

## 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 services where applicable.

### PART A: PROCUREMENT MANDATORY

Description	Requirement	Circle yes if submitted	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed technical specification and BOQ	Submit a completed pricing schedule in a PDF.	Yes	No
Bank Statement	Submit the latest three (3) months bank statements	Yes	No
Joint Venture Agreement	Submit joint venture agreement in case of JV. All partners are required to attach their individual returnable documents except for consolidated BBBEE certificate and combined CIDB grading	Yes	No
Financial statements	Two years signed off financial statements	Yes	No
Company registration documents	Company registration documents	Yes	No
Tax Compliance Certificate	Valid Tax Compliance Certificate	Yes	No
Letter from the bank	Submit bank rating	Yes	No
ID Copies	Certified Copies of directors	Yes	No
Declaration of Interest	Please sign point 9 of this tender document and complete the following SBD forms: SBD 1 SBD 4 SBD 6.1 SBD 7	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Authority of signatory	Submit original authority of signatory, if copy, it must be certified	Yes	No
CIDB	Submit a copy of an active CIDB contractor grading (4GB or Higher)	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
Public Liability Insurance	Provide proof of public liability insurance (R3 000 000) Letter of intent for public liability	Yes	No

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***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.***

## PART B: OTHER RETURNABLES

### Stage 1: Evaluation of Functionality

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

No	Functionality Criteria	Maximum Weights
1	<p><b>Company references:</b> Provide Five (5) contactable reference letters and proven track record for similar work done for the past five (5) years: reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email address.</p> <p><b>Reference letters/ completion certificate/s to be accompanied by signed appointment letter/s or SLA/ Purchase order.</b></p> <p>Tenderer provided contactable references of between R3 000 000 or more</p> <p>5 reference letters = 30 points          4 reference letters = 20 points          3 reference letters = 15 points          2 reference letters = 10 points          Less than 2 reference letters = 00 points</p>	30
2	<p><b>Placement of Ingwe TVET College Students</b></p> <p>Placement of One or More Student/s the College</p> <p>Bidders to attach letter of intent/ signed MOU Memorandum of Understanding with the College/ Appointment letter/s</p>	20
3	<p><b>Key personnel (Attach CV, &amp; Certified Copies of Qualifications)</b></p> <p><b>Contracts Manager</b> with experience in building works and qualifications (<b>Minimum NQF L6 / Higher in Building</b>) with positive references</p> <p>Less than 3 years' experience = 0 points</p> <p>Between 3- and 5-years' experience = 03 points</p> <p>More than 7 years' experience = 05 points</p> <p><b>Site Agent</b> with experience in building works and qualifications (<b>Minimum N6 Diploma / Higher</b>) with positive references</p> <p>Less than 3 years' experience = 0 points</p> <p>Between 3- and 5-years' experience = 03 points</p> <p>More than 7 years' experience = 05 points</p> <p><b>Foremen (Trade in Bricklaying / Carpentry)</b> with experience in building works and qualifications and with positive references</p> <p>Less than 3 years' experience = 0 points</p> <p>Between 3- and 5-years' experience = 03 points</p>	20

	<p>More than 7 years' experience = 05 points</p> <p><b>Construction Health and Safety Officer (Attach a proof of registration with SACPCMP)</b> with experience and qualifications and with positive references</p> <p>Less than 3 years' experience = 00 points</p> <p>Between 3- and 5-years' experience = 03 points</p> <p>More than 7 years' experience = 05 points</p>	
4	<p><b>Methodology</b></p> <p>A detailed approach and methodology statement wherein the approach to be followed in each stage of the project is to be outlined. This section should show the tenderer's understanding of the process and input required for the successful execution of the project.</p> <p>The methodology statement should include the following:</p> <p>Proposed construction methodology, logistical arrangements, timelines, project management, control and oversite, and Health and Safety.</p> <p>Detailed methodology statement outlining the following key issues: site constraints, working in a live environment with students, site establishment, working times, minimizing noise and disruptions, after-hours work, health and safety. = 10 points</p> <p>Methodology with inadequate information = 05 points</p> <p>No information supplied = 0 points</p>	10
5	<p><b>Detailed project programme and cash flow projection</b></p> <p>Detailed project programme with timelines reflecting critical path and cash flow projection.</p> <p>The program is to identify key elements that will be completed and the anticipated duration of each.</p> <p>Detailed project program with timelines reflecting critical path and cash flow projection = 10 points</p> <p>Programme with inadequate information = 5 points</p> <p>No information supplied = 0 points</p>	10
6	<p><b>Capacity of the tenderer</b></p> <p>Capacity of the tenderer in relation to plant and machinery: 8 Ton / drop side, Compactors / Scaffolding</p> <p>List of plant and machinery owned by the company = 10 points</p> <p>Leased plant and machinery = 05 points</p> <p>No information supplied = 0 points</p>	10
	<b>Total Points</b>	<b>100 Points</b>

