

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

<b>Appendix Number</b>	<b>Description of Appendix</b>	<b>Requirement</b>
Appendix A	RFP Document	Each page of the RFP document to be <b>initialled</b> 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	USBx1/No CD acceptable	Fully scanned tender document and all returnables
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
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	Submit valid proof of 6GB grading or higher
Appendix M	NHBRC	Submit valid proof of registration /certificate with NHBRC
Appendix N	Workmanship guarantee letter	Submit workmanship guarantee letter for your bid price from <b>bank or insurance</b> company ( <b>letters of intentions are unacceptable</b> )

Appendix O	COIDA – Construction Industry	Submit valid letter of good standing from the Department of Labour
Appendix P	Local labour – North West province	Bidders must show commitment of using local labour in the North West Province, if awarded.

Additional Information **(Mandatory at contracting stage):**

- OHS Plan
- Procurement Plan inclusive of Materials and Labour
- Proposed Programme of works
- Works, Liability and Support Insurance on award
- JV agreement

### 1.1.1 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.

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
<b>Previous Experience (Relevant General Building Experience)</b> (Supply <b>detailed and verifiable</b> information on projects successfully completed or letters of reference) <ul style="list-style-type: none"><li>• 3 Final completion certificates or references = 40 Points</li><li>• 2 Final completion certificate or reference = 30 Points</li><li>• 1 Final completion certificate or references = 20 Points</li></ul> No completion certificates or references = 00 Points	<b>40</b>
<b>Project Execution Plan</b> Provide a detailed project execution plan and construction methodology, including summary of major milestones deliverables – detailed program plan including: <ul style="list-style-type: none"><li>• Tasks = 5 Points</li><li>• Duration = 5 Points</li><li>• Milestone = 5 Points</li><li>• Responsibilities = 5 Points</li></ul> Non provided = 0 Points	<b>20</b>
<b>Technical project team (attach CV, certified qualifications and registration with relevant professional bodies (e.g. ECSA, SACQSP, SACAP, SACPCMP, NOSA))</b> <ul style="list-style-type: none"><li>• Contract Manager (7 years' experience) with BTech or Degree: Civil/QS =10 Points</li><li>• Site Agent (7 years' experience) with BTech or Degree / ND Civil/QS =10 points</li><li>• Site Foreman (7 years' experience) ND/ Higher Certificate: Civil/QS = 5 Points</li><li>• Safety Officer (5 years' experience)ND: Safety Management = 5 Points</li></ul>	<b>30</b>
<b>Locality proof under bidding company (municipality bill, lease, rates statement)</b> <ul style="list-style-type: none"><li>• Within North West province =10 points</li><li>• Outside North West province = 5 points</li></ul>	<b>10</b>
<b>Total points</b>	<b>100</b>