



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

RE-TENDER

TALETSO TVET COLLEGE, IN COLLABORATION WITH PURCHASING CONSORTIUM SOUTHERN AFRICA (TALETSO)

REQUEST FOR PROPOSALS (RFP) FOR

POTENTIAL BIDDERS FOR PROPOSALS (RFP) TO THE SUPPLY AND INSTALLATION OF A THREE HUNDRED AND TWENTY SIX KILOLITRES, NINE HUNDRED LITRES OF STEEL WATER STORAGE TANK (326 900 LITRES), PLACED ON TAPERED CONCRETE BEAMS FOR LEHURUTSHE CAMPUS, CIDB GRADING ESTIMATED 4CE OR HIGHER

TENDER NO: PU2200/024

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU2200/024** is at 11:00am on Monday, 23 May 2024.

Tender number	PU2200/024	
Date issued	12 May 2024	
No Information Session	Enquiries and Bid Clarification will be done via email: Siphon.dlovu@purcosa.co.za and gayla.manganyi@purcosa.co.za	
Tender closing date	23 May 2024	Time: 11:00am
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

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1. INTRODUCTION

1.1 OVERVIEW

1.1.1 WHO IS TALETSO?

TALETSO – the Purchasing Consortium Southern Africa NPC – is a group-purchasing organisation for Higher Education Institutions with a membership consisting of all 27 South African Public Universities, 17 Associate Members and many TVET Colleges. This gives a total membership of 64 institutions.

TALETSO is committed to saving our Members time and money through professional and focused collaborative procurement, whilst strengthening partnership with all stakeholders in the Higher Education Sector in Southern Africa.

1.1.2 WHAT DOES TALETSO AIM TO DO?

TALETSO intends to significantly reduce the Total Costs, while maintaining or improving the quality of the service. TALETSO will pursue its goal through consolidating the volume of goods and services procured by the HE sector.

1.1.3 WHAT IS TALETSO LOOKING FOR?

This initiative is intended to identify suppliers of the goods and services/products (“Suppliers”) that can best service TALETSO’s requirements for the goods and services. Through this process, TALETSO wishes to establish a new level of cost transparency with its Suppliers in order to facilitate long-term cost control. Invoice price is critically important to us and this, together with the Suppliers commitment to cost transparency, will form the initial screening process. Determination of Suppliers continuing in the procurement process after this initial screening will include consideration of the following factors:

- a) Transparency of goods and service cost;
- b) Minimization and reduction of “Total Costs” (as that term is defined in section 1.3.3 below);
- c) Capability of Suppliers in meeting TALETSO’s requirements;
- d) Suppliers’ commitment to TALETSO’s needs; and
- e) Black Economic Empowerment

1.1.4 SUMMARY OF KEY MATTERS FOR CONSIDERATION BY POTENTIAL SUPPLIERS

Key matters for consideration by Suppliers include:

- a) This process will afford Suppliers the opportunity to acquire and /or increase their level of business with TALETSO;
- b) Senior Management in TALETSO are directing this assessment;
- c) A cross-functional team has been formed to facilitate this assessment and is empowered to make decisions in the best interests of TALETSO;
- d) TALETSO is prepared to significantly alter current purchasing patterns of the goods and services in order to take advantage of opportunities and achieve benefits for the whole Membership;
- e) Time is limited in the final Suppliers selection process;
- f) TALETSO’s objective is to reduce costs initially and then to achieve further on-going reductions in Total Costs. TALETSO is expecting to identify Suppliers that can meet its need at an extremely competitive cost;
- g) The evaluation of potential Suppliers will also include important non-cost considerations, such as quality, service, implementation ability and other factors;
- h) This sourcing program must not disadvantage any operation at any site operated or managed by that relevant Member; and
- i) Prospective Suppliers’ are requested to submit their best price at this time, as only competitive Suppliers will be invited for further discussions.

1.2 PURPOSE AND OBJECTIVE OF THE RFP

1.2.1 PURPOSE

The purpose of this RFP is to collect cost of goods and services, pricing and general information on your business as part of our program to determine the Supplier or Suppliers most capable of supplying the goods and services to TALETSO. TALETSO’s objective is to identify opportunities to significantly reduce purchase costs and to improve the value added from all Suppliers of the goods and services.

1.2.2 HOW AGREEMENT IS TO BE FORMED

Responses to this RFP will form the basis for any agreements reached, such responses will represent a firm offer by the Supplier to agree to supply the goods, and services to TALETSO as detailed in the pricing table proposed (see Appendix B1).

1.3 EVALUATION CRITERIA

1.3.1 OBJECTIVE

TALETSO's objective is to assist our Members to collectively procure goods and services at competitive prices, acceptable quality and on-time delivery. Suppliers selected to participate with TALETSO to meet this objective can anticipate an on-going commercial relationship.

1.3.2 INVOICE PRICE

Prices provided by Suppliers and transparency in the underlying costs will be the initial basis for evaluating Supplier's responses.

Suppliers, which are assessed favourably at this first test, will then be further assessed by reference to the matters set out in the remainder of this section below.

1.3.3 TOTAL COST

"Total Costs" will be an important parameter for Supplier assessment. "Total Costs" is defined as follows:

"Total Costs" means the sum of all direct and indirect costs associated with the purchase of the goods and services incurred by College, including but not limited to the invoice price, goods and services life, service maintenance costs, distribution costs, transaction costs, inventory costs, purchasing administration costs and other costs incurred with the use of the goods and services provided by the Supplier."

Suppliers can reduce Total Costs through one or more of the following approaches:

- a) Lowering prices for the goods and services;
- b) Lowering logistic costs;
- c) Increasing value from service and support; and/or
- d) Offering superior goods and services performance.

Suppliers are expected to provide highly competitive pricing – pricing reserved for their largest and most important account – both at the outset of the relationship and on an on-going basis. TALETSO expects to work with Supplier(s) to continuously identify opportunities to reduce Total Costs.

1.3.4 COST TRANSPARENCY

TALETSO desires to achieve clarity on the costs of all aspects of the supply of the goods and services. The details requested in this RFP are intended to deliver the required level of transparency. Any gaps in Supplier responses will be interpreted as an unwillingness to participate with TALETSO in the desired relationship and will seriously disadvantage the Supplier.

1.3.5 SUPPLIER CAPABILITY

TALETSO will assess Supplier capability based on TALETSO's experience and information provided by Suppliers in response to this RFP.

1.3.6 ADDITIONAL INITIATIVES

Suppliers are encouraged to be creative and develop suggestions to enhance Supplier relationships, quality, and service levels that will be cost effective for TALETSO. These suggestions may lead TALETSO to promote options for new goods and services to the Members.

1.3.7 EMPOWERMENT

TALETSO is serious in its commitment to the previously disadvantaged groups and will expect selected Suppliers to demonstrate that they share that commitment. Accordingly, a B-BBEE Certificate in terms of the Codes of Good Practice issued by an accredited rating agency must be submitted.

2. GUIDELINES FOR SUBMISSION OF PROPOSAL ("RFP")

2.1 PROPOSAL TERMS

TALETSO is inviting your company to submit a Proposal for the supply of the goods and/ or services.

TALETSO intends to move quickly to award business; hence, Suppliers are encouraged to provide their best offer under the Proposal.

2.1.1 ACCEPTANCE OF PROPOSAL AT TALETSO'S DISCRETION

TALETSO reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any Proposal as it sees fit. Nothing stated in this RFP (whether express or implied) binds or obligates TALETSO, or any other member of TALETSO to accept the lowest of any price contained in a Proposal or to accept any Proposal. Suppliers or their representatives can expect to discuss the details of their Proposal during the evaluation process. TALETSO reserves the right to negotiate specific terms with the preferred Suppliers prior to the award of a final contract (if any).

2.1.2 CONFORMANCE

All Proposals must conform to each of the requirements set out in this RFP. Non-conforming Proposals may not be considered. As well as providing a conforming Proposal, Suppliers may also submit additional or alternative information for further consideration where they believe that this is in the best interests of TALETSO.

2.1.3 COVERAGE

While TALETSO does not require Suppliers to tender on all aspects of this RFP, the broader the range of goods and/ or services quoted on, the greater Supplier's chance of success.

2.1.4 REQUIREMENTS FOR ADDITIONAL INFORMATION

TALETSO may require a Supplier to provide additional information to allow further consideration of the Supplier's Proposal.

2.1.5 COSTS

None of TALETSO is responsible for any costs (whether direct or indirect) incurred by a Supplier in preparing and/or submitting a Proposal or otherwise responding to this RFP or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.1.6 SUBMISSION VALIDITY

Each Proposal submitted by a Supplier must remain valid for a period of 180 days from the required date of submission.

2.1.7 SUPPLIER'S ACCEPTANCE OF TERMS & CONDITIONS

Each Supplier submitting a Proposal agrees to do so on the terms and conditions set out in this RFP. Suppliers, which submit responses to this RFP, will be deemed to have accepted, and wilfully comply with, all of those terms and conditions.

A person fully authorized to commit the Supplier to the terms must sign the Proposal and conditions set out in this RFP. TALETSO is entitled to assume that there is full authority in the signatory of the person.

2.2 PRICING TRANSPARENCY

TALETSO wishes to establish an increased level of cost transparency with the chosen Supplier. The level of transparency will be taken as an indication of each Supplier's willingness to participate with TALETSO in a transparent relationship.

2.3 MONTHLY SALES REPORT

The Supplier shall submit a written report on each individual purchase order received from the Members to TALETSO by the 10th working day of each month of the contract period. The total sales (meaning total invoice value relating to the supply of goods and service including any ad hoc supply of goods and/ or services or otherwise (whether contracted or non-contracted) supplied to the Member for the month shall be recorded into the monthly sales report. Any discrepancies between the Suppliers' monthly report and the Members' monthly report for the supply of goods within the scope of this Agreement shall be brought to the attention of the Supplier. The Supplier shall within seven (7) working days investigate the variance and report in writing to TALETSO the reasons thereof. Should the Supplier have under reported, the Supplier should be required to retrospectively update the monthly sales report accordingly. TALETSO shall use the updated sales report for the purposes of invoicing the service fee.

2.4 SERVICE FEE

The Service Provider must provide for a 2% service fee calculated on the total value of each invoice issued by the Service Provider for or otherwise relating to supply of goods and/ or performance of the services to the Member (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of the relevant invoice to the Member.

In the event that the Service Provider is requested to supply any goods or service to the Member related in any way to this contract, it is deemed that such services will be regarded as ad-hoc and / or additional services to the contract. Therefore, the service provider is liable to pay the service fee.

The PURCO SA Membership may procure through this agreement in their individual capacity in accordance with their respective procurement policies e.g. procuring through this contract directly and/or procuring through a RFP or a RFQ using the appointed panel of the suppliers under this contract. Therefore, the appointed service provider (s) will be liable to pay the service fee.

The Service Provider is required to send a copy of the monthly invoice, statement and spend report where applicable to both PURCO SA and the Member. PURCO SA shall thereafter invoice and collect the service fee from the Service Provider based on the total invoice value which is payable to PURCO SA within 30 days of the date of statement.

The Service Provider will be liable for interest on all overdue accounts exceeding 30 days at a rate of 2% per month.

2.5 RIGHT TO OFFSET

The supplier acknowledges and agrees to provide consent to the Membership to withhold and offset any outstanding amounts owed under this agreement.

In the event that the supplier fails to fulfil its payment obligations to PURCO SA under this agreement and incurs an outstanding balance, the Membership reserves the right to offset any such amounts owed by the supplier against any outstanding amounts that the Membership owes to the supplier under this agreement or any other related agreements. The supplier hereby consents to such offset and acknowledges that the Membership may withhold and apply the owed amounts towards the outstanding balance without further notice or consent. The offset shall be carried out in a reasonable and fair manner, and any remaining balance, if applicable, shall continue to be owed by the supplier.

2.6 PURCO SA REPRESENTATIVE

All contact and questions with regard to this RFP must be made through the PURCO SA representative. Discussion with other parties within or associated with PURCO SA may result in disqualification from this process.

For the purpose of the RFP, the TALETSO representative ("TALETSO Representative") is:

Contact Person	
Name & Surname	Sipho Ndlovu
Telephone number	011 545 0974
E-mail address	sipho.ndlovu@purcosa.co.za

2.7 QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be directed to the TALETSO Representative by email. Questions must not be submitted by telephone. TALETSO will accept written questions regarding this RFP up to **17 May 2024** at **16h00**.

Answers to all questions will be e-mailed to all Suppliers who have been provided with this RFP.

All questions must include:

- a) The Supplier's name and address;
- b) A reference to the specific section and page number of the RFP; and
- c) The contact name, telephone number and e-mail address

RFP Schedule of Dates

Date	Action
12 May 2024	RFP released to potential Suppliers
17 May 2024	Last day for submission of questions and clarification
23 May 2024	Submission of Proposal by 11h00am
TBA	Proposed Contract Implementation

2.8 RFP FORMAT

All Supplier responses must follow the prescribed format. Refer to "Delivery Instructions" below. Failure to do so may result in disqualification from this RFP/Proposal process.

2.9 DELIVERY INSTRUCTIONS

All Bidders must submit their responses in the following format:

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix B	Completed technical specifications and pricing	Complete and Attach your pricing schedule as per specifications
Appendix C	Proof of Bank Account	Signed or stamped letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	ID documents	Certified copies ID documents for directors/shareholder/senior managers (not be older than 6 months)
Appendix F	Board resolution	Attach copy of board resolution. Unless sole proprietor
Appendix G	Tax Pin	An original valid Tax Pin (must be valid on tender closing)
Appendix H	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or Sworn Affidavit

Appendix I	Fully signed Audited Financial Statements/ Annual Financial Statements (2020/2021)	Provide fully signed recent Audited Financial Statements / Annual Financial Statements
Appendix J	Declaration of Interest	Please sign point 9 of this tender document
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database.
Appendix L	CIDB grading for 4CE	Submit valid proof of 4CE CIDB grading or higher
Appendix M	COIDA – construction industry	Submit valid letter of good standing from the department of labour
Appendix N	Proposed Programme of works	Proposed Programme of works

The response deadline is **23 May 2024 at 11h00**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

2.10 ADDITIONAL SUPPLIER INFORMATION

TALETSO may request additional data, discussions or presentations in support of responses to this RFP. Additionally, TALETSO may conduct a survey of any Supplier under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Supplier.

2.11 ACKNOWLEDGMENTS AND DISCLAIMERS

2.11.1 NON-BINDING

This RFP and any Proposals are not legally binding on TALETSO.

None of TALETSO, nor any person purporting to act on behalf of TALETSO, or any other Member of TALETSO makes any representations or provide any undertakings to Suppliers other than to invite Suppliers to submit Proposals. TALETSO intends to use the RFP/Proposal framework as the basis for negotiations with Suppliers. TALETSO reserves the right to alter that framework at its discretion at any point prior to or during the RFP/Proposal process.

2.11.2 ACCURACY OF INFORMATION

TALETSO has endeavoured to provide correct information in this RFP. However, the onus is on Suppliers to satisfy themselves as to the accuracy, completeness and sufficiency of any information provided to them by TALETSO, or any person purporting to act on behalf of TALETSO.

2.11.3 NEGOTIATIONS

On receipt of Proposals from Suppliers, TALETSO proposes to evaluate those responses based on the requirements of the TALETSO Members. Negotiations will be conducted with a reduced number of selected Suppliers, which may lead to one or more contracts for the supply of part or all of the goods and/ or services.

TALETSO reserves the right to vary, at its sole discretion, this negotiation plan at any time and does not make any undertakings in relation to entering into any contracts for the supply of goods and services.

2.11.4 TALETSO'S USE OF INFORMATION

In lodging a Proposal, a Supplier will be deemed to have granted TALETSO a non-exclusive right to use any information in the Proposal as TALETSO sees fit, including, without limitation, for operations purposes and future discussions with Suppliers. TALETSO will also acquire a non-exclusive right to use any processes, sketches, calculations, drawings, computer programs or other data or information submitted with, or included in, a Proposal.

Each Supplier which submits a Proposal agrees to indemnify TALETSO, and every other Member of TALETSO against third party claims arising out of any use of any proprietary information submitted with, or included in, the Proposal by TALETSO, and its or their respective directors, officers, agents, employees, advisers or consultants.

2.11.5 INFORMATION PROVIDED BY TALETSO

Copyright in this RFP is reserved exclusively to TALETSO.

Solely the Supplier in the preparation of its Proposal provides in confidence and for use any information, which TALETSO provides in this RFP or otherwise ("Information"). The Supplier must not disclose it to any third party without TALETSO's prior approval in writing. Any further information that TALETSO provides to the Supplier from time to time will be made available on the same terms and conditions as apply under this RFP.

2.11.6 SUPPLIER'S ACKNOWLEDGMENTS

In submitting a Proposal, the Supplier acknowledges and agrees that:

- a) The Information has been independently verified and TALETSO, all other Members of TALETSO and its and their respective directors, officers, advisers, employees and agents, are not under any liability, whether arising from negligence or otherwise, for any representation contained in it or any omission from it or for any error, inaccuracy, incompleteness or other defect in the Information it contains.
- b) This Proposal contains representations and other statements concerning requirements for the supply of the goods and services. No representation, statement or warranty, express or implied, is made by TALETSO, any other Member of TALETSO or its and their respective directors, officers, advisers, employees or agents that any statement, estimate or evaluation contained in it will prove correct. The Supplier relies solely on its own investigations and inquiries in respect of TALETSO's requirements for the goods and services and the accuracy of the Information.
- c) Without limitation to the above, none of TALETSO, or any other Member of TALETSO, nor any person purporting to act on behalf of TALETSO, or any other Member of the TALETSO, will be liable in any way for any losses or liabilities incurred by a Supplier or any other person (including, without limitation, damages, costs, loss of profits or consequential or indirect losses) arising from any cause whatsoever including, without limitation, any error, inaccuracy, incompleteness or other defect in the Information.
- d) The Supplier also acknowledges that TALETSO, without liability or recourse, may at any time without notice:
- e) Enter into and conclude negotiations with any other Supplier for the supply of part or all of TALETSO's requirements of the goods and services;
- f) Terminate the RFP/Proposal process in respect of any or all of TALETSO's requirements;
- g) Terminate discussions or negotiations with the Supplier or otherwise terminate the Supplier's further participation in the RFP/Proposal process;
- h) Reject any Proposal submitted by the Supplier; and/or
- i) Depart from or modify the proposed framework and/or any other procedures in relation to the RFP/Proposal process.
- j) If the Supplier decides not to submit a Proposal, or at any time discontinues for any reason (including as a result of any action of TALETSO) its participation in this RFP process or subsequent discussions or negotiations, the Supplier must promptly return this RFP (and destroy any copies which it has made) to TALETSO together with any other documents or other material relating to the service procurement that contains, embodies or might reveal Information.

2.11.7 PUBLIC ANNOUNCEMENTS

Neither the potential Supplier nor TALETSO will make any public announcements or disclosures as to the RFP, any Proposal or the RFP process or otherwise in relation to the subject matter of any potential contract, without the prior written consent of the other party (except as required by any applicable law or regulatory requirement). In this regard, no media release or public announcement will be made in relation to any resulting contract, should such be executed, without the written approval of both parties as to the wording of such release and the manner or publication of such release.

3. SUPPLIER CAPABILITY

3.1 SECURITY OF SUPPLY

The goods and services are critical to on-going operations and therefore security of supply is a major requirement for TALETSO.

4. PROPOSED PRICING

4.1 INTRODUCTION

While TALETSO require Suppliers to tender on the full range of goods and services or for all sites included in this RFP, the broader the range of goods and services quoted on, the higher a Supplier's chance of success. Please be aware that this RFP provides all participants the opportunity to increase current business and/or acquire new business with TALETSO and its Members.

TALETSO expects Suppliers to respond fully to the requested level of detail. This detail will contribute towards the transparent cost structure being pursued by TALETSO.

4.2 PRICING TABLE – INSTRUCTIONS – PRICE AS PER DESIRED LAYOUT

The responses must remain in the format outlined in the instructions of Appendix B, which contain the technical and pricing information.

Please note that all the prices reflected in Appendix B1 shall be:

- a) Inclusive of Value Added Tax (which shall be payable by the Member subject to the receipt of a VAT invoice); and
- b) Inclusive of all associated costs and taxes, including insurance, charges for packaging, shipping, carriage, delivery to the premises, handling fees, toll fees, permits, all duties, licenses and other related charges payable in respect of the service from time to time.

4.3 PRICING TABLE, SPECIFICATION AND ESTIMATED VOLUME/ QUANTITY

TALETSO has included specification and estimated volumes/quantity (Appendix B) as a guideline to assist suppliers in pricing. Separate detailed pricing schedule and/ or bill of quantities may be attached. The volume is an estimate and should not be interpreted as a guarantee in any way.

4.4 DOUBLE COUNTING

In order to assess your prices fairly (and prevent "double counting") do not include costs which are explicitly asked for in other columns or spread sheets.

5. PRICING

Tenderers are required to submit a price proposal as stipulated in the Appendix B1.

5.1 PAYMENT TERMS

Payment terms are within 30 days from date of statement. If we were to alter payment times, what discount on invoice prices would the Supplier offer on the entire spend? Please respond in the table below.

Time until Payment	% Discount
7 days from statement receipt	
14 days from statement receipt	
30 days from statement receipt	
Other	

5.2 CONTRACT LENGTH

Twenty-four (24) months.

Type of Contract

TALETSO requires a **full-risk contract** arrangement. Application for a price increase will only be considered if submitted with written proof that it is due to circumstances beyond the control of the supplier.

6. REQUIRED PROPOSAL LAYOUT

In order to facilitate a structured evaluation of the submissions resulting from this RFP, TALETSO requires each supplier to conform to a specific proposal layout. Deviation from this required document structure may result in disqualification.

6.1 GENERAL NOTES:

- A cover page per Appendix is included in this document and Supplier must ensure that these cover pages are used in their submissions.
- Each Appendix cover will contain a list of the required information and / or documents that need to be included in that section. The list has a check box for the supplier to indicate that the information requested has been included.
- Each Appendix cover page is to be signed by the duly authorized representative of the Supplier.

7. TECHNICAL SPECIFICATION

TALETSO has included specification and estimate volumes / quantity (Appendix B and B1) to assist suppliers in pricing. Refer to Appendix B and B1 for instructions.

8. EVALUATION PROCESS

8.1 AIM OF EVALUATION

To ensure that all proposals received are afforded the opportunity to compete equally and enable TALETSO a chance to evaluate the tender received in fair and unbiased manner, as per pre – described process of evaluating proposals.

8.2 EVALUATION CRITERIA

The evaluation criteria as set out hereunder will assist TALETSO to ensure conformity to all tender requirements. TALETSO's evaluation team shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the tender document. The evaluation criteria can be discussed and clarified with all attendees at the compulsory information session, where applicable, as an aid to prepare for such evaluation.

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

8.2.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
			Yes	No
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Completed technical specifications and pricing	Complete and Attach your pricing schedule as per specifications	Yes	No
Appendix C	Proof of Bank Account	Signed or stamped letter from bank	Yes	No
Appendix D	Company registration documents	Company registration documents	Yes	No

Appendix E	ID documents	Certified copies ID documents for directors/shareholder/senior managers (not be older than 6 months)	Yes	No
Appendix F	Board resolution	Attach copy of board resolution. Unless sole proprietor	Yes	No
Appendix G	Tax Pin	An original valid Tax Pin (must be valid on tender closing)	Yes	No
Appendix H	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or sworn Affidavit	Yes	No
Appendix I	Fully signed Audited Financial Statements/ Annual Financial Statements (2020/2021)	Provide fully signed recent Audited Financial Statements / Annual Financial Statements	Yes	No
Appendix J	Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database.	Yes	No
Appendix L	CIDB grading for 4CE	Submit valid proof of 4CE CIDB grading or higher	Yes	No
Appendix M	COIDA – construction industry	Submit valid letter of good standing from the department of labour	Yes	No
Appendix N	Proposed Programme of works	Proposed Programme of works	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

8.2.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 75% and above in order to progress to the next stage of evaluation.

	FUNCTIONALITY
1.	Schedule of previous experience <ul style="list-style-type: none"> The bidder will receive five (5) points when they provide less than three (3) references, upon provision of three (3) references fifteen (15) points will be allocated, at provision of four (4) references 20 points will be allocated and a maximum of twenty-five (25) points will be allocated when five (5) references are provided. No references is zero (0) points The above mentioned references should be aligned to civil and/or structural engineering projects including water works. No letter of appointment or completion certificates will be accepted as previous experience.
2.	Email reference verification <ul style="list-style-type: none"> Bidders to provide contactable references for previous civil and/or structural works projects completed The reference provided will be contacted via email for verification

3.	<p>Locality or Local labour</p> <ul style="list-style-type: none"> • Maximum points will be given to bidders/tenderers within the TALETSODistrict Municipality, minimum points to be given to bidders/tenderers from outside the TALETSODistrict municipality • Tenderers will be required to submit proof of residence either from the municipality or traditional authority • No affidavit as proof of residence will be accepted.
4.	<p>Project Execution Plan (PEP) / Methodology</p> <ul style="list-style-type: none"> • The tenderer/bidder shall include as an attachment to their submission the detailed Methodology Statement or PEP for the works which details amongst other the following: Tasks = The contractors to demonstrate on their submission the understanding of the tasks and/or the activities that will be required of them upon being appointed. The contractors must be able to demonstrate on their methodology how they intend to execute the works with specific to the proposed works Duration = How long the contractor intends to complete task, to reach a set milestone. Congruency with the project schedule will also be examined. Milestones = The tool used to mark specific points along a project timeline, these may signal anchors such as project start date and project end date. The contractors must demonstrate in their submission the measures that they will use to reach an ultimate goal. Responsibilities = The manner in which the contractor intends to allocate the resources. This describes people and their roles in completing tasks or deliverables for a project.
5.	<p>Technical capability/Capability of the proposed team</p> <p>Points will only be allocated to contracts manager/construction supervisor who is ECSA certificate which is in line with Civil and/or structural professional registered and has a minimum of 7 years' experience post registration.</p> <p>The following information must therefore be provided in the CV as evidence of the above mentioned requirements in order to obtain the points:</p> <ul style="list-style-type: none"> • Name and description of the project/s • Value of the project/s • Role played • Year (start to end) • ECSA certificate must be attached (the member must be in good standing)

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 75% and above in order to progress to the next stage of evaluation.

Client's referral letters for work done in the past five (5) years, for Civil and/or Structural Engineering projects including Water Works).

Item No.	Criteria Description													
	Tender bids scoring less than a minimum of 75% in respect of the total evaluation points for quality criteria will NOT be considered for further evaluation.	Weighting												
	FUNCTIONALITY													
1.	<p>Experience, Skills, and Ability of Service Provider to fulfil TALETSO TVET College's requirements, experience in civil and water works:</p> <p>The valid reference letter must be on a client letterhead, indicating Site Name, the scope of work conducted, cost of the project and duration of the project, date of the project and duly signed by the client with contact details including email addresses and telephone numbers, the client to rate the quality of the work executed by the supplier.</p> <ul style="list-style-type: none">3-5 valid reference letters of projects completed: <table><tr><td>3 Reference letters</td><td>=15 Points</td></tr><tr><td>4 Reference letters</td><td>= 20 Points</td></tr><tr><td>5 and more Reference letters</td><td>= 25 Points</td></tr></table> <table><tr><td>Less than 3 references</td><td>= 05 Points</td></tr><tr><td>No references</td><td>= 00 Points</td></tr><tr><td>Irrelevant references</td><td>=00Points</td></tr></table> <p>TALETSO TVET College has right to verify the company reference</p>	3 Reference letters	=15 Points	4 Reference letters	= 20 Points	5 and more Reference letters	= 25 Points	Less than 3 references	= 05 Points	No references	= 00 Points	Irrelevant references	=00Points	25
3 Reference letters	=15 Points													
4 Reference letters	= 20 Points													
5 and more Reference letters	= 25 Points													
Less than 3 references	= 05 Points													
No references	= 00 Points													
Irrelevant references	=00Points													
2.	<p>Email reference verification</p> <ul style="list-style-type: none">3 references verified = 54 references verified = 75 references verified = 10 <p>Verification invalid or unverifiable = 0 points</p>	10												
3.	<p>Locality:</p> <ul style="list-style-type: none">15 Points within North West10 Points outside North West	15												
4.	<p>Project Execution Plan (PEP)</p> <ul style="list-style-type: none">Provide a detailed project execution plan and Construction methodology including summary of major milestone deliverables - detailed programme plan including: Tasks = 10 Points Duration and Milestones = 5 Points Responsibilities = 5 PointsNon-compliance with the above = 0 points	20												

5.	<p>Technical capability</p> <p>Bidder to provide the CVs and qualifications for the number of construction supervisor/contracts manager that will be deployed for the duration of the project.</p> <p>Construction Supervisor: Must have civil and/or structural engineering works at least 7 - 10 years' experience or more, with ECSA professional registration (Civil and/or Structural engineering)</p> <ul style="list-style-type: none"> • 10 years or more experience with ECSA professional registration = 25 points. • 8 - 9 years' experience with ECSA professional registration = 20 points. • 7-year experience with ECSA professional registration = 15 points. • Less than 7 years with ECSA Professional registration = 10 Points • No experience = 0 Points • • Occupational Health and safety practitioner professionally registered (NOSA or related) = 5 points 	30
	<ul style="list-style-type: none"> • TOTAL 	100

Note: Employment of Local Contractors/Subcontractors

Employment of local unskilled labour promoted and advised at appointment stage.

8.2.3 STEP 1: REFERENCES TABLE

Provide referral letters for work completed in the past five (5) years, for similar work. The letters should be on an official letterhead from your Client with the name of their business mentioned on the letterhead.

FUNCTIONALITY CRITERIA

COMPLETION CERTIFICATE ONE (1)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company One (1) Name of Company:			Contact Name:	
Contact e-Mail:			Contact Telephone:	
Description of Contract:				
Contract Details				
1	Contract Value			
2	Contract Commencement date:			
3	Contract Completion Date:			
4	Contract Duration:			
Attach Reference Letter 1				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

COMPLETION CERTIFICATE TWO (2)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Two (2) Name of Company:			Contact Name:	
Contact e-Mail:			Contact Telephone:	
Description of Contract:				
Contract Details				
1	Contract Value			
2	Contract Commencement date:			
3	Contract Completion Date:			
4	Contract Duration:			
Attach Reference Letter 2				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

COMPLETION CERTIFICATION THREE (3)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Three (3) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 3			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

8.2.4 STEP 2: FUNCTIONALITY TABLE

A tenderer shall proceed to the next stage of evaluation if a percentage score of 70% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (70%) will not proceed to the next stage of evaluation.

8.3 STAGE 2: PRICE AND B-BBEE

Only tenders that achieve the minimum stipulated threshold for functionality of 70% will be evaluated further in accordance with the 80/20 preference point systems. The 80 points will be allocated for price whilst, 20 points will be allocated for B-BBEE both totalling 100 points.

The formula below will be used in calculating points scored for the Preference points system

8.3.1 STEP 1: CALCULATION OF POINTS FOR PRICE

The first step under price and B-BBEE is to calculate the price points for tenderers who progressed to this stage of evaluation as per formula below.

$$Ps = 80 \left\{ 1 - \frac{Pt - Pmin}{Pmin} \right\}$$

Where

Ps = Points scored for comparative price of tender under consideration.

Pt = Comparative price of tender under consideration.

Pmin = Comparative price of lowest acceptable tender.

8.3.2 STEP 2: B-BBEE LEVEL OF CONTRIBUTION

The second step under price and B-BBEE is to calculate B-BBEE points for tenderers who progressed to this stage of evaluation as per below B-BBEE status level of contribution.

The level 1 contributor will obtain 20 points and the last level contributor will obtain the lowest points as per table below.

B-BBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non – complaint contributor	0

8.3.3 STEP 3: FINAL SCORE

The points scored for price (step 1) will be added together with the points scored for B-BBEE (step 2) to obtain the tenders total points.

TALETSO and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing;

TALETSO and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide TALETSO and/ or Member/s with all necessary access, assistance and/or information which TALETSO and/ or Member/s may reasonably request and to respond within the given time frame set by TALETSO and/ or Member/s;

TALETSO and/ or Member/s will evaluate the Tenders with reference to TALETSO set and approved evaluation criteria as indicated in the tender document.

9. DECLARATION OF INTEREST

I, the undersigned

From (Name of Supplier)

- a) Declare that I have studied the contents of this document and, that the organisation I represent agrees to the terms and condition of this RFP without any exceptions and, is prepared to carry out the services according to the specifications and to the satisfaction of TALETSO and its Members.
- b) Has the authorisation to sign tender documents on behalf of my company. Attached a Director's resolution or proxy, authorising to sign this document on behalf of the company.
- c) Declare that the company has the financial ability to meet its obligations in respect of this RFP and that it is in a sound position to meet its overall financial commitments.
- d) State that the information submitted is true and correct.
- e) Certify that as far as I/we know no member of our company have any direct or indirect vested interest in TALETSO or its Members.

Signed at _____ on this _____ day of _____ 20____

Signature

Initials and Surname

GENERAL TERMS AND CONDITIONS OF THE TENDER

10. ESCALATION MECHANISM

- 10.1** Escalation of prices, the College is expecting no escalation for the contract period
- 10.2** Any escalation in prices will be considered only under exceptional circumstances and upon a detailed breakdown of the various cost components and the percentage each cost component contributes to the total selling price.
- 10.3** TALETSO reserves the right to accept price increases or to terminate the contract in part or in whole.
- 10.4** No price increase with retrospective effect shall be considered.
- 10.5** Any application for a price increase shall only become effective if approved by TALETSO provided that a minimum period of 30 (thirty) days from date of application is required before any price increase may become effective.

11. PRICE OFFER AND ADJUSTMENTS

- 11.1** Prices quoted must be valid up to the conclusion and final award of the tender and thereafter remain fixed for a period of 36 months from the effective date of the contract-
- 11.2** Is the contract price firm for the duration of the contract period?

YES

NO

Please indicate the applicable block with ✓

- 11.3** If the reply to 11.2 is negative, on what grounds (with a breakdown of the various cost components and the percentage each cost component contributes to the total contract price) would price adjustments be requested?

Factors that contribute to any price escalation for locally manufactured goods

Cost Components	Weighting

11.4 Factors that contribute to any price escalation for imported goods

- a) Please state the Rate of Exchange at which your contracted price was based:

Please note: Should there be a price variance of more than 5% due to Rate of Exchange, then only will a price adjustment be considered.

- b) Frequency of Escalation: _____

- c) Any Statutory Related Price Adjustment _____

- d) Price Formulas: _____

- e) References to Indices: _____

- f) TALETSO reserves the right to audit evidence forwarded as motivation for price adjustments

12. TENDER FORM, IMPORTANT CONDITIONS & MISCELLANEOUS REQUIREMENT

12.1 I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to TALETSO on the items and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

12.2 I/We agree that:

- a) The offer herein shall remain binding upon me/us and open for acceptance by TALETSO during the validity period indicated and calculated from the closing time of the tender;
- b) If I/we withdraw my/our tender within the period for which I/we have agreed that the tender should remain open for acceptance, or fail to fulfil the contract when called upon to do so, TALETSO may without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and TALETSO and I/we will then pay to TALETSO any additional expense incurred by TALETSO having either to accept any less favourable tender or fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tender and by the subsequent acceptance of any less favourable tender, TALETSO shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss TALETSO may sustain by reason of my/our default;
- c) If my /our tender is accepted, the acceptance may be communicated to me/us by letter or ordinary post or registered post and the SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to the SA Post Office Ltd shall be treated as delivery to me/us;
- d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicile citandi et executandi in the Republic (full address).

- e) I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- f) I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principles (s) liable for the due fulfilment of this contract.
- g) I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment, which may be pronounced against me/us because of such action.
- h) I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or tender(s) involved.

Are you duly authorized to sign Appendix H: Acknowledgement of the tender?

***YES / NO**

Has the Declaration of Interest been duly completed and signed?

***YES / NO**

*Delete whichever is not applicable

SIGNATURE (S) OF TENDER OR ASSIGNEE(S)

DATE:

Please complete the following in block letters

Capacity and particulars of the authority under which this tender is signed

.....

Name of Service Provider

Postal Address

Telephone number(s) (Toll free if applicable)

Facsimile number(s)

Email Address(s)

Tender Number

Name of contact person

13. ACKNOWLEDGEMENT OF TENDER

13.1 I/We _____ having examined the Request for Proposal Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite goods and/ or services in conformity with the previously mentioned documents.

13.2 Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

Signature

Date

14. SUPPLIER DEVELOPMENT

The TALETSO Membership actively supports Supplier Development and the Empowerment of suppliers that are locally based. The membership expects potential suppliers to buy into this initiative in order to assist developing previously disadvantaged communities. Tenderers are required to provide examples of what they have done for Supplier Development Initiatives. Suppliers should also propose a plan/program as to how they would engage Suppliers locally in attempt to support Supplier Development.

Supplier Development can be in the form of:

- Community development projects
- Skills development of local and previously disadvantaged communities
- Community training and development programs
- Mentorship, incubation and coaching programs

Responses to be attached to the Supplier Development Appendixes cover pages.



Request for Proposal: PU2200/024

APPENDIX A

RFP Document

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Each page must be initialled by a duly authorised representative and the declaration signed in full	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX B

Completed technical specifications and pricing

Documentation	Requirement	Included in required format (Please tick)
Completed technical specifications and pricing	Complete and Attach your pricing schedule as per specifications	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



BACKGROUND

1. OVERVIEW

Taleitso TVET College is a further Education and Training Institution.

Aim

Appointment of a Panel of Service Providers for supply of Water storage Tanks to the, Lehurutshe Campus, for twenty-four (24) months.

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX C

Proof of Bank Account

Documentation	Requirement	Included in required format (Please tick)
Proof of Bank Account	Signed or stamped letter from bank	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX D

Company Registration Documents

Documentation	Requirement	Included in required format (Please tick)
Company Registration Document	Company registration documents	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX E

ID documents

Documentation	Requirement	Included in required format (Please tick)
ID documents	Certified copies ID documents for directors/shareholder/senior managers (not be older than 6 months)	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX F

Board Resolution

Documentation	Requirement	Included in required format (Please tick)
Board Resolution	Attach copy of board resolution. Unless sole proprietor	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX G

Tax Clearance certificate

Documentation	Requirement	Included in required format (Please tick)
Tax Clearance certificate	Provide an original valid tax clearance certificate or Tax Pin Number	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX H

B-BBEE Certification

Documentation	Requirement	Included in required format (Please tick)
B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or sworn Affidavit	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX I

Fully signed Audited Financial Statements/ Annual Financial Statements (2020/2021)

Documentation	Requirement	Included in required format (Please tick)
Fully signed Audited Financial Statements/ Annual Financial Statements (2020/2021)	Provide fully signed recent Audited Financial Statements / Annual Financial Statements	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX J

Declaration of Interest

Documentation	Requirement	Included in required format (Please tick)
Declaration of interest	Complete form in this tender document	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX K

Registration on National Treasury

Documentation	Requirement	Included in required format (Please tick)
Registration on National Treasury	Provide a copy of your unique supplier number (MAAA....).	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX L

CIDB grading for 4CE or Higher

Documentation	Requirement	Included in required format (Please tick)
CIDB grading for 4CE or Higher	Submit valid proof of 4CE CIDB grading or higher	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX M

COIDA – Construction Industry

Documentation	Requirement	Included in required format (Please tick)
COIDA – Construction Industry	Submit valid letter of good standing from the department of labour	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature



Request for Proposal: PU2200/024

APPENDIX N

Proposed Programme of works

Documentation	Requirement	Included in required format (Please tick)
Proposed Programme of works	Proposed Programme of works	<input type="checkbox"/>

Sign to confirm that the contents of this Appendix have been verified

Name

Signature