % |
| AVERAGE | % |

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the

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period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

Signature: *(of person authorized to sign the tender)*

Name: *(of signatory in capitals):*

Capacity: *(of Signatory):*

Name of Tenderer: *(organisation):*

Address:

Telephone number: Fax number:

Witness:

Signature:

Name: *(in capitals):*.....

Date:

[Failure of a Tenderer to sign this part of the Form of Offer and Acceptance will invalidate the tender]

ACCEPTANCE (EMPLOYER)

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract as identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

Agreement, and Contract Data, (which include this Agreement)

Pricing Data

Scope of Work

and the drawings and documents or parts thereof, which may be incorporated by reference into Parts of the agreement and intended scope of work to.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature:

Name: (*in capitals*)..... _

Capacity:

Name of Employer (*organisation*).....

Address:

.....

Witness: Signature: **Name:** _

Date:

Bid Data

The **conditions of Bid** are the **Standard Conditions of Bid** as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (January 2009) as published in Government Gazette No 31823, Board Notice 12 of 2009 of 30 January 2009. (See www.cidb.org.za).

The **Standard Conditions of Bid** make several references to the **Bid Data** for details that apply specifically to this Bid. The 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 |
|----------------------|--|
| F.1.1 | The employer is Northern Cape Department of Education |
| Action | <p>The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.</p> <p>The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.</p> <p>Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.</p> <p>2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any</p> |

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| | <p>personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.</p> <p>The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.</p> |
| F.1.2 | The Bid Documents issued by Northern Cape Department of Education |
| TENDER DOCUMENTS | The required documents issued by the employer for the purpose of a tender offer are included in this document |
| F.1.3 | The tenderer is responsible for disseminating the content of the document and applying comprehending it to the best of his/her ability. |
| INTERPRETATION | <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.</p> <p>These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.</p> <p>For the purposes of these conditions of tender, the following definitions apply:</p> <p>a) conflict of interest means any situation in which:</p> <ol style="list-style-type: none"> someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially; an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or in-compatibility or contradictory interests exist between an employee and the organisation which employs that employee. <p>b) comparative offer means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis</p> <p>c) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and</p> <p>d) fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels</p> <p>e) organization means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body</p> |

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| | f) quality (functionality) means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs. |
| F.1.4 | <p>The employer's agent is</p> <p>Name: GB Oliphant Designation : Chief Director : Infrastructure, ICT and EMIS Email: gideonoliphant@ncdoe.gov.za Tel: 053 839 6706 or 053 839 6707</p> |
| COMMUNICATION | Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data. |
| F.1.5 | The right to reject or accept offer lies strictly with the Client |
| ACTION | <p>The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.</p> <p>The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.</p> |
| | |
| | |
| F.2.1 | |
| ELIGIBILITY | <p>Only those Bidders who satisfy the following eligibility criteria will be considered for the next phase of evaluation:</p> <p>a. The Bidder submits a proof of tax compliant status with the South African Revenue Services e.g. Central Supplier Database Report and/ or PIN issued by SARS for verification</p> <p>b. The Bidder is registered in terms of the Companies Act 1973 (Act 61 of 1973) of the Close Corporation Act of 1984 (Act no. 69 of 1984) or the Non-Profit Organizations' Act, 1997 (Act 71 of 1997).</p> |

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| | <p>c. The Bidder or any of its directors/shareholders is not listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</p> <p>d. The Bidder has not:</p> <ol style="list-style-type: none"> abused the NORTHERN CAPE DEPARTMENT OF EDUCATION's Supply Chain Management System; or any other Governmental Procurement System. failed to perform on any previous contract and has been given a written notice to this effect <p>e. 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;</p> <p>f. The employer is reasonably satisfied that the Bidder has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</p> <p>g. The employer is satisfied that the Bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector.</p> <p>h. Subsequently that the Bidder does not appear on the CIDB list of restricted Bidders.</p> <p>i. The bidder has attained the quality threshold stated in F.3.11</p> <p>K Non-compliance to any of the eligibility criteria shall render the bid non-responsive and shall be eliminated from the evaluation process. The Bidder is required to provide proof of eligibility as part of Returnable Schedules.</p> |
| F.2.2 | <p>Cost of tendering</p> <p>Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.</p> |
| F.2.3 | <p>Check documents</p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> |
| F.2.4 | <p>Confidentiality and copyright of documents</p> |

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| | Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation. |
| F.2.5 | Reference documents Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference. |
| F.2.6 | Acknowledge addenda Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account. |
| F.2.7 | Clarification meeting Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data. |
| | |
| | |
| F.2.10 | Pricing the tender offer F.2.10.1 Include in the rates. F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. |
| F.2.11 | Alterations to documents Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited. |
| F.2.12 | Alternative Bid offers will not be considered F.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed. F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer. |
| F.2.13 | Submitting a tender offer |

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| | <p>F.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.</p> <p>F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.</p> <p>F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.</p> <p>F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.</p> <p>F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as “ORIGINAL” and “COPY”. Each package shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer’s name and contact address.</p> <p>F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer’s name and contact address.</p> <p>F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer’s address and identification details as stated in the tender data.</p> <p>F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.</p> |
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| | F.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data. |
| F.2.14 | Information and data to be completed in all respects Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive. |
| F.2.15 | Closing time F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline |
| | |
| F.2.16 | Tender offer validity F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension. F.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. |
| TENDER VALIDITY | All Bids shall remain valid for a period of hundred and twenty (120) days after the time and date set for the opening of Bids, or until the Bidder is relieved of this obligation by NORTHERN CAPE DEPARTMENT OF EDUCATION, in writing at an earlier date. However, the Bidder may be requested in writing not later than fourteen (14) days before this validity period lapse, to extend the validity of this Bid for a specific period. The written approval of the Bidder must then be received before the lapsing of the original validity period, in order to remain valid. Should a Bidder – <ul style="list-style-type: none"> • Withdraw his/her Bid during the period of its validity or • Give notice of his inability to execute the contract or fail to execute the contract |

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| | <p>Provided always that NORTHERN CAPE DEPARTMENT OF EDUCATION may exempt a Bidder from the provisions hereof if it is of the opinion that the circumstances justify such exemption.</p> |
| F.2.17 | <p>Clarification of tender offer after submission</p> <p>Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.</p> <p>Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.</p> |
| F.2.18 | <p>Provide other material</p> <p>F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.</p> <p>F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required</p> |
| F.2.19 | <p>The employer reserves the right to carry further analysis and complete the due diligence of the Bidder</p> <p>Inspections, tests and analysis</p> <p>Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.</p> |
| | |
| F.2.20 | <p>Check final draft</p> <p>Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.</p> |
| F.3 | <p>The Employer undertakes to commit to the following</p> |
| F.3.3 | <p>Return late tender offers</p> <p>Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.</p> |

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| F.3.4 | <p>Bids will be opened immediately after the closing time at: Northern Cape Department of Education Office, 156 Barkly Road, Kimberly, 8301.</p> <p>Opening of tender submissions</p> <p>F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.</p> <p>F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.</p> <p>F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.</p> |
| F.3.5 | <p>Two-envelope system</p> <p>F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.</p> <p>F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.</p> |
| F.3.6 | <p>Non-disclosure</p> <p>Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.</p> |
| F.3.7 | <p>Grounds for rejection and disqualification</p> <p>Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.</p> |
| F.3.8 | <p>Test for responsiveness</p> |

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| | <p>F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:</p> <ul style="list-style-type: none"> a) complies with the requirements of these Conditions of Tender, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. <p>F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:</p> <ul style="list-style-type: none"> a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p> |
| F.3.9 | <p>Arithmetical errors, omissions and discrepancies</p> <p>F.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.</p> <p>F.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:</p> <ul style="list-style-type: none"> a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in: <ul style="list-style-type: none"> i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or ii) the summation of the prices. <p>F.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.</p> |

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| | <p>F.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:</p> <p>a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</p> <p>b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</p> |
| F.3.10 | <p>Clarification of a tender offer Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.</p> |
| F.3.11 | <p>This bid shall be evaluated using 90/10 system as stipulated in the Preferential Procurement Policy Framework Regulations 2017</p> <p>Evaluation of tender offers</p> <p>F.3.11.1 General Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.</p> <p>F.3.11.2 Method 1: Financial offer In the case of a financial offer:</p> <p>a) Rank tender offers from the most favourable to the least favourable comparative offer.</p> <p>b) Recommend the highest ranked tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.</p> <p>c) Re-rank all tenderers should there be compelling and justifiable reasons not to recommend the highest ranked tenderer and recommend the highest ranked tenderer, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.</p> <p>F.3.11.3 Method 2: Financial offer and preference In the case of a financial offer and preferences:</p> |

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- a) Score each tender in respect of the financial offer made and preferences claimed, if any, in accordance with the provisions of F.3.11.7 and F.3.11.8.
- b) Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_P$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;
 N_P is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.
- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points, and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.

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

| Quality Criteria | Maximum number of points |
|---|--------------------------|
| Bidder's or JV/Partnership's experience over the last 5 years | 40 |
| Qualification and competence of key staff or partners | 40 |
| Methodology / Proposed Project Plan | 20 |
| Maximum possible score for quality | 100 |

Quality shall be scored by not less than three (3) evaluators in accordance with the following schedule:

- Evaluation Schedule 1: Bidder's Experience over the last 5 years
- Evaluation Schedule 2: Qualification and competence of key staff or partners
- Evaluation Schedule 3: Methodology / Proposed Project Plan

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| | <p>The minimum number of evaluation points for quality is 65 out of 100 points.</p> <p>F.3.11.4 Method 3: Financial offer and quality</p> <p>In the case of a financial offer and quality:</p> <p>a) Score each tender in respect of the financial offer made and the quality offered in accordance with the provisions of F.3.11.7 and F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.</p> <p>b) Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula:</p> $T_{EV} = N_{FO} + N_Q$ <p>where: N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7; N_Q is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.</p> <p>c) Rank tender offers from the highest number of tender evaluation points to the lowest.</p> <p>d) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</p> <p>e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.</p> <p>F.3.11.5 Method 4: Financial offer, quality and preferences</p> <p>In the case of a financial offer, quality and preferences:</p> <p>a) Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.</p> |
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| | <p>b) Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula, unless otherwise stated in the Tender Data:</p> $T_{EV} = N_{FO} + N_P + N_Q$ <p>where: N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7; N_P is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8. N_Q is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.</p> <p>c) Rank tender offers from the highest number of tender evaluation points to the lowest.</p> <p>d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</p> <p>e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.</p> <p>F.3.11.6 Decimal places</p> <p>Score financial offers, preferences and quality, as relevant, to two decimal places.</p> <p>F.3.11.7 Scoring Financial Offers</p> <p>Score the financial offers of remaining responsive tender offers using the following formula:</p> $N_{FO} = W_1 \times A$ <p>where: N_{FO} is the number of tender evaluation points awarded for the financial offer.</p> |
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| | <p>W_1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.</p> <p>A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.</p> <p>Table F.1: Formulae for calculating the value of A</p> <table><tr><th>Formul a</th><th>Comparison aimed at achieving</th><th>Option 1^a</th><th>Opti</th></tr><tr><td>1</td><td>Highest price or discount</td><td>$A = (1 + (\frac{P - P_m}{P_m}))$</td><td>$A = P / P_m$</td></tr><tr><td>2</td><td>Lowest price or percentage commission / fee</td><td>$A = (1 - (\frac{P - P_m}{P_m}))$</td><td>$A = P_m / P$</td></tr></table> <p>^a P_m is the comparative offer of the most favourable comparative offer P is the comparative offer of the tender offer under consideration</p> | Formul a | Comparison aimed at achieving | Option 1 ^a | Opti | 1 | Highest price or discount | $A = (1 + (\frac{P - P_m}{P_m}))$ | $A = P / P_m$ | 2 | Lowest price or percentage commission / fee | $A = (1 - (\frac{P - P_m}{P_m}))$ | $A = P_m / P$ |
|-------------|---|-----------------------------------|----------------------------------|-----------------------|------|---|---------------------------|-----------------------------------|---------------|---|--|-----------------------------------|---------------|
| Formul a | Comparison aimed at achieving | Option 1 ^a | Opti | | | | | | | | | | |
| 1 | Highest price or discount | $A = (1 + (\frac{P - P_m}{P_m}))$ | $A = P / P_m$ | | | | | | | | | | |
| 2 | Lowest price or percentage commission / fee | $A = (1 - (\frac{P - P_m}{P_m}))$ | $A = P_m / P$ | | | | | | | | | | |
| | <p>F.3.11.8 Scoring preferences</p> <p>Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.</p> <p>F.3.11.9 Scoring quality</p> <p>Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data.</p> <p>Calculate the total number of tender evaluation points for quality using the following formula:</p> $N_Q = W_2 \times S_O / M_S$ <p>where: S_O is the score for quality allocated to the submission under consideration; M_S is the maximum possible score for quality in respect of a submission; and W_2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data</p> | | | | | | | | | | | | |
| F.3.12 | Insurance provided by the employer | | | | | | | | | | | | |

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| | If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide. |
| F.3.13. | <p>Acceptance of tender offer</p> <p>Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:</p> <ul style="list-style-type: none"> a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement, b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract, c) has the legal capacity to enter into the contract, d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, e) complies with the legal requirements, if any, stated in the tender data, and f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest. <p>Furthermore Bid offers will only be accepted if:</p> <ul style="list-style-type: none"> a. the Bidder or any of its directors is not listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; (National Treasury Restricted Bidders List) and b. The bidder does not appear in the CIDB list of Restricted Bidders c. the Bidder has not: <ul style="list-style-type: none"> i) abused the NORTHERN CAPE DEPARTMENT OF EDUCATION's Supply Chain Management System or any other Governmental Procurement System. ii) Failed to perform on any previous contract and has been given a written notice to this effect. d. It is considered that the performance of the services will not be compromised through any conflict of interest... |
| F.3.14 | Prepare contract documents |

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| | <p>F.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:</p> <ul style="list-style-type: none"> a) addenda issued during the tender period, b) inclusion of some of the returnable documents, and c) other revisions agreed between the employer and the successful tenderer. <p>F.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.</p> |
| F.3.15 | <p>Complete adjudicator's contract</p> <p>Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.</p> |
| F.3.16 | <p>Notice to unsuccessful tenderers</p> <p>F.3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.</p> <p>F.3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.</p> |
| F.3.17 | <p>Provide copies of the contracts</p> <p>Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.</p> <p>The number of paper copies of the signed contract to be provided by the employer is one.</p> |
| F.3.18 | <p>Provide written reasons for actions taken</p> <p>Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.</p> |
| | <p>a.</p> |

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List of Returnable Documents

The Bidder must complete the following returnable schedules as relevant. The Bidder should indicate if the schedule is attached and where in their Bid response it is for ease of reference.

Failure to fully complete or not return required documents shall render the bid non-responsive and shall be eliminated from the evaluation process.

| Item | Returnable documents | Attached / Not attached | Bidders reference |
|-------------|--|--------------------------------|--------------------------|
| 1 | Bid Sign Off | | |
| 2 | Proof of compliant tax status e.g CSD report or PIN for SARS verification | | |
| 3 | Compulsory Enterprise Questionnaire | | |
| 4 | Certificate of Authority of an entity | | |
| 5 | Authority of Signature | | |
| 6 | Preference Points claimed & BEE Certificate / Sworn Affidavit | | |
| | | | |
| 7 | Declaration of Bidder Litigation History | | |
| 8 | Bid Declaration Forms <ul style="list-style-type: none"> • Price Quotation Form • SBD 3.1 (Firm) • SBD 4 • SBD 6.1 • SBD 8 • SBD 9 | | |
| 9 | Proof of Registration with Professional Qualification/ or JV's and Partnerships signed with PSP's or Professionals | | |
| 10 | Company Registration certificate | | |
| 11 | Record of Addenda to Bid documents | | |

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| 12 | Record of Consultancy Services provided to Organs of State by PSP or JV/Partnership | | |
| 13 | Certified Copies of Identity Documents for all Partners / Shareholders/ Directors | | |
| Returnable Evaluation Schedules | | | |
| Schedule 1 | Experience of bidder over last 5 years (PSP or JV/Partnership) | | |
| Schedule 2 | Qualification and competence of key staff members in the PSP, JV or partnership | | |
| Schedule 3 | Methodology / Proposed Project Plan | | |

- Documents must be certified copies. Copies of certified copies will not be accepted
- Kindly index your Bid Response to ensure information is easily accessed. This saves time and ensures that evaluation is completed on time and within the stipulated validity periods.

Returnable Schedules

For the purpose of evaluating Bids and other schedules which upon acceptance become part of the subsequent contract the Bidder is required to complete the following schedules:

- 1. Bid Sign-off**
- 2. Tax Clearance Certificate Requirements**
- 3. Compulsory Enterprise Questionnaire**
- 4. Certificate of Authority of an Entity**
- 5. Authority of Signature**
- 6. Preference Points Claim Form in Terms of Preferential Procurement Regulations 2017**
- 7. Declaration of Bidders Litigation History**
- 8. Standard Bidding Document (SBD)**
- 9. Proof of Registration with Professional Qualification or JV's and Partnerships signed with Professionals**
- 10. Company Registration Certificate**
- 11. Letter of Good Standing**
- 12. Record of Addenda to Bid Documents**
- 13. Record of Infrastructure Services Provided to Organs of State**
- 14. Identity documents**

1. Bid Sign-off

| |
|---|
| All Bidders must furnish the following particulars and include them in their submission (Failure to do so will result in your proposal being disqualified) |
|---|

Entity name:

.....

Registration number:

.....

Tax registration number:

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VAT registration number

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Postal address:

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Street address:

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Telephone number: Code: Number:

Cellular number:

.....

Facsimile number: Code: Number:

E-mail address:

.....

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**Contact details of responsible person who will act on behalf of the
entity/consortium/joint venture for this BID**

Name and Surname:

.....

Telephone number: Code: Number:

Cellular number

.....

Facsimile number: Code: Number:

E-mail address:

.....

**Contact details of alternative responsible person who will act on behalf of the person
above should he/she not be available**

Name and Surname:

.....

Telephone number: Code: Number:

Cellular number:

.....

Facsimile number: Code: Number:

E-mail address:

.....

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Declaration

I/We have examined the information provided in your BID and offer to undertake the work prescribed in accordance with the requirements as set out in the BID document. The prices quoted in our proposal are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder: _____

Date: _____

Are you duly authorised to commit the Bidder: YES / NO

Capacity under which this proposal is signed _____

Failure on the part of the Bidder to sign this form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, will invalidate the proposal.

2. Tax Compliance Status

No tender may be awarded to any tenderer whose tax matters have not been declared by the SARS to be in order.

3. 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:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

| Name* | Identity number* | Personal income tax number* |
|-------|------------------|-----------------------------|
| | | |
| | | |

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any 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 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 an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

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

| Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder | 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 an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

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| 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

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

- i) authorizes the NORTHERN CAPE DEPARTMENT OF EDUCATION to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Bid Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other Biding entities submitting Bid offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

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FIVE (5) YEARS**

Signed

Date

Name

Position

Enterprise name

4. Certificate of Authority of an Entity

Indicate the status of the Bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

| (i) Company | (ii) Close Corporation | (iii) Partnership | (iv) Joint Venture | (v) Sole Proprietor |
|------------------------|---------------------------------------|------------------------------|-------------------------------|--------------------------------|
| | | | | |

(i) Certificate for Company

I.....Chairperson of the Board of Directors of
hereby confirm by resolution of the Board (copy attached) taken on
 2021 that Mr / Mrs/ Ms acting in the
 capacity ofwas authorised to sign all documents
 relating to this Bid and any contracting resulting from it on behalf of the Company.

Signature of Chairperson:

Signature of Signatory:

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

(ii) Certificate for Close Corporations

We the undersigned, being key partners in the business trading as

.....hereby authorise

Mr / Mrs / Ms..... acting in the capacity of

To sign all documents relating to this Bid and any contracting resulting from it on our behalf.

Signature of Signatory:

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

| Name | Address | Signature | Date |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: this certification is to be completed and signed by all of the key members upon who rests the direction of the affairs of the Close Corporation as a whole

(iii) Certificate for Partnership

We the undersigned, are submitting this Bid off in Joint Venture and hereby authorise

Mr / Mrs / Ms..... authorised signatory of the company

..... acting in the capacity of lead partner to sign all

documents relating to this Bid and any contracting resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legality authorised signatories of all the partners to the Joint Venture.

Signature of Signatory:

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

| Name of Firm | Address | Authorising Signature & Capacity | Date |
|--------------|---------|-------------------------------------|------|
| Lead Partner | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: this certification is to be completed and signed by all of the key partners upon who rests the direction of the affairs of the Partnership as a whole

(iv) Certificate for Joint Venture

We the undersigned, being key members in the business trading as

.....hereby authorise

Mr / Mrs / Ms..... acting in the capacity of

To sign all documents relating to this Bid and any contracting resulting from it on our behalf.

Signature of Signatory:

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

| Name | Address | Signature | Date |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: this certification is to be completed and signed by all of the key members upon who rests the direction of the affairs of the Close Corporation as a whole.

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(v) Certificate for Sole Proprietor

Ihereby

confirm that I am the sole owner of the business trading as

.....

Signature of Sole Owner:

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

5. Authority of Signature

RESOLUTION of a meeting of the Board of *Directors / Members / Partners:

Name of Firms

..... held on the
..... That:

FULL NAMES

SIGNATURES

| | |
|-------|-------|
| | |
| | |
| | |
| | |
| | |

In his/her capacity as Is / are hereby authorised to enter into, sign and execute and complete any documents relating to Bid and or Contracts for the supply of goods and services.

| Name | Address | Signature | Date |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

NOTE:

1. *Delete which is not applicable
2. NB: This resolution must be signed by all the Directors / Members/ Partners of the Bidding Enterprise
3. Should the number of Directors / Members / Partners exceed the space available above additional names and signatures must be supplied on a separate page.

6. Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) 90/10 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

| | POINTS |
|---|--------|
| PRICE | 90 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 10 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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-
- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) |
|---|--|
| 1 | 10 |
| 2 | 9 |
| 3 | 6 |
| 4 | 5 |
| 5 | 4 |
| 6 | 3 |
| 7 | 2 |
| 8 | 1 |
| Non-compliant contributor | 0 |

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- v) Specify, by ticking the appropriate box, if subcontracting with an

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enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by: | EME ✓ | QSE ✓ |
|--|------------------|------------------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

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8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

7. Declaration of Bidders Litigation History

The Bidder shall list below details of any litigation with which the Bidder (including directors, shareholders of other senior members in previous companies) has been involved with any organ of state or state department including NORTHERN CAPE DEPARTMENT OF EDUCATION within the last ten years. The details must include the year, the litigation parties, and the subject matter of dispute the value of any award or estimated award if the litigation is current and in whose favour the award if any was made.

| CLIENT | OTHER LITIGATING PARTY | DISPUTE | AWARD VALUE | DATE RESOLVED |
|---------------|-------------------------------|----------------|--------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

CERTIFICATION

I, the undersigned (full name).....

Certify that the information furnished in this declaration form true and correct. I accept that in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name:.....

Capacity of authorised agents:

Signature(s) of authorised agents:

Signed at On this day of

Witness (Full name and signatures)

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

8. Standard Bidding Document (SBD)

Bidder is required to complete in full the attached Standard Bidding Documents as follows;

- a) NCP 4 – Declaration of Interest**
- b) NCP 6.1 - Preference claim form**
- c) SBD 7.2 – Contract Form – Rendering Services (Part 1 Only)**
- d) NCP 8 – Declaration of Bidder's Past Supply Chain Management Practices**
- e) NCP 9 – Certificate of Independent Bid Determination**

9. Proof of Registration with Professional Qualification

1. The bidder / company has provided proof that at least 50% of its company directors or close corporation members respectively, are professionally registered as one of the following or
2. The Bidder has provided signed Joint Venture/Partnership Agreements with professionally registered/individuals or companies

| Category of registration | Legislation |
|--|--|
| Professional architect Professional senior architectural technologist | Architectural Professions Act, 2000 (Act No 44 of 2000) |
| Professional engineer or professional engineering technologist | Engineering Profession Act, 2000 (Act No. 46 of 2000) |
| Professional quantity surveyor | Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) |
| Professional construction manager Professional construction project manager | Project and Construction Management Profession Act, 2000 (Act No. 48 of 2000) |

NOTE:

1. **ATTACH CERTIFIED COPIES OF THE RELEVANT PROFESSIONAL REGISTRATION FOR DIRECTORS/PARTNERS/SHAREHOLDERS**

Or

2. **ATTACH JOINT VENTURE OR PARTNERSHIP AGREEMENTS WITH PROFESSIONAL INDIVIDUALS/COMPANIES. EVIDENCE OF PROFESSIONAL REGISTRATION BY THE JV/ PARTNERSHIP MUST BE PROVIDED**

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10. Company Registration Certificate (CIPC CHECK)

The Bidder must submit an original or certified copy of the Company registration CERTIFICATE clearly indicating:

The date of registration of the company;

- I. The date the business become operational
- II. The current status of the company and
- III. The active Directors participating in the day to day activities

Failure to submit the Company Registration Certificate may result in the Bidder being disqualified

See detail below for further information

4. FORM OF COMPANY AND PROOF OF REGISTRATION

4.1 General

State whether the bidder is a company, a closed corporation, a partnership a sole proprietor or joint venture

[Mark the appropriate below]

| | |
|--------------------|--|
| Public Company | |
| Private Company | |
| Closed Corporation | |
| Partnership | |
| Sole Proprietor | |
| Co-operative | |
| Joint Venture | |

4.2 Information to be provided

| If the Bidding Entity is a: | | Documentation to be submitted with the Bid |
|-----------------------------|---|---|
| 1 | Close Corporation, incorporated under the Close Corporation Act, 1984 Act 69 1984 | CIPRO CK1 and CK2 (Copies of the founding statement) and list of members. |
| 2 | Private Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 including Companies incorporated under Act 53 (b) | Copies of (a) CIPRO CM1 – Certificate of Incorporation (b) CIPRO CM29 – Contents of Register of Directors, Auditors and Officers (c) Shareholders Certificates of all Members of the Company |

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| | | |
|---|--|--|
| 3 | Private Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 which any or all shares are held by another Close Corporation or company with or without share capital | Copies of documents referred to in 1 and or 2 above in respect of all such Closed Corporations and or companies |
| 4 | Public Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 including Companies incorporated under Act 21 | A signed statement of the Company's Secretary confirming that the Company is a public company. Copy of CM 29 |
| 5 | Sole Proprietary or Partnership | Copy of the Identity Document of Sole Proprietor |
| 6 | Corporative | CIPRO CR2 – Copies of Company registration document. The percentage of work to be done by each partner must clearly be indicated on Form 7 – Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 |
| 7 | Joint Venture | All the documents (as described above) as applicable to each partner in the JV as well as a certified copy of the Joint Venture Agreement. (The percentage of work to be done by each partner of the joint venture must clearly be indicated in the Joint Venture Agreement) |

NOTE:

If the shares are held in trust provide a copy of the Deed of Trust (only the front page and pages listing the trustees and beneficiaries are required as well as the Letter of Authority as issued by the Master of the Supreme Court, wherein trustees have been duly appointed and authorised, must be provided

Include a copy of the Certificate of Change of Name (CM9) if applicable

Registered for VATE purposes in terms of the Value-Added Tax Act, (Act No.89 of 1991)

Yes

No

REGISTRATION NO:

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11. Record of Addenda to Bid Documents

| | | |
|---|-------------|-------------------------|
| We confirm that the following communications received from the NORTHERN CAPE DEPARTMENT OF EDUCATION before the submission of this Bid offer, amending the Bid documents, have been taken into account in this Bid offer: | | |
| | Date | Title or Details |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

(Attach additional pages if more space is required)

Signed _____ Date _____

Name _____ Position _____

Bidder _____

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12. Record of Infrastructure Services Provided to Organs of State

Bidders are required to complete this record.

Include only those contracts where the Bidder identified in the signature block below was directly contracted by organs of state. Bidders must not include services provided in terms of a subcontract agreement.

Where contracts were awarded in the name of a joint venture and the Bidder formed part of that joint venture, indicate in the column entitled "Title of the contract for the infrastructure service" that it was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the Bid.

Complete the record or attach the required information in the prescribed tabulation.

Part A: All consultancy services commenced or completed to an organ of state in the last five years.

| # | Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity. | Title of contract for the infrastructure service | Value of contract for service incl VAT (Rand) | Date completed (State current if not yet completed) |
|----|--|--|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

NB. Attach complete list as Addendum

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

Signed

Date

Name

Position

Bidder

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14. IDENTITY DOCUMENTS

Provide Certified Copies of Identity Documents for all Partners / Shareholders/ Directors /JV
Partners

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Evaluation Schedules

Confirmation of discipline

1. Bidders are required to indicate the respective disciplines that they are eligible to be appointed as:

| | <i>*Tick off applicable discipline</i> | |
|---|--|-----------|
| | Yes | No |
| Professional Engineering Services | | |
| Professional Architectural Services | | |
| Professional Quantity Surveying Services | | |
| Professional Construction Project Manager | | |

****Bidders can indicate more than 1 discipline but are required to submit separate applicable evaluation schedules that require specific discipline requirements.***

Signed Date

Name Position

Bidder

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EVALUATION SCHEDULE 1: BIDDERS EXPERIENCE OVER THE LAST 5 YEARS IN RELATION TO THE REQUIRED DISCIPLINES LISTED

The experience of the bidder / company /JV with similar projects or similar areas and conditions in relation to the following disciplines of work over the last five years, this can also include works for private sector Employers where applicable:

- Professional Engineering Services
- Professional Architectural Services
- Professional Quantity Surveying Services
- Professional Construction Project Management

Bidders should in respect of each of the above **disciplines**, very briefly describe the experience in this regard and attach this to this schedule. **Each discipline** must be separately described.

The description should be in tabular form with the following headings:

| Discipline | Employer, contact person and telephone number, where available | Description of work (service) | Work performed as: JV = joint venture SC = sub consultant | Approximate value of fees for own component of the assignment inclusive of VAT (Rand)* | Date completed |
|------------|--|-------------------------------|---|--|----------------|
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| <p>Bidder's experience over the last 5 years</p> <ul style="list-style-type: none"> • Experience in either of the following disciplines: <ul style="list-style-type: none"> ❖ Professional Engineering Services ❖ Professional Architectural Services ❖ Professional Quantity Surveying Services ❖ Professional Construction Project Management | <p>Trade references on a client's letterhead of similar infrastructure professional services provided.</p> <ul style="list-style-type: none"> • Clients name, address, telephone number, email address, contact person. <p>5 or more reference letters (40) 4 reference letters (30) 3 reference letters (20) 2 references letters (10) 1 reference letter (5) 0 reference letters (0)</p> |
|--|--|

**NORTHERN CAPE DEPARTMENT OF EDUCATION BID NO: NC/DE/001/2021-2022 APPOINTMENT
TO A PANEL OF INFRASTRUCTURE PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF
FIVE (5) YEARS**

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

| | | | |
|---------------|-------|----------|-------|
| Signed | _____ | Date | _____ |
| Name | _____ | Position | _____ |
| <i>Bidder</i> | _____ | | |

EVALUATION SCHEDULE 2: QUALIFICATIONS AND COMPETENCE OF KEY STAFF MEMBERS/JV PARTNER IN RELATION TO THE REQUIRED DISCIPLINES LISTED

The experience of the key staff member (i.e. the person who will provide the service or under whose direction the service is to be provided) in relation to the following disciplines:

- Professional Engineering Services
- Professional Architectural Services
- Professional Quantity Surveying Services
- Professional Construction Project Management

A CV of each key staff member and indication of respective discipline 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) – ***Attach all other Qualifications and Registrations per CV submitted.***
- 3) Overview of post graduate experience (year, organization and position)
- 4) Outline of recent assignments / experience that has a bearing on the required service area
- 5) Papers and publications

The scoring shall be as follows:

- I. General experience (total duration of professional activity), level of education and training and positions held which have a bearing on the service.

| | |
|--|---|
| <p>Qualification and competence of key staff or partners</p> <p>Professional registration in relevant discipline including CV</p> | <p>Professional registration in the following disciplines:</p> <ul style="list-style-type: none"> • Professional Engineering Services • Professional Architectural Services • Professional Quantity Surveying Services • Professional Construction Project Management <p>Professional registration in all 4 disciplines (40) Professional registration in any 3 disciplines (30) Professional registration in any 2 disciplines (20) Professional registration in 1 discipline (10) No professional registration (0)</p> |
|--|---|

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| | | | |
|---------------|-------|----------|-------|
| Signed | _____ | Date | _____ |
| Name | _____ | Position | _____ |
| <i>Bidder</i> | _____ | | |

EVALUATION SCHEDULE 3: METHODOLOGY / APPROACH PLAN

The Bidder is required to submit;

- A detailed plan indicating how the Service Provider proposes to carry out projects as assigned, over a period of 5 years. The plan shall include the rationale behind the intended methodology.
- The plan must highlight proposed planning, design, documentation and construction programme management competencies of the Bidder.
- Such projects would include the construction of new schools on greenfields, capital projects implemented in batches, repairs and renovation sub-programmes and reactive maintenance sub-programmes.
- The Curriculum Vitae and key competencies of the key staff component showing years of relevant experience and displaying the aptitude of the Team will be utilised to interrogate the quality of the plan over the 5 year intended engagement.
- The Service Providers competencies in the following areas must be clearly displayed with respect to the overall approach plan:
 - CIDB legislation and compliance, including registering projects with the CIDB
 - EPWP Statistics: Understanding the context of the EPWP Programme and adherence to monthly EPWP Reporting.
 - EPWP – Understanding of Labour Intensive Construction processes.
 - Municipality by-laws: Understanding and application of the relevant municipality by-laws and standards.
 - Green Building: Understanding and application of Green Building Technologies and guidelines.
 - Project Packages Management: Management of a project packages and the benefits of this method of infrastructure delivery to the Department.
 - Project Management: Understanding and application of the recommended Management Framework for the implementation of Infrastructure Projects in the South African Public Sector.

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| | |
|--|--|
| Methodology / Proposed Project Plan | Project methodology that covers all the deliverables outlined in Evaluation Schedule 3 (20) No project methodology (0) |
|--|--|

Contract data

PROFESSIONAL SERVICE PROVIDERS THAT ARE INCLUDED IN THE PANEL SHALL BE OFFERED OPPORTUNITIES TO BID AND PROVIDE PRICING PER TASK ORDER CREATED PER PROJECT INITIATED.

The Conditions of Contract are the *Standard Professional Services Contract* as guided by PROCSA

The *Standard Professional Services Contract* makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract.

The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

PART 1: CONTRACT DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The Conditions of Contract are the *Standard Professional Services Contract*.

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to the project. Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Compulsory Data

Clause 1

The Employer is:

PROVINCIAL ADMINISTRATION NORTHERN CAPE - DEPARTMENT OF EDUCATION

The Period of Performance is:

5 Years

The Project is:

APPOINTMENT TO A PANEL OF INFRASTRUCTURE PROFESSIONAL SERVICE PROVIDERS (PSP'S) FOR A PERIOD OF 5 YEARS TO PROVIDE PLANNING, DESIGN, DOCUMENTATION AND CONSTRUCTION PROJECT MANAGEMENT FOR INFRASTRUCTURE DELIVERY FOR NORTHERN CAPE DEPARTMENT OF EDUCATION.

Clause 3.4 (and 4.3.2)

NORTHERN CAPE DEPARTMENT OF EDUCATION BID NO: NC/DE/001/2021-2022 APPOINTMENT TO A PANEL OF INFRASTRUCTURE PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS

The authorised and designated representative of the Employer is:

Name: Mr GB Oliphant
Telephone: 053 –839 6907
e-mail: gideonoliphant@ncdoe.gov.za
Address: 156 Barkly Road
Homestead
Kimberley
8301

Clause 3.5: The location of the site is described “Various Education Sites Within the Province.

Clause 3.11: The penalty payable is R 1 000 per day subject to a maximum of R30 000.

Clause 5.4.1: The Service Provider is required to provide professional indemnity cover.

Clause 5.5: The Service Provider is required to obtain the Employer’s prior approval in writing before contacting any of the listed site to arrange access to that site.

Clause 7.2: The Service Provider is required to provide a Personnel Schedule.

Clause 8.1: The Service Provider is to commence the performance of Services within 14 days of the date that the Contract becomes effective.

Clause 8.4.3(c): The period of suspension under clause 8.5 is not to exceed 4 weeks.

Clause 9.1: Copyright of documents prepared for the project shall be vested with the Employer.

Clause 11.1: The Service Provider may subcontract any work for which he does not have the skill and competency to perform, appointment of sub-contracting party / parties is subject to approval by the Department.

Clause 12.1: Interim settlement of disputes is to be by mediation

Clause 12.2 &12.3: Final settlement is by arbitration.

Clause 12.4.2: In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by The Employer.

Clause 13.5.1: The provisions of 13.5 do not apply to the Contract.

Clause 13.6: The provisions of 13.5 do not apply to the Contract.

Clause 14.2: Amounts due to the Service Provider shall be paid by the Employer within twenty one (21) Days of receipt by him of the relevant invoices

Clause 15: The interest rate will be the prime interest rate of the Employer’s bank at the time that the amount is due.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Clause 1:

The Service Provider is

The address of the Service Provider is

.....

.....

Telephone:

Facsimile:

E-mail:

Clause 5.3:

The authorized and designated representative of the Service Provider is:

Telephone:

Facsimile:

e-mail:.....

Address:

.....

.....

SIGNED ON BEHALF OF TENDERER:

Scope of work

DESCRIPTION OF OVERALL WORKS REQUIRED

- The Procurement of Professional Service Providers is intended to act as an enabling vehicle for the provision of specialised services, as and when required; which will assist the Department achieve its strategic objectives.
- The scope of work varies per project / site with the intended deliverable being the provisioning of new and relevant school infrastructure. The Scope of Works required from the Service Provider is defined per stage.
- The Northern Cape Department of Education will engage the Services of the relevant Professional, who will act on behalf of the Department and will either be contracted to assist in; the planning, design, construction monitoring, contract administration, quantification and/or commissioning of educational facilities to be provided by the Northern Cape Department of Education
- The Department will at its discretion contract with one or more of the various disciplines (Nominated Service Providers) to assist in implementation of various capital projects where applicable.
- The appointment of any Service Provider will also be dependent upon on the suitability of the PSP, programme scope, services required and the peculiarity of the programme will determine the type and the extent of services required.
- The Infrastructure Delivery Programme is delivered according to the Integrated Infrastructure Management System (IDMS) from the Construction Industry Development Board (CIDB) and National Treasury.
- The Northern Cape Department of Education is inviting eligible registered professionals as follows:

NORTHERN CAPE DEPARTMENT OF EDUCATION BID NO: NC/DE/001/2021-2022 APPOINTMENT TO A PANEL OF INFRASTRUCTURE PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS

| DESCRIPTION OF PROFESSIONAL SERVICES |
|--|
| Civil Engineering Services / Structural Engineering Services |
| Architectural |
| Quantity Surveying |
| Professional Construction Project Management |

- The provision of new infrastructure seeks to address the current space challenges at schools in the province and effectively deal with infrastructure backlogs.
- The general scope of works includes;
 - Provisioning of required Infrastructure Assets
 - Repairs (reactive maintenance)
 - Upgrades
 - Additions
 - Renovations and refurbishments
- The Department strives to attain value for money and therefore values the delivery of projects within time and cost, whilst the expectation is placed upon the Professional Service Provider to implement measures and management activities that will enable the realisation of the value for money coefficient. For example:
 - The use of standard drawings to be supplied by the Department will eliminate the need for the full services of Architects however services such as revisions to existing drawings and as-built drawings may be required.
 - The standardisation of drawings and bills of quantities shall enable the Quantity Surveyor to apply his/her skills towards site assessments, cost estimation and measurement, tender documentation, cost control and duties as determined by the Department up to the delivery of the final account and project close out report.
- The Northern Cape Department of Education anticipates that the respective Service Providers may be contracted for specific tasks. These tasks will be executed within strict and reasonable timelines. The Professional is expected to bill the Department in accordance with the relevant tariff and time based fee that is relevant to their profession.

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- In instances where the scope, location, size, character for and function of the tasks have been defined, remuneration will be determined using professional fee guidelines based on the cost of the specific works for a contract. In this instance the Department may elect to employ the Professional based on the percentage fee of the cost of the specific works. This will be negotiated between the Department and the Profession to ensure fair remuneration for the services to be provided.

SERVICES REQUIRED FROM PROFESSIONAL SERVICE PROVIDER

The Professional Service Provider may be led by one of the following:

- Registered Architects
- Registered Quantity Surveyors
- Registered Civil / Structural Engineers, and
- Registered Professional Construction Project Management

The Northern Cape Department of Education will at its discretion determine the appropriate professional services required for each project or batch of projects.

- The following deliverables are anticipated from the Professional Service Provider
 - Adherence to the Service Level Agreement and the satisfaction of the Professional Team's contractual obligations inclusive of an application of the Professional Team's presumed "Duty of Care" in implementing and administering the project(s).
 - Comprehension and ability to apply and administer the contract to the letter of the law between Client and Contractor.
 - Ability to adequately advise the Department on the application of "GREEN" building technologies and processes as and when required and the appropriate specifications and application of said technologies.
 - Monthly detailed report to be forwarded electronically and also hardcopy submissions on a date to be determined. Format of the report will be furnished to the Professional Team. It is expected that the report be completed in full inclusive of the submission of a portfolio of evidence with respect to progress on site.

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- Updating project specific information, progress reporting and production of the monthly progress report using the Education Facilities Management System.
 - Monthly Progress meeting with the Designated Management Team from the Department. Professional Team is expected to present progress, challenges, Risks and solutions in a format to be prescribes.
 - Monthly Presentation of the Health and Safety Reports detailing the challenges, risks and resolutions to be presented by the OHS Consultant.
 - Submission on a monthly basis of labour on site with regard to the Expanded Public Works Programme (EPWP) requirements.
- The Principal Agent shall also include as per his/her duties above the specific duties required of his/her profession, the following:
- Receiving and disseminating instructions from the Client to the relevant party.
 - Drafting, co-ordination and management of the planning programme.
 - Co-ordination of all site meetings and inspections, including ensuring that the Client is aware and represented at said meeting.
 - Furnish detailed monthly progress and expenditure reports.
 - Projected cash flows and actions to ensure expenditure
 - Act as sole agent in the best interest of the Client, inclusive of the authorisation to issue written instructions.
 - Acting as sole agent, upon whom notices can be served according to the building contract.
 - Issuing monthly interim payments certificate as well as final payment certificates.
 - Recommendations with respect to extensions of the building contract upon concise scrutiny of the conflicting event(s) and applying the letter of the contract to the recommendation, inclusive of a concise portfolio of evidence.

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- Recommendation and cost implications in terms of Variation Orders
- Applying the necessary penalties in accordance to the letter of the contract where applicable.
- Quality Management in construction and ensuring that sub-standard work is not handed over to the Client.
- Expediting the submission of vetted and relevant final accounts to the Client.
- Responsible for ensuring that other duties outlined in the relevant Tariff of Professional Fees for the respective discipline where the Professional acts as Principal Agent are adhered to.

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ANTICIPATED DELIVERABLES PER PROJECT / PROGRAMME

| ACTION | DELIVERABLE |
|--|--|
| Conduct Feasibility Assessments and Evaluations to determine the Scope and Estimates within the given Budget | Assessment Report and Cost Estimates |
| Obtain approval of concept designs / or site layout and estimates. The Department would provide standard designs, where applicable. | Approved Scope and Estimates |
| The timing of the works, start date, time for completion, period for defects liability, etc in the development of a Programme showing the duration, logic and the sequencing of project related activities | Approved High Level PSP Project Programme |
| Preparation of tender documentation | Tender documents |
| Advise Department on the invitation of Tenderers. Submit Advert for approval. | Tender Invitation (Advert and/or I-Tender) |
| Conduct compulsory site inspections / briefings prior to closure of the tender period | Site Inspection/briefing Meeting Certificate Issued Site Briefing attendance register |
| Participation in the Evaluation of the Tenders received and recommendation of the Contractor | Tender Evaluation Report |
| Receive instruction to appoint Contractor approved by the Tender Adjudication Committee of the Department | Letter of Appointment for the Contractor |
| Acceptance of appointment of the Contractor | Acceptance letter from the Contractor |
| Ensure that Contractor provides all the required insurances and guarantees. | Signed Contract |

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| | |
|--|---|
| <p>Facilitate Signing of the relevant JBCC agreement.</p> <p>Source Proof of the Contract works insurance, public liability insurance from the Contractor.</p> <p>Source the Performance guarantee bond to be provided by the Contractor</p> <p>Provide a preliminary Contractor's work programme of works</p> | |
| <p>Ensure that the Site is properly handed over to the Contractor</p> | <p>Signed Site Handover Certificate</p> |
| <p>Guide the construction process, providing direction and checking for conformity with specification.</p> | <p>Instructions issued and recorded issued by PSP</p> <p>Approval of work stages</p> <p>Approval of shop drawings or specifications</p> <p>Drawings register</p> <p>Written notices / correspondence, etc</p> |
| <p>Ensuring Quality Assurance</p> | <p>Test Cube results</p> <p>Compaction test results</p> <p>Soil Poisoning and pest control certificates</p> <p>Notifications for inspections</p> |
| <p>Monitoring and engaging the Contractor to ensure acceptable workmanship</p> | <p>Photographs of details and Site Meeting Minutes</p> |
| <p>Enforcing Terminations of Contracts. Documenting the reasons for termination, following the project related procedures for termination, Provision of a project recovery plan</p> | <p>Warnings Letters</p> <p>Termination of Contract Letter</p> <p>Project Recovery Plan for Approval</p> |

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| | |
|--|--|
| Managing Penalties or delay damages in accordance to the contract. Identifying who will be responsible for additional supervision and late completion of the project with respect to administration costs. | Stipulate penalties and damages in the JBCC Properly complete all sections of the JBCC Contract prior to signing |
| Manage and Resolve disputes – Adjudication, mediation, arbitration, litigation or a combination thereof | Dispute resolution clause Properly complete all sections of the JBCC Contract prior to signing |
| Ensuring effective communications and reporting with the employer and his representatives | Monthly Reports Technical Inspections Copy of Instructions |
| Produce and Issue Health and Safety specification on behalf of the Employer | Standard specifications issued to the Contractor |
| Ensuring that there is a Health and Safety Plan for the Project, which is implemented, reviewed and updated regularly | Reviewed Health and Safety Plan |
| Provide guidance to the Construction Safety Officers or OHS Consultant appointed to the Team | OHS Report for every project submitted monthly |
| Report of budget, monthly interim payments, expenditure to date, projected cash flows, and revised cash flows on a month to month basis | Monthly financial report and projections |
| Provide interim Payment Certificates with a breakdown of bill items | Properly produced Interim Payment Certificates |
| Ensure that the EPWP prescripts are adhered to per project. Report on the employment of labour (job opportunities) on site for both Main Contractors and Sub-Contractors | Daily Labour Sheets and analysis of month report No Payment to be issued without labour sheet and consolidated report per project |

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| | |
|---|---|
| <p>Signed Practical Handover Certificate / Signed Defects / Snag List</p> <p>Post works completion checklist</p> <p>Receive all documentation for the project from the Contractor at Practical Completion</p> | <p>All relevant guarantees, Maintenance instruction manuals, data or instructions required by the Principal Agent or provided by manufacturers, suppliers or sub-contractors.</p> |
| <p>Prepare the Final Account</p> | <p>Delivered after Practical Completion</p> |
| <p>Complete and submit the Project Close Out Report, operation and maintenance manuals, as build drawings etc.</p> | <p>Delivered after Practical Completion</p> |
| <p>Produce a Revised NEIMS Report</p> | <p>Delivered after Practical Completion</p> |
| <p>Submit a Project File with all attachments</p> | <p>Delivered after Practical Completion</p> |

ROLES AND RESPONSIBILITIES OF OTHER PROFESSIONAL TEAM MEMBERS

- The main contributions that are required by the supporting Professional are highlighted below and administered by the Principal Agent. Note that in the event that the Department opts to appoint an Engineer as the Lead Consultant, then the role of the Engineer will expand to include Principal Agency duties.

ARCHITECT

- Stage 2 – Concept and viability
- Establish site characteristics, rights and constraints for proper site layout design with the other consultants and advise on appropriate layout using the standard designs.
- Stage 3 – Design Development
- Incorporate the services and the work of the other design consultants
- Provide Plans and initial working drawings where necessary.
- Stage 4 – Documentation and Procurement
- Issue working drawings, specifications and other pertinent documentation to the Quantity Surveyor were deemed necessary by the Principal Agent.
- Stage 5 – Construction
- Issue construction drawings, specifications and other pertinent documentation to the Contractor were deemed necessary by the Principal Agent.
- Stage 6 – Close Out
- Provide as built drawings as requested by the Principal Agent.

STRUCTURAL / CIVIL AND ELECTRICAL ENGINEERS

- Stage 3 – Design Development
- Prepare designs based on surveys, analysis, tests and investigative reports
- Establish access, utilities, services and connections required for the design, prior to commencement of construction on the project.
- Stage 4 – Documentation and Procurement
- Issue working drawings, specifications and other pertinent documentation to the Quantity Surveyor were deemed necessary by the Principal Agent.
- Obtain approvals from Client and Principal Agent of the working drawings
- Stage 5 – Construction
- Issue construction drawings, specifications and other pertinent documentation to the Contractor were deemed necessary by the Principal Agent.
- Provide quality control and assurance as requested by the Principal Agent.
- Ensure the delivery of test certificates including the Electrical Certificate of Compliance
- Stage 6 – Close Out
- Monitor the rectification of defects as requested by the Principal Agents and/or identified by the Client
- Provide as built drawings as requested by the Principal Agent.

LAND SURVEYOR

- Stage 2 – Concept and viability
- Surveying of site characteristics, rights and constraints, buildings and structures as well as site boundaries, etc for proper design use by the Professional Team

GEO-TECHNICAL CONSULTANT

Stage 2 – Concept and viability

- Conducting preliminary test and investigations regarding soil conditions and groundwater usage.

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- Submit and verify soil sample and borehole tests to approved laboratory. The identified Laboratory and price quotations to be forwarded to the Client for approval.
- Provide soil conditions and groundwater analysis reports to the Principal Agent that advise on an appropriate foundation where necessary.

PROGRAMME DESCRIPTION – 2021/22 MTEF FINANCIAL YEAR

| | |
|---------------------------------|--|
| PROGRAMME NAME | Schools Infrastructure Delivery |
| LOCATION | NORTHERN CAPE PROVINCE |
| PROGRAMME COST ESTIMATES | <p>The Overall estimated project value to be implemented by the Department through Implementing Agents and including in-house projects, professional fees & VAT is estimated at R900,000,000.00 over a period of 5 years</p> <p>The Bidder is required to provide pricing based on this figure.</p> |
| PROGRAMME PLANNED PERIOD | The engagement with the PSP is intended to commence within the 2021/22 financial year. |
| PROGRAMME SCOPE SUMMARY | Infrastructure Delivery and Development |

- The subsequent appointment of the respective Building Contractors will be procured through the departmental Supply Chain Management procurement process; will be in accordance with the relevant procurement legislation inclusive of the CIDB I-Tender and registration of projects, and will be managed through the application of the latest JBCC Principal Building Agreement.

Pricing data

STRUCTURE OF FINANCIAL OFFER, FEES AND PAYMENT TERMS

The approximate value of the intended work is as follows;

| PROGRAMME | VALUE |
|--------------------------------|------------------------|
| Construction of a New School | R 80,000,000.00 |
| Repairs and Renovations | R8,000,000.00 |
| Upgrades and Additions | R18,000,000.00 |
| Planned & Reactive Maintenance | R4,000,000.00 |
| Total | R110,000,000.00 |

- The Professional Service Provider must submit a proposed general fees layout and disbursement plan to the Department as part of this proposal / bid which shall show the breakdown of the various stages of work.
- The points for the Financial Offer shall be based on price and any applicable discounts offered.
- The approximate values of the programmes are indicated above.
- The following Template is a table that illustrates the format in which the Service Provider will indicate the appropriate discounts on the Price offer.
- The total number of points that can be scored for price is 90 points.
- The fees structure and disbursement plan **MUST** be included as these form part of the contract should the Bid be Successful.

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- On appointment, the Professional Services Provider shall update the fees layout and disbursements according to the specific project value that will be approved by the Client. The Department shall approve the disbursement plan.
- The Department shall undertake to pay out within thirty (30) days all claims for valid work done to its satisfaction. No payment will be made where there is outstanding information / work not submitted by the Professional Service Provider until the outstanding information is submitted.
- The Professional Service Provider will be paid for a correct and valid invoice which bears a VAT number – where VAT is to be paid.

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PROFESSIONAL FEES

| PROFESSIONAL FEES FOR CONSTRUCTION OF NEW SCHOOL VALUED AT R80,000,000.00 (BUILDING COSTS) | | | |
|--|---------------------|------------------|--------------|
| CATEGORY | PROFESSIONAL STAGES | PROFESSIONAL FEE | DISCOUNT (%) |
| A | Stages 1 & 2 | | |
| B | Stages 3 & 4 | | |
| C | Stage 5 | | |
| D | Stage 6 | | |
| TOTAL | | | |
| TOTAL PROFESSIONAL FEES FOR SERVICES RENDERED (ZAR) | | | |

| PROFESSIONAL FEES FOR REPAIRS AND RENOVATIONS VALUED AT R8,000,000.00 (BUILDING COSTS) | | | |
|--|---------------------|------------------|--------------|
| CATEGORY | PROFESSIONAL STAGES | PROFESSIONAL FEE | DISCOUNT (%) |
| A | Stages 1 & 2 | | |
| B | Stages 3 & 4 | | |
| C | Stage 5 | | |
| D | Stage 6 | | |
| TOTAL | | | |
| TOTAL PROFESSIONAL FEES FOR SERVICES RENDERED (ZAR) | | | |

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| PROFESSIONAL FEES FOR UPGRADES AND ADDITIONS VALUED AT R18,000,000.00 (BUILDING COSTS) | | | |
|--|---------------------|------------------|--------------|
| CATEGORY | PROFESSIONAL STAGES | PROFESSIONAL FEE | DISCOUNT (%) |
| A | Stages 1 & 2 | | |
| B | Stages 3 & 4 | | |
| C | Stage 5 | | |
| D | Stage 6 | | |
| TOTAL | | | |
| TOTAL PROFESSIONAL FEES FOR SERVICES RENDERED (ZAR) | | | |

| PROFESSIONAL FEES FOR PLANNED AND REACTIVE MAINTENANCE VALUED AT R4,000,000.00 (BUILDING COSTS) | | | |
|---|---------------------|------------------|--------------|
| CATEGORY | PROFESSIONAL STAGES | PROFESSIONAL FEE | DISCOUNT (%) |
| A | Stages 1 & 2 | | |
| B | Stages 3 & 4 | | |
| C | Stage 5 | | |
| D | Stage 6 | | |
| TOTAL | | | |
| TOTAL PROFESSIONAL FEES FOR SERVICES RENDERED (ZAR) | | | |

NORTHERN CAPE DEPARTMENT OF EDUCATION BID NO: NC/DE/001/2021-2022 APPOINTMENT TO A PANEL OF INFRASTRUCTURE PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS

| SUB-PROGRAMME | VALUE | PROFESSIONAL FEE TOTALS INCL DISCOUNT (ZAR) | FINAL PROFESSIONAL FEE PERCENTAGE |
|---------------------------------|------------------------|--|--|
| NEW SCHOOLS | R80,000,000.00 | | |
| REHABILITATIONS AND RENOVATIONS | R8,000,000.00 | | |
| UPGRADES AND ADDITIONS | R18,000,000.00 | | |
| MAINTENANCE | R4,000,000.00 | | |
| TOTALS | R110,000,000.00 | | |
| | | R | % |

NOTE;

Rand Amount and Percentage of fees to contract value as calculated and indicated by the Bidder must be carried forward to the FORM OF OFFER.

The percentage indicated per sub-programme by the Bidder will be applied to the construction cost values of identified projects as and when required, should the Bidder be appointed by the department