

BID NO : HO5-21/22-0201

**APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR | GEOMATICS
PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN
GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE**

BIDDER :

SAGC REGISTRATION :

CSD REGISTRATION :

CLOSING DATE : **07 December 2021**

CLOSING TIME : **11H00**

ENQUIRIES:

SUPPLY CHAIN MANAGEMENT

EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
QHASANA BUILDING
PRIVATE BAG X 0022
BHISHO

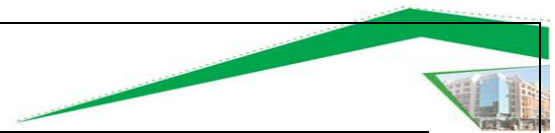
SCM SPECIFIC ENQUIRIES

Enquires: Ms. T. Nkumbe
Email Address: thandile.nkumbe@ecdpw.gov.za
Tel No: 040 602 4000/4214

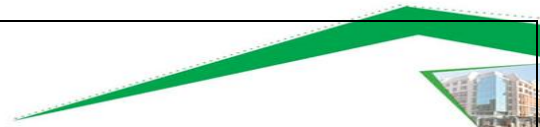
TECHNICAL /PROJECT SPECIFIC ENQUIRIES

Enquires: Mr. X. Gorata
Email Address: xolile.gorata@ecdpw.gov.za
Tel No: 040 602 4000/4452/082 486 7430

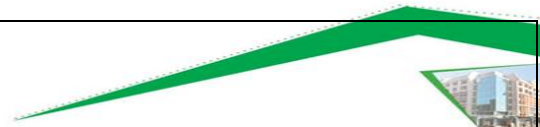
Fraud, Complaints & Tender Abuse Hotline
0800 701 701 (toll free number)



PART T1	TENDER PROCEDURES
T1.1	TENDER NOTICE AND INVITATION TO TENDER
T1.2	TENDER DATA



T1.1 TENDER NOTICE AND INVITATION TO TENDER
The Eastern Cape Department Public Works and Infrastructure invites Professional Land Surveyor Geomatics Professional (Land Surveying), registered with South African geomatics council to subdivide Fort Pato Nature Reserve
The contract will be based on the CIDB Professional services contract (Third edition) 2009.
The Eastern Cape Department Public Works and Infrastructure will enter into a contract with the successful tenderer.
Documents will be available to bidders on the Departmental website on Wednesday the 26 November 2021
TENDER SUBMISSIONS
The closing date & time for receipt of bids by the ECDPWI is 11:00 AM on the 07 December 2021
Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted
Bids must be submitted in sealed envelopes clearly marked;
<u>BID NO : HO5-21/22-0201</u>
APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
FURTHER, BIDS MUST BE DEPOSITED IN THE BID BOX OF DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, FRONT CORNER OF QHASANA BUILDING ON THE WAY TO CIDB OFFICES, LABELLED "TENDERS", BISHO.
It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing date & time at the correct location as the Department will not take responsibility of wrong delivery.
Tenderers using courier services for delivery of their bid documents must ensure that the delivery is at the correct place / location and time as the Department will not be held responsible for wrong delivery
The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.
Tenders may only be submitted on the tender documentation that is issued.
Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



BID EVALUATION

THIS BID WILL BE EVALUATED IN 2 (TWO) PHASES AS FOLLOWS:

Compliance & Responsiveness to the Bid Rules and Conditions , Thereafter

Bidders passing the stage above will be evaluated on PPPFA

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AS FOLLOWS:

CRITERIA	POINTS
PRICE	80
B-BBEE	20
TOTAL	100

BID SPECIFICATIONS , CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under tender data

SBD-4 must be completed and signed. In the event a director or one of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract, such interest must be disclosed on question 2.11.1

The Eastern Cape Department of Public Works & Infrastructure SCM policy Applies

Tender validity period is **60 Days**

SCM SPECIFIC ENQUIRIES

Enquires: Ms. T. Nkumbe

Email Address: thandile.nkumbe@ecdpc.gov.za

Tel No: 040 602 4000/4214

TECHNICAL /PROJECT SPECIFIC ENQUIRIES

Enquires: Mr. X. Gorata

Email Address: xolile.gorata@ecdpc.gov.za

Tel No: 040 602 4000/4452/082 486 7430

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T1.2 TENDER DATA

The conditions of tender are the latest edition of SANS 10845-3, Standard conditions of tender.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender.

The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in **Annexure C of Standard for Uniformity in Construction**

Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019),

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

CLAUSE NO	TENDER DATA																												
3.1	The Employer is the Eastern Cape Department of Public Works & Infrastructure																												
3.2	The tender documents issued by the employer comprise the following documents: THE TENDER <table> <tr> <td>PART T1</td><td>Tendering procedures</td></tr> <tr> <td>T1.1</td><td>Tender notice and invitation to tender</td></tr> <tr> <td>T1.2</td><td>Tender data</td></tr> <tr> <td>PART T2</td><td>Returnable documents</td></tr> <tr> <td>T2.1</td><td>T2.1 - List of returnable documents</td></tr> <tr> <td>T2.2</td><td>T2.2 - Returnable schedules</td></tr> </table> THE CONTRACT <table> <tr> <td>PART C1</td><td>Agreements and Contract data</td></tr> <tr> <td>C1.1</td><td>Form of offer and acceptance</td></tr> <tr> <td>C1.2</td><td>Contract data</td></tr> <tr> <td>C1.3</td><td>Dispute Resolution Mechanism</td></tr> <tr> <td>PART C2</td><td>Pricing data</td></tr> <tr> <td>C2.1</td><td>Pricing assumptions</td></tr> <tr> <td>PART C3</td><td>Scope of work</td></tr> <tr> <td>C3</td><td>Scope of work</td></tr> </table>	PART T1	Tendering procedures	T1.1	Tender notice and invitation to tender	T1.2	Tender data	PART T2	Returnable documents	T2.1	T2.1 - List of returnable documents	T2.2	T2.2 - Returnable schedules	PART C1	Agreements and Contract data	C1.1	Form of offer and acceptance	C1.2	Contract data	C1.3	Dispute Resolution Mechanism	PART C2	Pricing data	C2.1	Pricing assumptions	PART C3	Scope of work	C3	Scope of work
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3.3	The tender documents issued by the employer comprise the documents listed on the contents page																												
4	EMPLOYERS' AGENT Xolile Gorata Department Public & Works Infrastructure Qhasana Building Independence Avenue BISHO Tel : 040-602-4452 082-486-7430 E-mail: xolile.gorata@ecdpw.gov.za																												

3.5		Language for communication : English
3.6		Negotiation Procedure : Competitive Negotiation Procedure
3.7		Method 2: Two stage procurement procedure shall be applied

4	4.1	TENDERERS OBLIGATIONS Only those tenderers who satisfy the following eligibility criteria and who also provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:
	4.1.1	The Tenderer (individual/sole proprietor or company/consortium/joint venture) must be registered as a professional land surveyor or geomatics professional (land surveying) with <u>SAGC/PLATO</u> A valid certified copy, not older than three months, of the professional registration certificate needs to be attached in the case of a sole proprietor. In the case of a company/consortium/joint venture, at least one of the Directors must be registered as a professional land surveyor or geomatics professional (land surveying), and such certified copy of the professional registration needs to be submitted with the bid.
	4.1.2	In addition to the above, a letter of good standing, not older than three months, from <u>SAGC/PLATO</u> is required. Bids without such a letter of good standing and without the copy of the professional registration certificate(s), will be eliminated
	4.1.3	Tax matters are in order
	4.1.4	Directors or company is not in the Treasury's database of restricted suppliers
	4.2	The employer Department will compensate the tender as follows;
	4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission
	4.4	CONFIDENTIALITY AND COPYRIGHT OF DOCUMENTS
	4.4.1	Treat as confidential all matters arising in connection with the tender
	4.4.2	Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
	4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
	4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account
	4.7	SEEK CLARIFICATION
	4.7.1	Request clarification of the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data.

4	4.8	Tenderers are required to state the rates and currencies in Rands.
		Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data

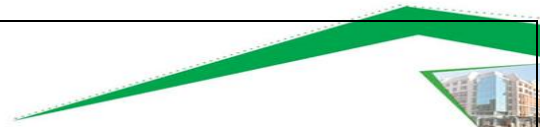
4	4.9	If after the commencement of the Contract, the cost or duration of the services is altered as a result of changes in, the amount of the main contractor or contract amount from which fee account/estimate were based, or amounts or additions to, any statute, regulation or by-laws, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 90 days of first having become aware of the change, the Service Provider or Project Manager furnished the Employer with detailed justification to the Price or Period of the Performance (or both).
	4.10	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
	4.11	Main tender offers are not required to be submitted together with alternative tenders.
	4.12	No alternative tender offers will be considered
	4.13	Parts of each tender offer communicated on paper shall be submitted as an original.
		Submit
		a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.4, and
		b) the parts communicated electronically by the employer of its agents on paper format with the tender
	4.14	Sign the original and all copies of the tender offer where required in terms of the tender data.
		State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.
		NOTE The employer holds all authorized signatories liable on behalf of the tenderer.
	4.15	A tender security in the amount of N/A is required and shall remain valid for a period not exceeding N/A days after the closing date for tender offers.

		The form of the tender security shall not differ substantially from the sample provided in Annex D of SANS 10845-3.
	4.15	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are
	4.15.1	<u>LOCATION OF TENDER BOX</u> DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, FRONT CORNER OF QHASANA BUILDING ON THE WAY TO CIDB OFFICES LABELLED "TENDERS", BHISHO.
		<u>PHYSICAL ADDRESS</u> NO 2, INDEPENDENCE AVENUE, GROUND FLOOR, QHASANA BUILDING, BHISHO 5605
	4.15.2	<u>IDENTIFICATION DETAILS</u> HO5-21/22-0201 APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
	4.16	The tenderer is required to submit with his tender the following certificates 1) a copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services. <i>In the case of a Joint Venture/Consortium/Subcontractors each party must submit a separate CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services.</i> 2) SAGC/PLATO certificate indicating the professional registration of a professional land surveyor geomatics professional - land surveying of one of the directors of the entity

4	4.17	A two-envelope procedure will not be required
	4.18	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated
	4.19	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.

	4.20	The tender offer validity period is 60 Days
	4.21	Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.
	4.22	PLACING OF CONTRACTORS UNDER RESTRICTIONS / WITHDRAWAL OF TENDERS
	4.22.1	If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state.
		Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on CIDB Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.
	4.23	Access shall be provided for the following inspections, tests and analysis: N/A
	4.24	The preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and / or standard as per DPW&I policy

5		EMPLOYER'S UNDERTAKINGS
	5.1	The Employer will respond to requests for clarification received up to 24 HOURS before the tender closing time.
		If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.
	5.2	The employer shall issue addenda until 24 HOURS before tender closing time
	5.3	Tenders will be opened immediately after the closing time for tenders at 11:00AM HOURS .
	5.4	Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer



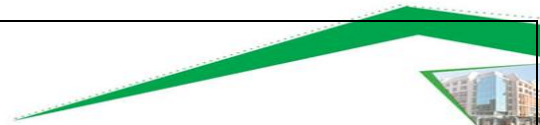
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received												
	a) complies with the requirements of the standard conditions of tender in this part of SANS 10845												
	b) has been properly and fully completed and signed, and												
	c) is responsive to the other requirements of the tender documents.												
	A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would												
	d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work,												
	e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or												
	f) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.												
	Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.												
5.6	ARITHMETICAL ERRORS, OMISSION AND DISCREPANCIES												
5.6.1	Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.												
	For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.												
5.6.2	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule												
	Table F.1: Formulae for calculating the value of A <table><tr><th>Formula</th><th>Comparison aimed at achieving</th><th>Option 1^a</th><th>Option 2^a</th></tr><tr><td>1</td><td>Highest price or discount</td><td>$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$</td><td>$A = P / P_m$</td></tr><tr><td>2</td><td>Lowest price or percentage commission / fee</td><td>$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$</td><td>$A = P_m / P$</td></tr></table> ^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.	Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a	1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P / P_m$	2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m / P$
Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a										
1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P / P_m$										
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m / P$										

6		PROCEDURE FOR THE EVALUATION OF RESPONSIVE TENDERS
		The procedure for the evaluation of responsive tenders is Method 2
		Phase 1 : Compliance, responsiveness to the bid rules and conditions, thereafter
		Phase 2 : Bidders Passing the above will be evaluated on PPPFA
	6.1	PHASE ONE: COMPLIANCE, RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES
	6.1.1	Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in an envelope in the bid box at the closing date and time Failure to comply will automatically eliminate the bid for further consideration
	6.1.2	Bid Document (This Document must be submitted in its original format)
	6.1.3	Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
	6.1.4	➤ The Tenderer (<u>individual/sole proprietor or company/consortium/joint venture</u>) must be registered as a professional land surveyor / geomatics professional (land surveying) with the South African Geomatics Council (SAGC), this means that in case of a sole proprietor, ➤ A sole proprietor needs to be registered as a professional land surveyor / geomatics professional (land surveying) and must attach a valid certified copy of a professional registration certificate not older than three months and in case of a company/consortium/joint venture, ➤ At least one of the directors must be registered as a professional land surveyor / geomatics professional (land surveying), and a valid certified copy of a professional registration certificate not older than three months of one of the directors must be attached as well. ➤ In addition to the above, a letter of good standing, not older than three months, from SAGC is required. ➤ Bids without a letter of good standing and without a valid certified copy of professional registration as a professional land surveyor / geomatics professional (land surveying) will be eliminated.
	6.1.5	The verification of professional registration status may be verified by the Department with the Council either online or by soliciting confirmation in writing.
	6.1.6	Bidders must be a legal entity or partnership or consortia. Bidding company/consortium/joint venture relationships must be clearly stated
	6.1.7	Form of offer and Acceptance (fully completed and signed)
	6.1.8	Form SBD1 "Part A" should be completed and "Part B" must fully completed (date, signature, amount).
	6.1.9	SBD 3.1- Pricing Schedule- Firm Prices – must be completed.
	6.1.10	If the Bid Sum (amount in words) as per the SBD.1 differs from the SBD 3.1, it will automatically invalidate the offer submitted

	6.1.11	The following Declaration must be duly completed and signed (SBD4). In the event a director or one of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract, such interest must be disclosed on question 2.11.1.
	6.1.12	SBD 8- Declaration of Bidder's past Supply Chain Management Practices. (Completed and signed)
	6.1.13	SBD 9- Certificate of Independent Bid Determination. (Completed and signed)
	6.1.14	If the offer is "Vat Inclusive", the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).
	6.1.16	Complete and sign the Resolution to Sign (if applicable)
	6.1.18	Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered.
	6.1.19	Bidders must submit a minimum of three (3) written contactable references for projects successfully completed in the past three years (clearly indicating client name, contract value, contract term, contact person, contact details), reference document must be stamped and be an original
	6.1.20	Bids received above the threshold of the gazetted Quantum will be eliminated.
	6.1.21	Professional land surveyors which previously (last five years) absconded their obligations to the Department will not be considered.

OTHER CONDITIONS OF BID

1. The bidder must be registered on the Central Supplier Database (CSD) prior the award.
2. All bidders' tax matters must be in order prior award. Bidders will be afforded by the Department an opportunity of not more than 7 working days to correct their tax matters, if it is found not to order. Failure to comply within the prescribed period, will lead to elimination. Bidders' tax matters will be verified through CSD.
3. The Department intends to award to the highest point scorer, unless circumstances justifies otherwise.
4. This quotation will be awarded as a whole.
5. The Department will contract with the successful bidder with an official order.
6. The following Annexures should be completed & signed
 - a) Annexure A – Company Details
 - b) Annexure B - Company Composition



7	7.1.1	PHASE TWO : VALUATION POINTS ON PRICE AND B-BBEE REGULATIONS OF 2017
		The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the <i>Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</i> and BBB-EE/ PPPFA Regulations of 2017

CRITERIA	POINTS
PRICE	80
B-BBEE	20
TOTAL	100

8		TENDER OFFERS WILL ONLY BE ACCEPTED IF
	8.1	a)The tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity
	8.1.1	The tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin.
	8.1.2	The preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPWI policy.
	8.1.3	The Tenderer (individual/sole proprietor or company/consortium/joint venture) is registered as a professional land surveyor or geomatics professional (land surveying) with the South African Geomatics Council (SAGC). A valid certified copy, not older than three months, of the professional registration certificate must be attached in the case of a sole proprietor. In the case of a company/consortium/joint venture, at least one of the Directors must be registered as a professional land surveyor or geomatics professional (land surveying), and such certified copy of the professional registration has to be submitted with the bid. In addition to the above, a letter of good standing, not older than three months, from SAGC is required. Bids without such a letter of good standing with the copy of the professional certificate(s), will be eliminated.
	8.1.4	The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector
	8.1.5	The tenderer has not
	8.1.5.1	abused the Employer's Supply Chain Management System; or
	8.1.5.2	Failed to perform on any previous contract and has been given a written notice to this effect
	8.1.6	The tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process
	8.1.7	The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract

	8.1.8	The bidder has duly completed and signed the SBD 1, SBD 4, SBD 8 and SBD 9. Incomplete or unsigned or poorly completed forms will lead to a bidder being declared non-responsive. No second chance will be afforded to a bidder to come and complete or sign an information
	8.1.9	Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted
	8.1.10	The tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer
	8.1.11	The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers
	8.1.12	The employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely
	8.1.13	The tender has offered a market related offer. If the offer is believed not to be market related, the department through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process

	8.1.14	A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid
	8.1.15	Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated
	8.1.16	NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer and will be eliminated
	8.1.17	The Department reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favourable firm is too high; the bidder has been awarded a considerable number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc.

9		The number of paper copies of the signed contract to be provided by the employer is 1.
		The additional conditions of tender are
	a)	
	b)	



		c).....
		d).....
T2.1	A	LIST OF RETURNABLE DOCUMENTS
1	1.1	Appropriate professional registration certificate of one of the Directors with SAGC as Professional Land Surveyor – Geomatics Professional – Land Surveying
	1.2	List of at least three past similar projects completed, stating name, amount, client name, project manager, duration, completion date and reachable references.
2		RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES
	2.0	The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant:
	2.1	Record of Addenda to Tender Documents
	2.2	Proposed amendments and qualifications
	2.3	Compulsory Enterprise Questionnaire
	2.4	SBD 1, 4, 8, 9, SBD 6.1 and compulsory Declaration Forms
	2.5	Form of Offer and Acceptance
	2.6	Final Summary of Bills of Quantities or a complete Pricing Schedule
3		OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES
		The tenderer must provide the following returnable documents
	3.1	An original or certified copy of a valid B-BBEE Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (see www.sanas.co.za/directory/bbee_default.php) if preference points are claimed in respect of Broad-Based Black Economic Empowerment. A tenderer which is an EME or QSE can submit a duly signed original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths
	3.2	In case of EMEs or QSEs submitting separate Sworn Affidavits, the QME or QSE with the lowest B-BBEE contributor will be used for purposes of calculating points. Failure to comply with this, will automatically results in the non – awarding of points for B-BBEE.
	3.3	A CSD Report for the professional service provider with valid and correct information
4		RETURNABLE SCHEDULES THAT WILL BE USED FOR TENDER EVALUATION PURPOSES AND BE INCORPORATED INTO THE CONTRACT
		The tenderer must complete the following returnable documents
	4.1	A duly completed form of Offer and Acceptance (and any revision of prices if there are any).

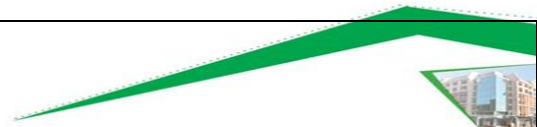
5	5.1	Only authorized signatories may sign the original and all copies of the tender offer where required.
		In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated.
		In the case of a COMPANY submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.

		In the case of a CLOSE CORPORATION submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.
		In the case of a PARTNERSHIP submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender.
		Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.
6		INFORMATION AND DATA TO BE COMPLETED IN ALL RESPECTS
	6.1	Accept that tender offers, which do not provide all the data or information requested completely and in the form required, will be regarded by the employer as nonresponsive

7		CANVASSING AND OBTAINING OF ADDITIONAL INFORMATION BY TENDERERS
	7.1	The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.
		The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders
8		PROHIBITIONS ON AWARDS TO PERSONS IN SERVICE OF THE STATE
		The Employer is prohibited to award a tender to a person
	8.1	who is in the service of the state; or
	8.2.1	If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
	8.3	a person who is an advisor or consultant contracted with the Department or municipal entity
	8.1	In the service of the state means to be a member of :-
	a)	any municipal council
	b)	any provincial legislature; or
	c)	the National Assembly or the National Council of Provinces
	d)	a member of the board of directors of any municipal entity
	e)	an official of any Department or municipal entity
	f)	an employee of any national or provincial department
	g)	provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
	h)	a member of the accounting authority of any national or provincial public entity; or
	i)	an employee of Parliament or a provincial legislature

		In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
9		AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE
		Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including
	a)	The name of that person
	b)	The capacity in which that person is in the service of the state; and
	c)	The amount of the award.
		In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
10		RESPOND TO REQUESTS FROM THE TENDERER
		The employer will respond to requests for clarification up to 7 (seven) working days before the tender closing time.
11		OPENING OF TENDER SUBMISSIONS
		Tenders will be opened immediately after the closing time for tenders
12		SCORING QUALITY / FUNCTIONALITY The scoring is used as pre – qualifying criteria in this bid and has a minimum pass rate of 90 % in order to pass through to the next evaluation criteria
13		CANCELLATION AND RE-INVITATION OF TENDERS
		An organ of state may, prior to the award of the tender, cancel the tender if-
	a)	due to changed circumstances, there is no longer a need for the services, works or goods requested; or
	b)	funds are no longer available to cover the total envisaged expenditure; or
	c)	no acceptable tenders are received
	d)	Tender validity period has expired.
	e)	Gross irregularities in the tender processes and/or tender documents
	f)	No market related offer received (after attempts of negotiation processes) Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised

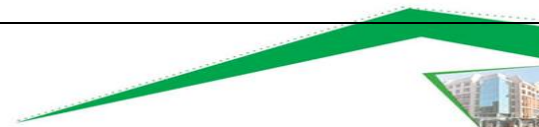
14		Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the CIDB for investigation as a breach of the CIDB Code of Conduct in terms of the CIDB Regulations; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the CIDB Regulations and the Preferential Procurement Regulations may prohibit the contractor from doing business with the public sector for a period not exceeding 10 years.
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T2.1		LIST OF RETURNABLE DOCUMENTS
1		The tenderer must complete the following returnable documents
		Returnable Schedules required for quotation evaluation purposes
	1.1	Compulsory enterprise questionnaire
	1.2	Record of addenda issued (Only if addenda is issued)
2		Other documents required for quotation evaluation purposes
	2.1	Form of Offer and Acceptance
	2.2	Final Summary (Bills of Quantities/ Pricing schedule)
3		Returnable Schedules that will be incorporated into the contract
	3.1	Details of the Project Team and CV with Qualifications & Proof of Registration completed for each individual of proposed?
	3.2	Record of projects: current, past and on tender.
	3.3	Project References – at least 3
	3.4	SBD 1, 4, 6.1, 8 and 9
	3.5	Certified copy of B-BBEE Status Level Verification certificate or a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths (Annexure B)

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE					
BID NUMBER	HO5-21/22-0201		CLOSING DATE	07 December 2021	
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF PUBLIC WORKS, FRONT CORNER OF QHASANA BUILDING ON THE WAY TO CIDB OFFICES LABELLED "TENDERS", BHISHO.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms T. Nkumbe		CONTACT PERSON	Mr. Xolile Gorata	
TELEPHONE NUMBER	040-602-4214		TELEPHONE NUMBER	040 602 4452 062 488 0889	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	thandile.nkumbe@ecdpw.gov.za		E-MAIL ADDRESS	xolile.gorata@ecdpw.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
a) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONSULTANTS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

For ease of reference, Bidders shall enter their Price in the space provided below:		
SERVICE/GOODS REQUIRED	GRAND TOTAL (amount in figures)	GRAND TOTAL (amount in words)
APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE	R..... (Carried over from page 70)	 (Carried over from page 70)

(1) If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

YES / NO

2.7 Are you or any person connected with the bidder presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

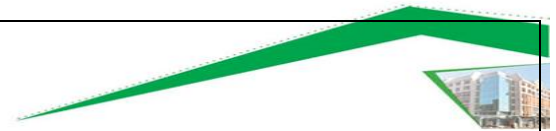
YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with

YES / NO



the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

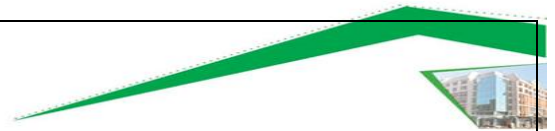
YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number



4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME

SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

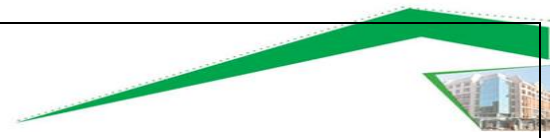
.....
Position

.....
Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		



CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE A

COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:

.....

Company Registration Number:

VAT Number:

Bank Name and Branch:

Bank Account Number:

Last Financial Year End: Year.....Month.....Day.....

Professional Registration Details (if applicable):

.....

.....

.....

.....

Professional Indemnity Details:

.....

.....

COMPANY COMPOSITION

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

[illegible]

Please note: This information is for statistical purposes

RESOLUTION FOR SIGNATORY

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

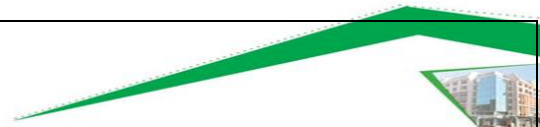
DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):



CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms
, authorised signatory of the company
, acting in the capacity of lead partner, to sign all documents in connection with the tender offer
 and any contract resulting from it on our behalf.

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE	
SCMU NUMBER	HO5-21/22-0201	
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner:		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

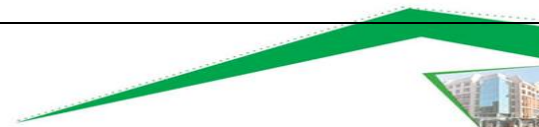
$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of



contribution in accordance with the 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-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms

Designated Group: An EME or QSE which is at least 51% owned by:		EME √	QSE √
Black people			
Black people who are youth			
Black people who are women			
Black people with disabilities			
Black people living in rural or underdeveloped areas or townships			
Cooperative owned by black people			
Black people who are military veterans			
OR			
Any EME			
Any QSE			

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

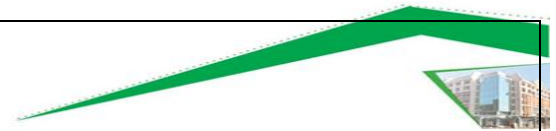
.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....



8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

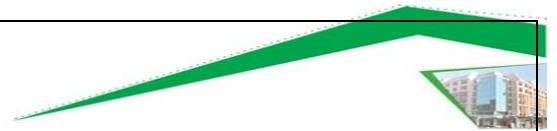
.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

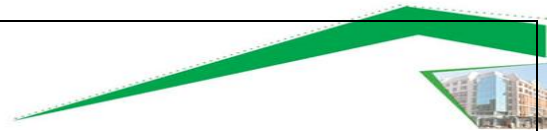
ADDRESS

.....

.....



**ATTACH ORIGINAL VALID OR CERTIFIED COPY OF B-BBEE CERTIFICATE
IF APPLICABLE**



**SWORN AFFIDAVIT IF APPLICABLE CHOOSE THE CORRECT FORM
EITHER EME OR QSE IF APPLICABLE**

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME) – BEP (BUILT ENVIRONMENT PROFESSIONAL)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- - Before 27 April 1994; or - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that:

- ☐ The Enterprise is _____% **Black Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% **Black Designated Group Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY) the annual Total Revenue was equal to/or less than R6, 000,000.00 (six Million Rands or less),

□ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned but less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR EMES (extract from Gazette No. 41287)

- 3.6.2.4.1 An Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million in the case of BEPs and less than R3 million in the case of Consultants are :
 - A) Not subject to the discounting principle and therefore do not have to comply with the QSE Skills Development element, and
 - B) Not required to have an authorised B-BBEE verification certificate, and may present an affidavit or a certificate issued by the Companies and Intellectual Property Commission (CIPC), in respect of their ownership and annual turnover.
- Consultants and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017. Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
- An electronic copy can also be requested through DPW offices (Supply Chain Offices)
- 4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – BEP (BUILT ENVIRONMENT PROFESSIONAL)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that:
 - The Enterprise is _____% Black Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Woman Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
 - The Enterprise is _____% Black Designated Group Owned as per Amended Code Series



CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY) the annual Total Revenue was between R6,000,000.00 (six Million Rands) and R25,000,000.00 (Twenty Five Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	
100% Black owned or at Least 51% black owned	Level Three (Does not comply with paragraph 3.6.2.3, paragraph 1.1, 1.2 and 1.3 of CSC 603 and paragraph 5.3)	

NB: "3.6.2.3: A QSE, which qualifies for an automatic B-BBEE Status Level (one or two) as per paragraph 4, is required to comply with QSE skills development element as a compulsory priority element to avoid discounting."

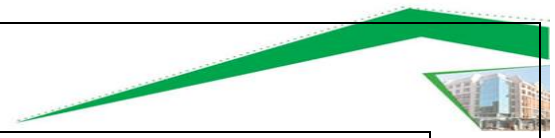
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp



**ATTACH PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL
SUPPLIER DATABASE - CSD REPORT**

PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
SCMU NUMBER	HO5-21/22-0201

Page	Clause /Item	Proposal

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

Signed

Date

Name

Position

Enterprise name

SCHEDULE OF PROPOSED SUB CONSULTANTS

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
SCMU NUMBER	HO5-21/22-0201

We notify you that it is our intention to employ the following Sub-consultant for work in this contract. The Sub consultants will all be CIDB registered and their CIDB Registration number shall be submitted below. This should also be declared on **SBD 6.1 FORM**.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed sub consultants in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all sub consultants who are or to be contracted are registered on Central Supplier Database (CSD).

No.	Name address and of proposed Sub-consultant	Nature and extent of work	Year completed	Value	Contact details
1					
2					
3					



4					
5					

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

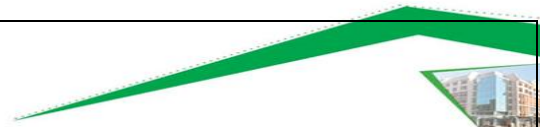
Signed

Date

Name

Position

Enterprise name



ANNEXURE H

CAPACITY OF THE BIDDER

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
SCMU NUMBER	HO5-21/22-0201
WORK CAPACITY: (The Bidder is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Bid being disregarded.) <i>Employees: (Employees to be ,or are ,employed for this project)</i>	

Quantity / No. of Resources	Categories of Employee - Key Personnel (part of Business Enterprise)	Professional Registration No.	Date of Employment
	Team Leader / Key Personal		
	Project Manager		
	Senior Technologists		
	Technologists		
	Technicians		
	Candidates		
	Others		

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed:		Date	
Name:		Position	
Enterprise Name:			

RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS

The description of each project must include the following information:

1. Essential introductory information:
 - 1.1. Name of project.
 - 1.2. Name of client.
 - 1.3. Contact details of client.
 - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
 - 1.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
 - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	DATE COMPLETED
1					
2					
3					

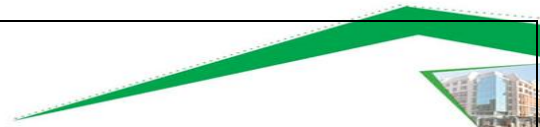
Attach a separate page to address this issue if there are more projects (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed _____ Date _____

Name _____ Position _____

Enterprise name _____



ANNEXURE J

RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS

The description of each project must include the following information:

2. Essential introductory information:
 - 2.1. Name of project.
 - 2.2. Name of client.
 - 2.3. Contact details of client.
 - 2.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
 - 2.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
 - 2.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or program budget).

NO.		NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	STAGE OF PROJECT
1						
2						
3						
4						

Attach a separate page to address this issue if there are more projects (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

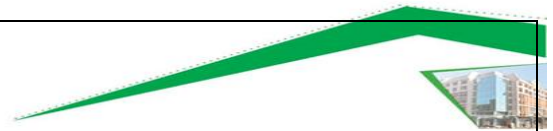
Signed

Date

Name

Position

Enterprise name



ANNEXURE K

OTHER OFFERS SUBMITTED AT TIME OF THIS TENDER FOR WHICH RESULTS ARE PENDING

(Any other client's tender must also be included)

BID NO. / PROJECT NUMBER	PROJECT NAME	CLIENT NAME & CONTACT NO.	VALUE TENDERED IN RANDS	DATE SUBMITTED	CONTACT DETAILS (CLIENT)
1					
2					
3					
4					
5					

Attach a separate page to address this issue if there are more projects (the above table is just for reference purposes).

Signed

Date

Name

Position

Enterprise name

SCHEDULE OF TENDERER'S LITIGATION HISTORY

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

NO.	NAME OF CLIENT.	OTHER LITIGATING PARTY	BRIEF DETAILS OF DISPUTE	PROJECT VALUE	DATE RESOLVED OR STATUS OF LITIGATION
1					
2					
3					
4					

Attach a separate page to address this issue if there are more projects (the above table is just for reference purposes).

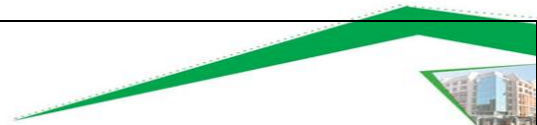
Signed

Date

Name

Position

Tenderer name



ANNEXURE M

Evaluation Schedule 1 – Project Reference Forms - 1

Project title:	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
Project Number:	HO5-21/22-0201

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance						
2. Quality of Services						
3. Resources: Personnel						
4. Time management / programming						
5. Financial management / Project budget management/ cash flow, etc.						
TOTAL						

B. Would you consider / recommend this tenderer again:

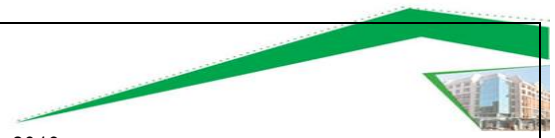
YES	NO

C. Any other comments: _____

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____



Thus signed at _____ on this _____ day of _____ 2019

COMPANY STAMP

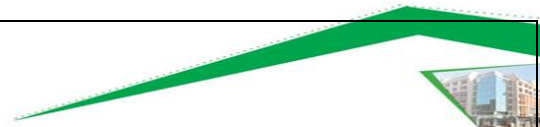
Signature of principal agent

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer



Evaluation Schedule 2 – Project Reference Forms - 1

Project title:	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
Project Number:	HO5-21/22-0201

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declare
that I was the Project Manager on the following building construction project successfully
executed by _____ (name of tenderer):
Project name: _____
Project location: _____
Construction period: _____ Completion date: _____
Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance						
2. Quality of Services						
3. Resources: Personnel						
4. Time management / programming						
5. Financial management / Project budget management/ cash flow, etc.						
TOTAL						

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments: _____

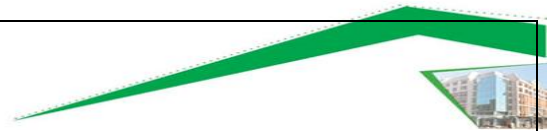
D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

COMPANY STAMP



Signature of principal agent

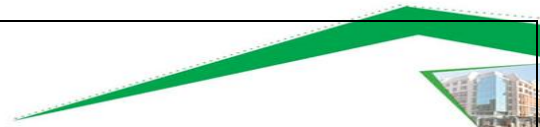
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



Evaluation Schedule 3 – Project Reference Forms - 1

Project title:	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
Project Number:	HO5-21/22-0201

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance						
2. Quality of Services						
3. Resources: Personnel						
4. Time management / programming						
5. Financial management / Project budget management/ cash flow, etc.						
TOTAL						

B. Would you consider / recommend this tenderer again:

YES	NO

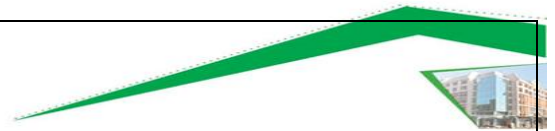
C. Any other comments: _____

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019



Signature of principal agent

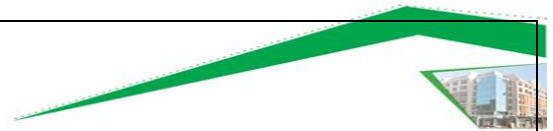
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



PART C1 AGREEMENTS AND CONTRACT DATA

C1.1 Form of Offer and Acceptance

C1.2 Contract Data for CIDB Standard Professional Services Contract

C1.3 CIDB Adjudicator's Agreement

C1.1- FORM OF OFFER AND ACCEPTANCE

ANNEX C – 15 BIBOOK SITES

(normative)

FORM OF OFFER AND ACCEPTANCE

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
SCMU NUMBER	HO5-21/22-0201

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....
The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the consultants under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES + DISBURSEMENTS + INCLUSIVE OF VALUE ADDED TAX AND MINUS ALL DISCOUNTS IS:

.....Rand (in words);

R(in figures) (or other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the consultants in the conditions of contract identified in the contract data.

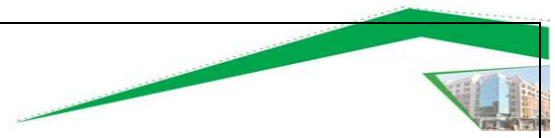
Signature(s)

Tender's Name(s)

Authorized Person

(Names)

Address of the Tenderer:



Witnesses (Signatures):

1. _____ Date: _____

2. _____ Date: _____

ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the consultants the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now consultants) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.¹

Signature

Name

Capacity

for the

Employer

(Name and address of organization)

Name and signature

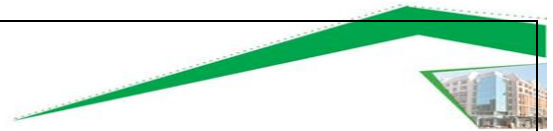
of witness Date

Schedule of Deviations

1 Subject _____

Details _____

2 Subject _____



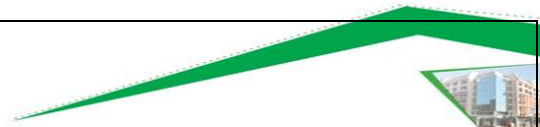
Details

3 Subject _____
Details

4 Subject _____
Details

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.



C1.2 CONTRACT DATA FOR CIDB STANDARD PROFESSIONAL SERVICES CONTRACT

The Standard Professional Services Contract (Third edition, September, 2009) published by the Construction Industry Development Board, are applicable to this contract.

Copies of these conditions of contract may be obtained from the Construction Industry Development Board's website www.cidb.org.za

Part 1: Contract Data completed by the Employer

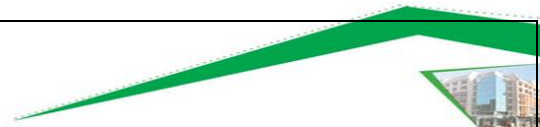
Clause	
	THE EMPLOYER IS THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE - EASTERN CAPE PROVINCE
	The Authorized and designated representative of the Employer is: Name: Mr. Gorata Address: P/BAG X 0022 BISHO 5605 Tel: 082 486 7430 E-mail: xolile.gorata@ecdppw.gov.za
1	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
2	The period of performance will be determined from the approved project scope and plans.
3.1	THE LOCATION OF THE PERFORMANCE OF THE CONTRACT IS IN EASTERN CAPE PROVINCE
3.2	The Service Provider may not release public or media statements or publish material related to the services or project under circumstances.
4.	The Service Provider is required to provide professional indemnity cover as set out in the Professional Indemnity Schedule
5	The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule
6	The Service Provider is to commence the performance of the Services within 5 Days of date that the Contract becomes effective
7	The period of suspension under clause 8.5 is not to exceed 3 months
8	Copyright of documents prepared for this project shall be vested with the Employer
9	The alternative dispute settlement will be by Adjudication
10	The Prospective bidder will be required to provide professional indemnity insurance within 21 days after receiving letter of appointment
11	The provisions of 13.6 do not apply to the Contract
12	The interest will be prime interest rate of the Employer's bank at the time that the amount is due.
13	CONTRACT DURATION : 4 MONTHS

Part 2: Contract Data provided by the Service Provider

1	The Professional Service Provider is:..... Address:.....
----------	--



	 Telephone:..... Facsimile:.....
5.3	The Authorised and designated representative of the Service Provider is: Name: The Address for recipient of communication is: Address..... Telephone:..... Facsimile:.....



C1.3 CIDB Adjudicator's Agreement

This agreement is made on the day of between:
 (name of company / organisation) of
 (address) and
 (name of company / organization) of
 (address) (the Parties) and
 (name) of
 (address)
 (the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated and known as

and these disputes or differences shall be/have been* referred to adjudication in accordance with the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has been requested to act.

* Delete as necessary

IT IS NOW AGREED as follows:

- 1 The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- 2 The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- 3 The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- 4 The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- 5 The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED by: _____
 Name: _____
 who warrants that he / she is duly
 authorised to sign for and on
 behalf of the first Party in the
 presence of

SIGNED by: _____
 Name: _____
 who warrants that he / she is duly
 authorised to sign for and behalf
 of the second Party in the
 presence of

SIGNED by: _____
 Name: _____
 the Adjudicator in the presence of

Witness _____

Witness: _____

Witness: _____



Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

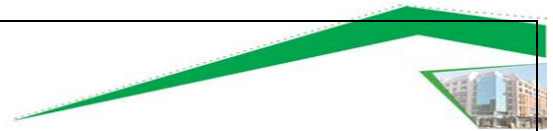
Date: _____

Date: _____

Date: _____

Contract Data

1	The Adjudicator shall be paid at the hourly rate of R. in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. (c) Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. (e) Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R. This fee shall become payable in equal amounts by each Party within days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.



PART C2: PRICING DATA

C2.1 Pricing Instructions

C2.2 Pricing Schedule

C2.1 PRICING INSTRUCTIONS – SUBDIVISION OF FORT PATO NATURE RESERVE

Pricing Instructions mean the criteria as set out below, read together with all Parts of the contract document, which it will be deemed in the contract that the Tenderer has taken into account when developing his prices.

1. The rates used by a Tenderer to determine his offer shall not exceed the rates stipulated by Provincial Gazette, **2 March 2020 or Local Authority Notice 61 of 2020**, titled **QUANTUM FOR STATE DOMESTIC FUNCTIONS (SDFS) AND ANCILLARY SURVEY WORK FOR THE PROVINCIAL PUBLIC WORKS, EASTERN CAPE**.

C2.2 PRICING SCHEDULE

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE
---------------	--

The quotation from the professional service provider shall be deemed to be full compensation for the work as specified. The offer includes VAT, surveyor general's fees and any other disbursements related to the deliverable necessary to carry out and complete the required land survey.

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

Name of bidder	Tender Number: HO5-21/22-0201
Closing Time 11H00	Closing date : 07 December 2021

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

Description of the required service	Quantity	Price Per Unit (excluding vat)	Total Price (must be firm & excluding Vat))
1 SDFs Located within boundaries of a single Farm			
2 SDFs Located on boundaries of Two Farms			
3 SDFs Located on boundaries of more than Two Farms			
4 SDFs to be subdivided in terms of SPLUMA			
Sub Total			R.....
VAT at 15% if applicable			R.....
Grand Total (to be carried over to page 20)			R.....

VAT REGISTRATION NUMBER (IF APPLICABLE)

C 3.1 Standard scope of professional services associated with the delivery of a package

TERMS OF REFERENCE FOR APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR | GEOMATICS PROFESSIONAL (LAND SURVEYING), REGISTERED WITH SOUTH AFRICAN GEOMATICS COUNCIL TO SUBDIVIDE FORT PATO NATURE RESERVE

The appointed professional land surveyor is required to subdivide Nature Reserve according to the land survey act 8/1997, SPLUMA and other related legislations

The appointed professional land surveyor is further required to do four subdivisions for formal inclusion into the Nature reserve.

In addition ,the project leader and other stakeholders will be available at the Nature Reserve in order to assist the appointed professional land surveyor to ascertain the exact boundaries to be subdivided.

THE SERVICE PROVIDERS SHOULD TAKE NOTE OF THE FOLLOWING:

Any specification related enquiries may be directed to Mr. X. Gorata @ 040-602-4452/4000/082-486-7430