

# Compulsory Returnable Documents

## T.2.1 List of returnable documents

- 1. Returnable documents will be used for Functionality Scoring/Risk Assessment (Added after T.2.1.H)**
  - T2.1.A: Detailed Programme for the Works (all works to be completed in 9 Months excluding builder's holiday period).
  - T2.1.B: Proof of References from previous similar projects completed and stamped by either Principal Agents or Employers.
  - T2.1.C: Proof of Working Capital
  - T2.1.D: Letter of Credit Reference from Suppliers
  - T2.1.E: Proof of Locality (Closest to VUT Site)
  - T2.1.F: Technical Approach and Methodology
  - T2.1.G: Health and Safety Compliance Documents
  - T2.1.H: Proof of Bidders Capacity (Business Entity Organogram, Project Organogram/Team and Specialist Subcontractor's list.

## T.2.2 List of compulsory returnable schedules

*(Failure to submit/complete the below returnables will result to disqualification)*

### 2. Returnable schedules that will be used for Risk Assessment:

- T2.2.A: Record of Addenda to Tender Documents (where Addendi were issued)
- T2.2.B: Compulsory Enterprise Questionnaire (must be fully completed).
- T2.2.C: Proof of authorisation of signatory (must be fully completed otherwise the tender will not be considered)
- T2.2.D: Schedule of Proposed Sub-Contractors.
- T2.2.E: Compulsory briefing meeting: Bidders would be required to confirm attendance via the chat box on Microsoft Teams at the briefing session.
- T2.2.F: Additional Particulars Concerning Tenders.
- T2.2.G: Preference schedule: Broad Based Black Economic Empowerment Status
- T2.2.H: Copy of Business Entity Registration (Submission of CIPC Registration) relevant to Public/Private Companies and Closed Corporations. Or, Certified ID Copy/s of Registered Members (Relevant to Sole Proprietaries and Partnerships).
- T2.2.I: Submit valid Certificate of Good Standing with Workman Compensation Commissioner (COIDA) at the time of submission of the bid. Expired COIDA certificates will not be considered.
- T2.2.J: Central Supplier Database Registration Report (Not older than 3 months report).
- T2.2.K: CIDB registration print out (CIDB registration will be verified on the CIDB website).
- SBD 2: Valid Tax Clearance Certificate and/or Tax Compliance Status Pin (Issued by SARS).
- SBD 4: Duly completed and signed Declaration of Interest.
- SBD 8: Declaration of Bidders Past Supply Chain Management Practices.
- SBD 9: Duly completed and signed Certificate of Independent Bid Determination.

### 3. Returnable schedules that will be incorporated into the contract:

- C1.1 Completed and signed Form of Offer and Acceptance
- C1.2 Contract Data
- C1.3 Form of Guarantee or Deduction on Payment (Letter/s of intent from bank/Financial Providers)
- C2.2 Completed Bill of Quantities

## Functionality Criteria

Functionality criteria	Weighting Factor
<b>Financial Standing</b>	
<b>Proof of working Capital of at least 5% of the Project Value</b>	
The current annual report to be certified by a registered accountant and indicate at least 5% of the value of the Project available or bank statement stamped by the Bank (Compliance = 5 points)	<b>5 Points</b>
<b>Letter of Credit reference from suppliers and credit limits to be stipulated with supporting documents</b>	
Five (5) different suppliers for different building commodities, e.g. Cement, Paint, Metalwork, Floor Tiles & Credit suppliers of materials (1 point per supplier): <i>In line with the Project Specification</i>	<b>5 Points</b>
<b>1.3 Locality</b>	
<p><i>Means of verification:</i> Either proof of residence, Utility bill or Lease agreement to the name of the tendering firm.</p> <p><b>Vaal Area=10 Points</b></p> <p><b>Gauteng Province=5 Points</b></p> <p><b>Other Provinces=2 Points</b></p>	<b>10 Points</b>
<b>2. Annual/Audited Financial Statement/Management Account/Income and Expenditure Statements AND NOT OLDER THAN 2020:</b> (5 points for compliance)	<b>5 Points</b>
<b>3. Experience and Resource Capacity.</b> (Similar value is not less than 80% of the total bid price. Similar nature is for building projects, new or refurbishment)	
<b>3.1 Schedule of similar value and completed Projects in the last 5 years (Completion Certificates to be provided)</b>	
<p>List of different Projects, value, and duration, start date/completion date and Clients/Principal Consultants</p> <ol style="list-style-type: none"> <li>Minimum 5 Projects of similar value and nature (<b>3 points per project</b>) And/or</li> <li>Where accumulative value of Projects per year meets the 80% value target stated in point 3. (<b>3 points per cumulative year will be awarded</b>)</li> </ol>	<b>15 Points</b>
<b>3.2 Reference from Clients/Consultants for similar nature and value Projects (Including contact particulars)</b>	
<p>References (indicating the nature of the project/s) from Clients/Consultants commenting on the Project Status and workmanship. (<b>No restriction on multiple projects for the same client</b>)</p> <ul style="list-style-type: none"> <li>Minimum 3 different Projects of similar nature, as defined in point 3 (5 Points per project).</li> </ul>	<b>15 Points</b>
<b>4. Detailed schedule of Key support staff resources (Key Support staff would indicate management structure and departments)</b>	
Business Entity Organogram of Key Support Staff with Title, Name and Number of Year Experience. ( <b>ONE point per Key Resource represented by different persons to a maximum of 5 points</b> )	<b>5 Points</b>
<b>5. Schedule of proposed specialist and appropriate skills</b>	
Proposed relevant trade Sub-Contractors for this specific Project. One (1) point per Sub-Contractor. E.g., Electrical, Mechanical, Joinery, Plumbing or Civil (refer to trades in the bill of quantities) ( <b>Motivation for using the same sub-contractor for different trades must be provided</b> )	<b>5 Points</b>
<b>6. Competency and Management Structure</b>	

<b>6.1 Submission of Projects specific Organogram showing Key Technical Personnel with CV's and certified qualification certificates</b>	
Names, titles, and number of years of experience on one page for Project Specific Organogram	<b>15 Points</b>
<p>Submit the CVs with references and qualification as per Project Organogram:</p> <p>6.1.1 Contract Director - Technical qualification in Built Environment; and 10 Years' experience = 5 points Less than 10 years = 3 points</p> <p>6.1.2 Contracts Manager - Technical qualification in Built Environment; and 5 Years' experience = 5 points ; and Less than 5 years = 3 points</p> <p>6.1.3 Site Agent Technical qualification in Built Environment; and 5 Years' experience = 3 points Less than 5 years = 1 point</p> <p>6.1.4 Foreman 5 Years' experience = 2 points Less than 5 years = 0 points</p> <p>(Note: All names and Titles must be clearly indicated as mentioned above)</p>	
<b>Technical Approach and Methodology</b>	
<b>7.1 Submission of Project specific Method Statement</b>	
<p>Submit a Methodology relevant to the project, detailing how the tenderer plans to manage the works on site which includes the process of completing all works i.e.: site establishment; risks &amp; OHS site specific compliance; understanding of the Scope of Work; actions required and sequencing of works and trades to complete the works in time:</p> <ul style="list-style-type: none"> <li>• Location of Office, Delivery, storage and preparation areas (laydown area) <b>(2 points)</b></li> <li>• Managing noise, dust, rubble and safety of students and VUT staff around operating spaces <b>(3 points)</b></li> <li>• Clear indication of the deployment of specific trades involved and the management thereof <b>(3 points)</b></li> <li>• Sequencing of works <b>(2 points)</b></li> </ul>	<b>10 Points</b>
<b>7.2 Submission of detailed Programme including how time will be managed</b>	
<p>Submit detailed Programme:</p> <p>1. <b>Critical Path</b> indicating:</p> <ul style="list-style-type: none"> <li>• Project start and end date = <b>1 points</b></li> <li>• sequence of activities (including expected deployment of trades indicated) = <b>3 points</b></li> <li>• long-lead time items = <b>1 points (long-lead items are items not available immediately and have to be ordered in advance)</b></li> </ul>	<b>5 Points</b>
<p><b>7.3 Health and Safety Compliance</b></p> <p><b>Health and Safety Compliance</b>  <b>Health and Safety Officer:</b> At least a Diploma at NQF Level 6 and provide professional registration certificate with SAIOSH.  Submit the CV'(s) with a certified copy of qualification certificate.</p>	<b>5 Points</b>
<b>Total</b>	<b>100</b>

A minimum of 70 points for Functionality is required for further evaluation.

## SCOPE OF WORK

These specifications are applicable to the specific scope of work pertaining to the above-mentioned project as detailed in the tender documents for:

- *Site Establishment*
- *Demolition Works*
- *Installing new flooring & ceilings*
- *Installing new furniture*
- *Installing new equipment*
- *Installing gas lines, water and drainage pipes*
- *Site rehabilitation*
- *De-establishment*

(Elaborate sufficiently and provide adequate information to give full understanding of all work to be done)

**N.B** Construction Regulation 5(1)(g) determines that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process. The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specifications during the period of the project. The cost shall be duly quantified and clearly identified for such identifiable purpose.