



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



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

**SEDIBENG TVET COLLEGE (SEDCOL) IN COLLABORATION WITH THE PURCHASING
CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR CONSTRUCTION OF
CLASSROOMS AT VEREENIGING CAMPUS, ESTIMATED 7GB CIDB GRADING OR HIGHER**

TENDER NO: PU7214/006 (RFP 2 of 3)

Prospective bidders who are interested in participating in the afore-mentioned tender are invited to submit their proposal in full compliance to the requirement of this tender document. The completed document with all attachments must be signed and submitted in a clearly labelled **(RFP 2 of 3)** sealed envelope together with one (1) USB per tendered project and deposited in the tender box at the following address:

**SEDIBENG TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE
37 VOORTREKKER STREET
VEREENIGING
1930**

Tender number	PU7214/006 (RFP 2 of 3)	
Date issued	15 January 2023	
Tender closing date	07 February 2023	Time: 11h00
Compulsory Information Session	24 January 2023 33 Voortrekker Street, Vereeniging, 1930	Time: 11h30

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

1.1 DELIVERY INSTRUCTIONS

All Bidders must submit their responses in the following format:

- **One signed hard copy in a sealed envelope together with ONE (1) USB, containing the appendices in the following order:**

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Bill of Quantity Priced in full	The BoQ is attached separately, must be priced in full
Appendix B1	USB x1/No CD acceptable	Fully scanned tender document to be identical on both soft copy and hard copy.
Appendix C	Proof of Bank Account	Signed or stamped letter from bank (recent)
Appendix D	Company Registration Documents	Company registration documents
Appendix E	ID Documents	Certified copies ID documents for directors/shareholder/senior managers (not 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 Auditor registered with the IRBA 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 Classrooms	Submit valid proof of 7GB grading or higher
Appendix M	Workmanship Guarantee Letter	Submit workmanship guarantee letter for your bid price from bank or insurance company (letters of intentions are unacceptable)
Appendix N	COIDA – Construction Industry	Submit valid letter of good standing from the Department of Labour
Appendix O	Local Labour - Vereeniging and surrounding areas	Bidders must show commitment of using local labour in Vereeniging and surrounding areas, if awarded.
Appendix P	Locality Emfuleni Municipality	Attach municipality bill, rates and taxes, lease agreement
Appendix Q	Proposed Programme of works	Detailed Proposed Programme of works

Additional Information **(Mandatory at Contracting Stage):**

- OHS Plan
- Procurement Plan inclusive of Materials and Labour
- Detailed Programme of works
- Works, Liability and Support Insurance on award
- JV agreement (where applicable)

One signed hard copy and USB of the proposal prepared as per the required layout must be placed in the tender box during office hours (08h00 – 16h00 Monday to Thursday and 08h00 – 13h00 Fridays) at:

SEDIBENG TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE
37 VOORTREKKER STREET
VEREENIGING
1930

The response deadline is **07/02/2022 at 11h00**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

1.2 ADDITIONAL BIDDER INFORMATION

SEDCOL may request additional data, discussions or presentations in support of responses to this RFP. Additionally, SEDCOL may conduct a survey of any Bidder 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 Bidder.

1.3 ACKNOWLEDGMENTS AND DISCLAIMERS

1.3.1 NON-BINDING

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

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

1.3.2 ACCURACY OF INFORMATION

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

1.3.3 NEGOTIATIONS

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

SEDCOL 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 services.

1.3.4 SEDCOL'S USE OF INFORMATION

In lodging a Proposal, a Bidder will be deemed to have granted SEDCOL a non-exclusive right to use any information in the Proposal as SEDCOL sees fit, including, without limitation, for operations purposes and future discussions with Bidders. SEDCOL 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 Bidder which submits a Proposal agrees to indemnify SEDCOL, and every other associate of SEDCOL against third party claims arising out of any use of any proprietary information submitted with, or included in, the Proposal by SEDCOL, and it's or their respective directors, officers, agents, employees, advisers or consultants.

1.3.5 INFORMATION PROVIDED BY SEDCOL

Copyright in this RFP is reserved exclusively to SEDCOL.

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

1.3.6 BIDDER'S ACKNOWLEDGMENTS

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

- a) The Information has been independently verified and SEDCOL, all other Associates of SEDCOL 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 services. No representation, statement or warranty, express or implied, is made by SEDCOL, any other Associate of SEDCOL or its and their respective directors, officers, advisers, employees or agents that any statement, estimate or evaluation contained in it will prove correct. The Bidder relies solely on its own investigations and inquiries in respect of SEDCOL's requirements for the services and the accuracy of the Information.
- c) Without limitation to the above, none of SEDCOL, or any other Associate of SEDCOL, nor any person purporting to act on behalf of SEDCOL, or any other Associate of SEDCOL, will be liable in any way for any losses or liabilities incurred by a Bidder 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 Bidder also acknowledges that SEDCOL, without liability or recourse, may at any time without notice:
- e) Enter into and conclude negotiations with any other Bidder for the supply of part or all of SEDCOL's requirements of the services;
- f) Terminate the RFP/Proposal process in respect of any or all of SEDCOL's requirements;
- g) Terminate discussions or negotiations with the Bidder or otherwise terminate the Bidder's further participation in the RFP/Proposal process;
- h) Reject any Proposal submitted by the Bidder; 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 Bidder decides not to submit a Proposal, or at any time discontinues for any reason (including as a result of any action of SEDCOL) its participation in this RFP process or subsequent discussions or negotiations, the Bidder must promptly return this RFP (and destroy any copies which it has made) to SEDCOL together with any other documents or other material relating to the service procurement that contains, embodies or might reveal Information.

1.3.7 PUBLIC ANNOUNCEMENTS

Neither the potential Bidder nor SEDCOL 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.

2. BIDDER CAPABILITY

2.1 SECURITY OF SUPPLY

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

3. PROPOSED PRICING

3.1 INTRODUCTION

While SEDCOL require Bidders to tender on the full range services or for all sites included in this RFP, the broader the range of services quoted on, the higher a Bidder'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 SEDCOL and its Members.

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

3.2 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.

3.3 PRICING TABLE, SPECIFICATION AND ESTIMATED VOLUME/ QUANTITY

SEDCOL has included specification and estimated volumes/quantity (Appendix B where applicable) as a guideline to assist Bidders 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.

3.4 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.

4. PRICING

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

4.1 PAYMENT TERMS

Payment terms are within 30 days from date client receives contractor's invoice.

4.2 CONTRACT LENGTH

TBA.

Type of Contract:

SEDCOL 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 Bidder.

5. REQUIRED PROPOSAL LAYOUT

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

5.1 GENERAL NOTES:

- a) A cover page per Appendix is included in this document and Bidder must ensure that these cover pages are used in their submissions.
- b) 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 Bidder to indicate that the information requested has been included.
- c) Each Appendix cover page is to be signed by the duly authorized representative of the Bidder.

6. TECHNICAL SPECIFICATION

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

7. EVALUATION PROCESS

7.1 AIM OF EVALUATION

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

7.2 EVALUATION CRITERIA

The evaluation criteria as set out hereunder will assist SEDCOL to ensure conformity to all tender requirements. SEDCOL'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:

7.2.1 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 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	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company	Yes	No
Appendix B	Bill of Quantity priced in full	The BoQ is attached separately, must be priced in full	Yes	No
Appendix B1	USB x1/No CD acceptable	Fully scanned tender document to be identical on both soft copy and hard copy.	Yes	No
Appendix C	Proof of Bank Account	Signed or stamped letter from bank (recent)	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 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 Auditor registered with the IRBA 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 Classrooms	Submit valid proof of 7GB grading or higher	Yes	No
Appendix M	Workmanship Guarantee Letter	Submit workmanship guarantee letter for your bid price from bank or insurance company (letters of intentions are unacceptable)	Yes	No
Appendix N	COIDA – Construction Industry	Submit valid letter of good standing from the department of labour	Yes	No
Appendix O	Local Labour - Vereeniging and surrounding areas	Bidders must show commitment of using local labour in Vereeniging and surrounding areas, if awarded.	Yes	No
Appendix P	Locality Emfuleni Municipality	Attach municipality bill, rates and taxes, lease agreement	Yes	No
Appendix Q	Proposed Programme of works	Detailed Proposed Programme of works	Yes	No

Additional Information (mandatory at contracting stage):

- OHS Plan
- Procurement Plan inclusive of Materials and Labour
- Detailed Programme of works
- Works, Liability and Support Insurance on award
- JV agreement (where applicable)

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

7.2.2 STAGE 1: EVALUATION OF FUNCTIONALITY

	FUNCTIONALITY NOTES
1.	Schedule of previous experience <ul style="list-style-type: none">• The bidder is to provide a minimum of 3 references of their previous projects.• No letter of appointment will be accepted as previous experience.
2.	Telephonic reference verification <ul style="list-style-type: none">• Bidders to provide contactable references for previous building projects completed.
3.	Locality or Local labour <ul style="list-style-type: none">• Preference will be given to bidders/tenderers from the Sedibeng area, followed by tenderers from the Gauteng Province, followed by tenderers from outside the province• 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.	Project Execution Plan (PEP) / Methodology <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 = To demonstrate how the contractor intends to sequence the works Duration and Milestones = How long the contractor intends to complete task, to reach a set milestone. Congruency with the project schedule will also be examined Responsibilities = The manner in which the contractor intends to allocate the resources
5.	Technical capability/Capability of the proposed team <p>Points will only be allocated to contract managers/construction supervisors who have civil and building work experience of 5 - 7 years, post-professional registration with the relevant professional bodies namely; SACAP, ECSA, SACPCM and/or PMP.</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)• Professional registration certificate must be attached (expired certificates do not apply) <p>If any of the above does not appear in the cv and the minimum criteria are not met, zero points will be awarded.</p>

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.

All proposals will be evaluated on the following criteria indicated below. Step 1: References table

Client's referral letters for work done in the past five (5) years, for similar work (General Building).

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>Previous Experience (Relevant general building experience) (Supply detailed and verifiable information on projects successfully completed or letters of reference)</p> <ul style="list-style-type: none"> • 3 Final completion certificates or references =40 Points • 2 Final completion certificate or reference =30 Points • 1 Final completion certificate or references =20 Points <p>No completion certificates or references =0 Points</p>	<p>40</p>
<p>Project Execution Plan Provide a detailed project execution plan and construction methodology, including summary of major milestones deliverables – detailed program plan including:</p> <ul style="list-style-type: none"> • Tasks = 5 Points • Duration = 5 Points • Milestone = 5 Points • Responsibilities = 5 Points <p>Non provided = 0 Points</p>	<p>20</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. Construction Supervisor: Must have civil and building work experience at least 5 - 7 years' experience or more, with SACAP, ECSA, SACPCMP and/or PMP professional registration</p> <ul style="list-style-type: none"> • 7 years or more experience with SACAP, ECSA, SACPCMP and/or PMP professional registration =25 Points • 6 years' experience with SACAP, ECSA, SACPCMP and/or PMP professional registration =20 Points • 5 years' experience with SACAP, ECSA, SACPCMP and/or PMP professional registration =15 Points • Less than 5 years with SACAP, ECSA, SACPCMP and/or PMP Professional registration = 0 Points <p>Occupational Health and safety practitioner professionally registered (NOSA or related) = 5 Points</p>	<p>30</p>
<p>Locality proof (municipality bill, lease, rates statement)</p> <ul style="list-style-type: none"> • Within Sedibeng district =10 Points • Outside Sedibeng District = 5 Points 	<p>10</p>
<p>Total points</p>	<p>100</p>

7.2.3 STEP 1: REFERENCES TABLE

Provide referral letters for work completed in the past five (5) years, for similar work (General Building). 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

7.2.4 STEP 2: FUNCTIONALITY TABLE

A tenderer shall proceed to the next stage of evaluation if a percentage score of 75% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (75%) will not proceed to the next stage of evaluation.

7.3 STAGE 2: PRICE AND B-BBEE

Only tenders that achieve the minimum stipulated threshold for functionality of 75% 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 totaling 100 points.

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

7.3.1 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.

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

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.

7.3.2 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

7.3.3 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.

SEDCOL 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;

SEDCOL 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 SEDCOL and/ or Member/s with all necessary access, assistance and/or information which SEDCOL and/ or Member/s may reasonably request and to respond within the given time frame set by SEDCOL and/ or Member/s;

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

8. DECLARATION OF INTEREST

I, the undersigned

From (Name of Bidder)

- 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 SEDCOL and its Associates.
- 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 SEDCOL or its Associates.

Signed at _____ on this _____ day of _____ 20____

Signature and Capacity

Initials and Surname

GENERAL TERMS AND CONDITIONS OF THE TENDER

9. ESCALATION MECHANISM

10.1 Escalation of prices, SEDCOL 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 SEDCOL 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 SEDCOL provided that a minimum period of 30 (thirty) days from date of application is required before any price increase may become effective.

10. 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 twelve (12) 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.

Cost Components	Weighting

11.4 Factors that contribute to any price escalation for imported goods/services.

- 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) SEDCOL reserves the right to audit evidence forwarded as motivation for price adjustments.

11. 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 SEDCOL 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 SEDCOL 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, SEDCOL 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 SEDCOL and I/we will then pay to SEDCOL any additional expense incurred by SEDCOL having either to accept any less favorable 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 favorable tender, SEDCOL 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 SEDCOL 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 domicilium 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 as a result 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

12. 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 aforesaid documents.

13.2 Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

Signature

Date

13. BIDDER DEVELOPMENT

The SEDCOL Membership actively supports Bidder Development and the Empowerment of Bidders that are locally based. The membership expects potential Bidders 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 Bidder Development Initiatives. Bidders should also propose a plan/program as to how they would engage Bidders locally in attempt to support Bidder Development.

Bidder 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 Bidder Development Appendixes cover pages.



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APPENDIX A

RFP Document

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Each page of the RFP document to be initialled by a delegated representative	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX A1

Proof of Payment

Documentation	Requirement	Included in required format (Please tick)
Proof of Payment	Attached Payfast proof of payment and include the company tendering for, if purchased by a different company.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX B

Bill of Quantity priced in full

The BoQ is attached separately, must be priced in full

Documentation	Requirement	Included in required format (Please tick)
BOQ	The BOQ must be priced in full.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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BILL OF QUANTITIES

The BoQ is attached separately. Bidders must fill in the BoQ in full, failing which, such bidders will be disqualified.

GENERAL CONDITIONS OF CONTRACT

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ✓ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

1.

This bid is subject to the General Conditions of Contract stipulated below.	Accept	Do not accept

2.

The laws of the Republic of South Africa shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Accept	Do not accept

3.

SEDCOL shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	Accept	Do not accept

4.

SEDCOL may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty four (24) hours after the request has been made, otherwise the proposal may be disqualified.	Accept	Do not accept

5.

In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	Accept	Do not accept

6

In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.	Accept	Do not accept

7

SEDCOL reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	Accept	Do not accept

8

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	Accept	Do not accept

9

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	Accept	Do not accept

10

Where applicable, SEDCOL reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	Accept	Do not accept

11

SEDCOL reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	Accept	Do not accept

12

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	Accept	Do not accept

13

<p>The bidder should not qualify the proposal with own conditions.</p> <p>Caution: If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.</p>	Accept	Do not accept

14

Should the bidder withdraw the proposal before the proposal validity period expires, SEDCOL reserves the right to recover any additional expense incurred by SEDCOL having to accept any less favourable proposal or the additional expenditure incurred by SEDCOL in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	Accept	Do not accept

15

Delivery of and acceptance of correspondence between the SEDCOL and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Accept	Do not accept

16

Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SEDCOL shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 120 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.	Accept	Do not accept
Such cancellation shall mean that SEDCOL reserves the right to award the same proposal to next best bidders as it deems fit.		

17

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Accept	Do not accept

18

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SEDCOL signatory and added to this RFP as an addendum.	Accept	Do not accept

19

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	Accept	Do not accept

20

Bidders who make use of subcontractors. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract	Accept	Do not accept

21

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	Accept	Do not accept

22

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Accept	Do not accept

23

Evaluation of Bids shall be performed by an evaluation panel established by SEDCOL and PURCO SA. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80 , and the maximum number of preference points that may be claimed for BBBEE (according to the PPPFA) is 20 .	Accept	Do not accept

24

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Accept	Do not accept

25

The bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	Accept	Do not accept

26

Should the evaluation of this bid not be completed within the validity period of the bid, SEDCOL has discretion to extend the validity period.	Accept	Do not accept

27

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Accept	Do not accept

28

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.	Accept	Do not accept



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APPENDIX B1

USB x1/No CD acceptable

Documentation	Requirement	Included in required format (Please tick)
USB x1/No CD acceptable	Fully scanned tender document to be identical on both soft copy and hard copy.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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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"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX D

Company Registration Documents

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

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX E

ID Documents

Documentation	Requirement	Included in required format (Please tick)
ID Documents	Certified copies ID documents for Directors/Shareholder/Senior managers (not older than 6 months)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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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"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX G

Tax Pin

Documentation	Requirement	Included in required format (Please tick)
Tax Pin	An original valid Tax Pin (must be valid on tender closing)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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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 Auditor registered with the IRBA sworn Affidavit	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX I

Audited Financial Statements

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

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX J

Declaration of Interest

Documentation	Requirement	Included in required format (Please tick)
Declaration of Interest	Please sign point 9 of this tender document	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX K

Registration on National Treasury (CSD)

Documentation	Requirement	Included in required format (Please tick)
Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX L

CIDB Grading for Classrooms

Documentation	Requirement	Included in required format (Please tick)
CIDB Grading for Classrooms	Submit valid proof of 7GB grading or Higher	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX M

Workmanship Guarantee Letter

Documentation	Requirement	Included in required format (Please tick)
Workmanship Guarantee Letter	Submit workmanship guarantee letter for your bid price from bank or insurance company (letters of intentions are unacceptable)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX N

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"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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Appendix O
Local Labour - Vereeniging

Documentation	Requirement	Included in required format (Please tick)
Local labour – Vereeniging and surrounding areas	Bidders must show commitment of using local labour in Vereeniging and surrounding areas, if awarded.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	



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APPENDIX P

Locality Emfuleni

Documentation	Requirement	Included in required format (Please tick)
Locality Emfuleni Municipality	Attach municipality bill, rates and taxes, lease agreement	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature



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APPENDIX Q

Proposed Programme of works

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

Please sign that the contents of this Appendix has been verified

Name

Signature