

# **Tender Information**

Tender month	APRIL 2023
Tender date:	28/04/2023
Tender Number	NC/01/2023
Title of Tender	INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES FOR HUMAN SETTLEMENTS PROJECTS
Description	TO APPOINT A PANEL OF PROFFESIONAL SERVICE PROVIDERS REQUIRED IN THE BUILT ENVIRONMENT FOR SERVICES REQUIRED FOR HUMAN SETTLEMENTS PROJECTS FOR A PERIOD OF 36 MONTHS.
Employer	DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE
Employer	CoGHSTA
Employer email	bslenkoe@ncpg.gov.za
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY
Code	8300
Physical Address1	J.S. DU PLOOY BUILDING
Physical Address2	9 CECIL SUSSMAN ROAD
Physical Address3	
Physical Address4	8301
Employer's Representative: Name	MARKS NARE
Company	COGHSTA
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY, 8300
Physical 1	J.S. DU PLOOY BUILDING
Physical 2	9 CECIL SUSSMAN ROAD
Tel:	(053) 830 9460
Fax:	(053) 831 4308
E-mail:	RNare@ncpg.gov.za
Advert Date	FRIDAY, 28 APRIL 2023
Clarification Date	NO BRIEFING SESSION
Tender Documents available at	Tender E-Portal – <a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a> and <a href="http://www.coghsta.ncpg.gov.za">www.coghsta.ncpg.gov.za</a>
Closure Date	FRIDAY, 26 MAY 2023
Closure Time	11H00
Tender Box Location	COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8300.
General Enquiries Contact Person	KAREL VISAGIE of CoGHSTA, Tel: (053) 807–9723, e-mail: KVisagie@ncpg.gov.za
Technical Enquiries Contact Person	MARKS NARE of CoGHSTA, Tel: (053) 830–9460, e-mail: RNare@ncpg.gov.za
Procurement Policy	Preferential Procurement Regulations, 2022 (Government Gazette No. 47452)
Functionality	A functionality criterion will be applied before evaluation. Bidders must achieve a minimum score of 60 points to move over to evaluation.
Professional Bodies	SACPLAN; ECSA; CESA; SACPCMP; SACQSP; EAPASA; SAGC; SACAP; SACNASP; SAIOHS



**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs



**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL  
SERVICES FOR HUMAN SETTLEMENTS PROJECTS**

**TENDER NO. NC/01/2023**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES FOR  
HUMAN SETTLEMENTS PROJECTS**

CLOSING DATE: <b>26 MAY 2023</b>	CLOSING TIME: <b>11H00</b>
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**NAME OF TENDERER** .....

**CONTACT PERSON\*** .....

**ADDRESS\*** .....

.....

.....

.....

**TEL NO\*** .....

**FAX NO\*** .....

**E-MAIL ADDRESS\*** .....

**NHBRC REGISTRATION NO\*** .....

**B-BBEE LEVEL\*** .....

**(\* TO BE COMPLETED BY TENDERER)**

**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE PROVINCE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES FOR  
HUMAN SETTLEMENTS PROJECTS**

**GENERAL TENDER INFORMATION:**

<b>TENDER ADVERTISED</b>	28 APRIL 2023
<b>CLARIFICATION MEETING</b>	No clarification meeting.
<b>CLOSING DATE</b>	FRIDAY, 26 MAY 2023 AT 11H00
<b>CLOSING TIME</b>	11H00
<b>CLOSING VENUE</b>	Tender Box at COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMANN ROAD, KIMBERLEY, 8301

The bid Documents completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope/ File with the name and address of the Tenderer, the Tender No. and title and the closing date indicated on the envelope.

The sealed envelope must be handed in at the Tender Box at the **CoGHSTA KIMBERLEY** Offices. Bids will **NOT** be opened directly after closing. No late bids will be accepted.

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES FOR  
HUMAN SETTLEMENTS PROJECTS**

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# **PART 1:**

## **TENDER PROCEDURES**

**T1.1      Tender Notice and Invitation to Tender**

**T1.2      Tender Data**

# **T1.1:**

## **TENDER NOTICE AND INVITATION TO TENDER**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES FOR HUMAN  
SETTLEMENTS PROJECTS**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENT AND  
TRADITIONAL AFFAIRS NORTHERN CAPE INVITES BIDDERS FOR THE APPOINTMENT OF  
PANEL OF PROFESSIONAL SERVICES FOR HUMAN SETTLEMENTS PROJECTS**

1. CoGHSTA hereby invites bidders for the appointment of a panel of professional services for human settlements projects for the duration of 36 MONTHS.
2. **Only professional service providers that are CSD registered who offer the following competencies will be considered:** Civil Engineering; Structural Engineering; Electrical Engineering; Environmental Specialists; Geotechnical Engineers; Traffic Engineers; Land Surveyors; Town Planners; Quantity Surveyors; Architects; Construction Project Managers; OHS Specialists; and Urban Designers.
3. **Tender documents are available at <http://www.etenders.gov.za> and [www.coghsta.ncpg.gov.za](http://www.coghsta.ncpg.gov.za)**
4. **Closing of Tender at 11H00 on Friday, 26 MAY 2023 at COGHSTA HEAD OFFICE, J.S. DU PLOOY BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.**
5. **There will be NO clarification session. Any questions of clarity can be forwarded to the emails below.**
7. Supply chain management related enquiries relating to this bid should be addressed to Mr. Karel Visagie, Tel (053 807 9723), e-mail: [kvisagie@ncpg.gov.za](mailto:kvisagie@ncpg.gov.za) and technical enquiries to Mr. Marks Nare, Tel: (053) 830 9460, e-mail: [RNare@ncpg.gov.za](mailto:RNare@ncpg.gov.za)
8. **Please note:**
  - Preference will be given to companies who are owned by Women, Youth & Persons with Disabilities when allocating specific goals.
  - Documents to be submitted with the bid document: SARS verification PIN, Copy of CSD Registration summary report, B-BBEE Status Level Certificates, or certified copies thereof and CIPC copy.
  - Functionality will apply. Based on functionality the tenderer should score 60% or more to be placed on the panel:





## 9. Compliance Checklist

Compliance with administrative requirements as stated in the Standard Bidding Documents. In this evaluation stage, all bidders that fail to provide the required information and documentation will be disqualified from further evaluation:

Returnable	Comply / Not comply	Disqualifying factor
Is the bidder tax compliant		No
BBBEE Level Status Certificate or Original Sworn Affidavit		No
Is the bidder registered on the National Treasury Central Supplier Database (CSD)		Yes
Copy of company registration documents		No
Detailed company profile		No
CV's, Qualification, and professional registration certificates of project team personnel involved on the project		Yes
Provide NHBRC and CIDB (Active) Registered Construction Company supporting documents		Yes
Provide NHBRC Registered Engineer (Active)		Yes
List of similar work carried out previously		Yes
Certified identity documents of company directors or shareholders		No
Authority to sign on behalf of bidder		Yes
Certificate or authority for joint ventures (where applicable)		Yes
Joint venture agreement for joint venture (where applicable)		Yes
All NCP's forms must be completed, signed, and certified (where applicable)		Yes
Financial Statements		No
Form of offer (fully completed and signed)		Yes
Summary of verifiable previous projects and reference letters with contact details on a company letter head and/or stamped		Yes

## FUNCTIONALITY

Criteria	Minimum requirements	Points	Maximum points
<b>Experience of bidder</b>	Company demonstrates competency and has a successful track record with 5 or more projects of experience	40	40
	Company demonstrates competency and has a successful track record with 4 projects of experience	30	
	Company demonstrates competency and has a successful track record with 3 projects of experience	20	
	Company demonstrates competency and has a successful track record with 2 projects of experience	10	
	Company demonstrates competency and has a successful track record with 1 project of experience	5	
<b>Professional Membership</b>	Professional membership	10	10
	No professional membership	0	
<b>Project staff experience</b>	Less than 15 years' experience but greater than 10 years' experience in the construction sector.	20	20
	Less than 10 years' experience but greater than 5 years' experience in the construction sector.	10	
	Less than 5 years in experience in the construction sector.	5	
<b>Contractual commitments and quality of performance on comparable projects</b>	Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the bidder	15	15
<b>Financial Resources</b>	A letter from the bank indicating bank ratings within the last three (3) months from issued date. The letter should have a ratings stamp:	15	15
	<ol style="list-style-type: none"> <li>1. Rating A = 15 points.</li> <li>2. Rating B = 10 points.</li> <li>3. Rating C = 5 points.</li> <li>4. Rating D = 3 points.</li> <li>5. Rating E = 1 point</li> </ol>		
<b>TOTAL</b>			<b>100</b>

- Minimum score required to achieve for functionality is 60 to be evaluated further.
- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 (Government Gazette No. 47452) shall also apply, together with all other requirements as set out in the Tender Data.
- Failure to comply with above requirements will result in automatic disqualification of the bidder.
- CoGHSTA reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any tender or to accept a part of it.

# **T1.2:**

## **TENDER DATA**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES FOR  
HUMAN SETTLEMENTS PROJECTS**

### **T1.2: TENDER DATA**

#### **Standard Conditions of Tender**

The conditions of tender are the **Standard Conditions of Tender** as contained in **Annexure C** of the **Construction Industry Development Board Standard for Uniformity in Engineering and Construction Works Contracts** as per Government Notice No. 423 published in Government Gazette No. 42622 of **8 August 2019** and as amended from time to time.

The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:

[http://www.cidb.org.za/procurement/procurement\\_toolbox/cidb\\_pub/default.aspx](http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx)

The Standard Conditions of Tender make 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 Standard Conditions of Tender.

**Each item of data given below is cross-referenced to the clauses marked [C] in the Standard Conditions of Tender to which it mainly applies.**

By submitting a tender in response to 1.1 Notice and Invitation to Tender above, the tenderer binds himself to a *pactum de contrahendo* (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and 1.2 Tender Data.

The Employer is the <b>Northern Cape Provincial Administration in its Department of Co-operative Governance, Human Settlements and Traditional Affairs (CoGHSTA)</b>
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For this Contract the single volume approach is adopted.

This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 5 of the CIDB's "Standard for Uniformity in Construction Procurement."

The tendering Service Provider's attention is specifically drawn to the T2 Returnable Documents identified in the T2.1 List of Returnable Documents and in the T2.2 Returnable Schedules. The Returnable Documents must be obtained, and the Returnable Schedules must be completed by a tenderer when submitting a tender. The tenderer must complete these documents and deliver his tender back to the Employer bound as it was received.

The tender document, issued by the Employer, comprises the following separate identifiable documents collectively forming the "Tender Document in a single volume":

The Tender

T1: Tendering Procedures

T1.1 Notice and Invitation to Tender

T1.2 Tender Data

T2: Returnable Documents

T2.1 List of Returnable Documents

T2.2 Returnable Schedules

The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer, who will be the departmental project manager as noted in T1. Notice and Invitation to Tender.

**Tenders will only be considered for acceptance if** (i.e. will only be regarded as responsive if):

1. The tendering Service Provider is a civil engineering business undertaking, which is under the fulltime supervision of a registered professional civil engineer or a registered professional civil engineering technologist who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000), and who will hereafter be referred to as **registered principals** of the business undertaking.

**Or**

2. a structural engineering business undertaking, which is under the fulltime supervision of a registered professional structural engineer or a registered professional structural engineering technologist who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000), and who will hereafter be referred to as **registered principals** of the business undertaking.



**Or**

3. a electrical engineering business undertaking, which is under the fulltime supervision of a registered professional electrical engineer or a registered professional electrical engineering technologist who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000), and who will hereafter be referred to as **registered principals** of the business undertaking.

**Or**

4. a traffic engineering business undertaking, which is under the fulltime supervision of a registered professional traffic engineer or a registered professional traffic engineering technologist who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000), and who will hereafter be referred to as **registered principals** of the business undertaking.

**Or**

5. a quantity surveying business undertaking, which is under the fulltime supervision of a registered professional quantity surveyor/s in terms of the Quantity Surveying Professional Act, 2000 (Act no 49 of 2000), and controlled by registered quantity surveyors in terms of number, shareholding, directorship and voting power as determined by the South African Council for the Quantity Surveying Profession in its Code of Professional Conduct, and who will hereafter be referred to as **registered principals** of the business undertaking.

**Or**

6. an architectural business undertaking, which is under the fulltime supervision of a registered professional architect/s in terms of the Architectural Professional Act, 2000 (Act no 44 of 2000), owning the majority shares or voting power as determined by the South African Council for the Architectural Profession in its Code of Professional Conduct, and who will hereafter be referred to as **registered principals** of the business undertaking.

**Or**

7. a construction project management practice and who are registered professional quantity surveyor/s in terms of the Project and Construction Management Profession Act, 2000 (Act no 48 of 2000), who will hereafter be referred to as **registered principals** of the practice.

**Or**

8. The tendering Service Provider is a practice which render and perform services as Professional Construction Health and Safety Agent in terms of section 4 (4) and 4(5) of the Construction Regulations 2014, promulgated under the Occupational Health and Safety Act, 1993 as amended, or is an architectural or construction project



management practice, or engineering business undertaking which practice or business undertaking also renders and performs services as Professional Construction Health and Safety in terms of the legislation referred to afore, and which as the case may be, is owned and controlled by relevant Professional Council in its Code of Professional Conduct (Architects and Quantity Surveying), in terms of number shareholding and voting power, and who will hereafter be referred to as registered principals of the practice.

**Or**

9. a town and regional planning business undertaking, which is under the fulltime supervision of a registered professional town and regional planner/s in terms of the Town and Regional Planners Act (Act no 36 of 2002), and controlled by registered Town and Regional Planners in terms of number, shareholding, directorship and voting power as determined by the South African Council of Planners in its Code of Professional Conduct, and who will hereafter be referred to as **registered principals** of the business undertaking.

**Or**

10. a land surveying business undertaking, which is under the fulltime supervision of a registered professional land surveyor/s in terms of the Land Survey Act, (Act no 8 of 1997), and controlled by registered land surveyors in terms of number, shareholding, directorship and voting power as determined by the South African Geomatics Council for the Land Surveying Profession in its Code of Professional Conduct, and who will hereafter be referred to as **registered principals** of the practice.

In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be deemed relevant to persons duly appointed as Directors of such entity.

11. Copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned in above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking. Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in above and information/documentation in respect of such persons must be provided as described;

[The Employer retains the right to verify current professional registration required in terms of the above with the relevant council as part of the tender evaluation process. **In the event of any such person not currently being registered with the relevant council, it will render the tender as unacceptable (i.e., non-responsive) and excluded from further consideration.**]



**(c) Risk assessment in terms of Risk to the Employer**

Tender offers are judged by an evaluation panel in terms of risk to the Employer. Such risk will be evaluated against technical and commercial risk criteria listed below. Such risk will be evaluated against the criteria listed below. Each criterion carries the same weight / importance and will be evaluated individually by the Bid Evaluation Committee appointed. An assessment of unacceptable risk on any single criterion will constitute unacceptable risk for the award, resulting in the tender to be disqualified and removed from further consideration.

In order for the evaluation reports to be prepared by the Bid Evaluation Committee, the Tenderer is obliged to provide comprehensive information on form Schedule 5 - Schedule of Work Experience. Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below.

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender.

The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

**The risk criteria are as follows:****Technical risks:****Criterion 1: Experience on comparable projects.**

The tendering Service Provider's experience on comparable projects during the past **2 -10** years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on Schedule 5, as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form Schedule 5.

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be



performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

### **Criterion 2: Relevant professional registration**

Adherence to professional registration forms a critical aspect for all bidders to be compliant with as failure to comply with the requirement will render your bid proposal non-responsive. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

### **Criterion 3: Suitably qualified and appropriately experienced human resources**

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified IDs of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications, and professional and technical competence in relation to the scope of work and service to be rendered.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources from information contained in curriculum/curricula vitae submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information / curricula vitae with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

### **Criteria 4: Contractual commitment and quality of performance on comparable projects.**





Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer on comparable projects during the past **2-10** years as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on Schedule 5 as well as, if necessary, of any additional work executed by the Tenderer, not reflected on Schedule 5.

Aspects to be considered include but not limited to time management & programming, quality of detailed designs, extent of variations to scope due to shortcomings in original designs, compliance to relevant regulations, personnel resources & technical experience of representatives, turnover in representatives, decision making & problem solving skills, promptness and quality of contract administration in terms of reporting and issuing contract documents, attending site meetings, scope management, leadership and accountability, conformance to specification and quality compliance, risk Identification and mitigation, all with respect to specific aspects of the project / comparable projects and the project tendered for.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

### **Criteria 5: Financial resources**

The financial viability assessment evaluates the risk over the life of the service contract period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract to complete the project successfully for the amount tendered.

Aspects to be considered include but not limited to, the respective bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, management accounts / financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the financial viability of the amount tendered in order to

render the service. Members of the evaluation panel will discuss their respective risk perceptions to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information/ curricula vitae with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

**Note: Any tender not complying with all the above-mentioned stipulations will be regarded as non-responsive and will therefore not be considered for further evaluation.**

A tender clarification meeting will not be held in respect of this tender.

Each tender offer communicated on paper shall be submitted as an original. **Each page of the tender document shall be initialled by the Authorised Signatory as per the Resolution of the Board of Directors, Consortia or Joint Venture.**

The tenderer shall provide access for inspections to his offices as may be required by the Employer.

#### 1.2.1. Communication and Employer's Agent

Attention is drawn to the fact that verbal information, given by the Employer's Representative during site visits / clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer's Representative in writing to Tenderers will be regarded as amending the Tender Document.

The Employer's Representative is:

**Name: Mr Marks Nare**  
**Chief Construction Project Manager – HUMAN SETTLEMENTS**  
**PRIVATE BAG X5005**  
**KIMBERLEY, 8300**  
**Tel.: (053) 830 9460**  
**E-mail: RNare@ncpg.gov.za**

#### 1.2.2 Competitive Negotiation Procedures

Joint Ventures are eligible to submit tenders.

#### 1.2.3 Insurance

The Employer will provide **no** insurance.

The Tenderer should provide proof of Professional Indemnity Insurance.

#### 1.2.4 **Delivery of tender Documents**

The Employer's Agent's address for delivery of Tender Offers and identification details to be shown on each tender offer package are:

**Location of tender closure: Tender Box, COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8300.**

**Identification details: TENDER NUMBER: NC/01/2023  
TITLE OF TENDER: INVITATION TO APPOINTMENT A PANEL OF  
PROFESSIONAL SERVICES FOR HUMAN  
SETTLEMENTS PROJECTS**

Sealed tenders with the Tenderer's name and address and the endorsement: **"TENDER NUMBER: NC/01/2023: INVITATION TO APPOINTMENT A OF PANEL OF PROFESSIONAL SERVICES FOR HUMAN SETTLEMENTS PROJECTS"** on the envelope, must be placed in the appropriate official Tender Box at the abovementioned address.

#### 1.2.5 **Closing Time**

The closing time for submission of Tender Offers is as stated in the Notice and Invitation to Tender.

#### 1.2.6 **Clarification of Tender Offer after Submission**

A tender will be rejected as non-responsive if the Tenderer fails to provide any clarification requested by the Employer within the time for submission stated in the Employer's written request for such clarification.

#### 1.2.7 **Financial Statements**

Provide, on written request by the Employer,

- i) audited annual financial statement for 3 (three) years, or for the period since establishment if established during the last 3 (three) years, if required by law to prepare annual financial statements for auditing.
- ii) a certificate signed by the Tenderer certifying that the Tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 (thirty) days.
- iii) particulars of any contracts awarded to the Tenderer by an organ of state

during the past 5 (five) years, including particulars of any material non-compliance or dispute concerning the execution of such contract.

- iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.

#### 1.2.8 **Tax Clearance Certificate**

Tenderers shall be registered and in good standing with the South African Revenue Service (SARS) on CSD, if non-compliant, the bidder must provide evidence from SARS informing the Department of why it is non-compliant and when is the estimated resolution.

#### 1.2.9 **Broad-Based Black Economic Empowerment Status Level Certificates**

The BBBEE certificate will only be used for your identifying your level of B-BBEE but will not be used for scoring on the 80:20, specific goals will be used for scoring.

#### 1.2.10 **The Employer's Undertakings**

##### **Issue Addenda**

Notwithstanding any requests for confirmation of receipt of Addenda issued, the Tenderer shall be deemed to have received such addenda if the Employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile, or registered post.

#### 1.2.11 **Opening of Tender Submissions**

The tenders will not be opened immediately after the closing time.

#### 1.2.12 **Test for Responsiveness**

Tenders will be considered non-responsive if, inter alia:

1. The Tender is not in compliance with the required returnable documents.
2. the Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
3. The bidder does not comply with the listed field of expertise namely: Civil Engineering; Electrical Engineering; Environmental Specialists; Geotechnical Engineers; Traffic Engineers; Land Surveyors; Town Planners; Quantity Surveyors; Architects; Construction Project

Managers; OHS Specialists; and Urban Designers.

4. The tenderer is not registered on the central supplier's database (CSD).

**1.2.13 Professional services invited for the following competencies only:**

Civil Engineering; Structural Engineering; Electrical Engineering; Environmental Specialists; Geotechnical Engineers; Traffic Engineers; Land Surveyors; Town and Regional Planners; Quantity Surveyors; Architects; Construction Project Managers; Occupational Health and Safety Specialists; and Urban Designers.

**1.2.14 Evaluation of Tender Offers**

Functionality will be scored and a minimum of 60 out of the possible 100 is required to be evaluated any further.

A minimum score of 60% and full compliance to returnable documents will qualify a bidder to be placed on the database for professional services for human settlements projects.

**NB. Admission to the panel is not a guarantee of appointment.**

**1.2.15 Points for Preference**

A maximum of 20 (twenty) tender evaluation points will be awarded for preference to Tenderers with responsive tenders, who are eligible for such specific goals, in accordance with the criteria listed below.

**1.2.16 Risk Analysis**

Notwithstanding compliance with regards to CSD registration or any other requirements of the tender, the employer will perform a risk analysis in respect of the following:

- a) the Tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the Tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation, personnel to perform the contract, etc.

**No Tenderer will be recommended to be placed on the panel unless the Tenderer has demonstrated that he/she has the resources and skills required.**

**1.2.17 Acceptance to panel**

The Employer reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Employer does not bind itself to accepting any bids.

Tender offers will only be accepted if:

- (a) the Tenderer is registered and in good standing with the South African Revenue Service (SARS) and has submitted evidence in the form of an original valid Tax Clearance Certificate (for tender) issued by SARS or proof that he or she has made arrangements with SARS to meet his or her outstanding tax obligations.
- (b) the Tenderer or any of its directors 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.
- (c) the Tenderer has not:
  - (i) abused the Employer's Supply Chain Management System; or
- (d) the Tenderer 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.

#### **1.2.18 Claims arising after submission of tender.**

No claim for any extras arising out of any doubt or obscurity as to the true intent will be admitted by the Employer after the submission of any tender and the Tenderer shall be deemed to have:

- (a) Read and fully understood the Conditions of Contract.
- (b) Before submission of any tender, the Tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, the Tenderer must apply to the Employer's Representative at once to have the same rectified, as no liability will be admitted by the Employer in respect of errors in any tender due to the foregoing.

#### **1.2.19 Invalid tenders**

Tenders shall be considered invalid and shall be endorsed and recorded as such in the tender opening record, by the responsible official who opened the tender, in the following circumstances:

- (a) If the tender is not completed in non-erasable black ink;
- (b) The name of the Tenderer is not stated or is indecipherable.

#### **1.2.20 Requests for contract documents, or parts thereof, in electronic format**

The Employer shall not formally issue tender documents in hard copy. An electronic version of the issued tender documents will be on the following websites: <http://www.etenders.gov.za>, and [www.coghsta.ncpg.gov.za](http://www.coghsta.ncpg.gov.za). may be made available to the Tenderer, upon written request in terms of this clause, subject to the following:

- (a) the electronic version shall not be regarded as a substitute for the issued tender documents.
- (b) the Employer shall not accept tenders submitted in electronic format.
- (c) any non-compliance with these provisions, including effecting any unauthorized alterations to the tender document, shall render the tender invalid. The Employer reserves the right to take any action against such Tenderer allowed in law including, in circumstances where the tender had already been awarded, the right to cancel the contract.
- (d) In downloading of the tender document or parts thereof, the Tenderer is deemed to have read, understood, and accepted all of the above conditions.

#### **1.2.21 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each Tenderer during the period from the date that tender documents are available until **3 (three) days** before the tender closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Tenderers who drew documents.

#### **1.2.22 Non-disclosure**

Not disclose to Tenderers, or to any other 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.

#### **1.2.23 Grounds for rejection and disqualification**

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

#### **1.2.24 Test for responsiveness**

Determine, after opening and before detailed evaluation, whether each tender



offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- 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 and conditions of the Tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the quality, services or supply identified,
- b) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or affect the competitive position of the other Tenderers presenting responsive tenders, if it were to be rectified.
- c) Reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

#### 1.2.25 **Combating abuse of the Supply Chain Management Policy**

In terms of the Its Supply Chain Management Policy, the Employer may reject the tender of any Tenderer if that Tenderer or any of its directors has:

- (a) failed, during the last five years, to perform satisfactorily on a previous contract with the Employer or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.
- (b) abused the supply chain management system of the Employer or has committed any improper conduct in relation to this system.
- (c) been convicted of fraud or corruption during the past five years.
- (d) willfully neglected, reneged on, or failed to comply with any government, municipal or other public sector contract during the past five years; or
- (e) been listed with the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or has been listed on National Treasury's database as a person or juristic entity prohibited from doing business with the public sector.





**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

# **PART 2:**

## **RETURNABLE DOCUMENTS**

<b>2.1</b>	<b>List of Returnable Documents</b>	<b>26-42</b>
<b>2.2</b>	<b>Returnable Schedules</b>	<b>43-61</b>

# **2.1:**

## **LIST OF RETURNABLE DOCUMENTS**

### **.1: LIST OF RETURNABLE DOCUMENTS:**

**NB: TENDERERS MUST COMPLETE THESE SCHEDULES / DATA SHEETS / FORMS  
IN BLACK INK**

#### **1. Returnable Schedules required for Tender Evaluation Purposes:**

Schedule 1: Compulsory Enterprise Questionnaire

Schedule 2: Certificate of Authority for Joint Ventures

Schedule 3: Certificate for Municipal Services and Payments to Service Provider

Schedule 4: Declaration in terms of the Public Finance Management Act.

Schedule 5: Schedule of Work Experience

Schedule 6: Details of Management Team

Schedule 7: Tax Clearance Certificate

Schedule 8: NCP Schedules as required by COGHSTA:

- NCP 1;
- NCP 2;
- NCP 4;
- NCP 7.1;

Schedule 9: Tender Clarification Meeting Certificate



**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

## **2.2:**

# **RETURNABLE SCHEDULES**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES  
FOR HUMAN SETTLEMENTS PROJECTS**

**SCHEDULE 1**

**COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a Joint Venture, separate questionnaires in respect of each partner must be completed and submitted.

**SECTION 1:**

Name of Enterprise: .....

Address of Enterprise: .....

.....

.....

**SECTION 2:**

VAT Registration Number, if any: .....

**SECTION 3:**

NHBRC Registration Number, if any: .....

**SECTION 4:**

Particulars of Sole Proprietors and Partners in partnerships:

NAME*	IDENTITY NUMBER *	PERSONAL INCOME TAX NUMBER*

\* Complete only if Sole Proprietors or Partnership and attach separate page if more than 5 (five) partners.

**SECTION 5: Particulars of Companies and Close Corporations:**

Company Registration Number: .....

Close Corporation Number: .....

Tax Reference Number: .....

**SECTION 6: Record of service of the State:**

Indicate by marking the relevant boxes with a cross, if any Sole Proprietor, partner in partnership or Director, Manager, Principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 (twelve) months in the service of any of the following:

- ☐ A member of any Municipal Council;
- ☐ A member of any Provincial Legislature;
- ☐ A member of the National Assembly or the National Council for Provinces;
- ☐ A member of the Board of Directors of any Municipal entity;
- ☐ An official of any Municipality or Municipal entity;
- ☐ An employee of any Provincial Department, National or Provincial public entity or Constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999);
- ☐ A member of the accounting authority of any National or Provincial public entity; or
- ☐ An employee of Parliament or a provincial legislature.

If any of the above boxes are marked, disclose the following:

Name of Sole Proprietor, Partner, Director, Manager, Principal shareholder or Stakeholder	Identity Number	Name of Institution, Public Office, Board or Organ of State and position held	Status of service (tick appropriate column)	
			Current	Within last 12 months

\* **Insert** separate page if necessary.

**SECTION 7: Record of spouses, children and parents in the service of the State:**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a Sole Proprietor, Partner in a partnership or Director, Manager, Principal shareholder or Stakeholder in a company or close corporation is currently or has been within the last 12 (twelve) months been in the service of any of the following:

- ☐ A member of any Municipal Council;
- ☐ A member of any Provincial Legislature;
- ☐ A member of the National Assembly or the National Council for Provinces;
- ☐ A member of the Board of Directors of any Municipal entity;
- ☐ An official of any Municipality or Municipal entity;
- ☐ An employee of any Provincial Department, National or Provincial public entity or Constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999);
- ☐ A member of the accounting authority of any National or Provincial public entity; or
- ☐ An employee of Parliament or a provincial legislature.

Name of Sole Proprietor, Partner, Director, Manager, Principal shareholder or Stakeholder	Identity Number	Name of Institution, Public Office, Board or Organ of State and position held	Status of service (tick appropriate column)	
			Current	Within last 12 months

\* **Insert** separate page if necessary.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) Authorizes the Employer to obtain a Tax Clearance Certificate from the South African Revenue Service that my/our tax matters are in order;
- ii) Confirms that neither the name of the enterprise or the name of any Partner, Manager, Director or other person, who, wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulter established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) Confirms that no Partner, Member, Director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last 5 (five) years been convicted of fraud or corruption;
- iv) Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES  
FOR HUMAN SETTLEMENTS PROJECTS**

**SCHEDULE 2**

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

**This returnable schedule is to be completed by Joint Ventures.**

YES    NO    **(PLEASE INDICATE IF THIS IS A JV OR NOT. IF YES, FILL IN THE DETAILS BELOW.  
ALSO ATTACH A SIGNED COPY OF AGREEMENT BETWEEN PARTIES)**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Mrs ....., authorised signatory of the

Company, Close Corporation or Partnership .....,  
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.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner:		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....

**Note:** A copy of the Joint Venture Agreement shall be appended to this Schedule.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES  
FOR HUMAN SETTLEMENTS PROJECTS**

**SCHEDULE 3**

**CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENT TO SERVICE PROVIDER**

The Tenderer must attach to this page a **certified copy** of the Tenderer's latest Municipal Services Account, invoiced not more than **30 (thirty) days** prior to tender closure.

**To: THE HEAD OF THE DEPARTMENT**

**TENDER NO. NC/01/2023:**

**NAME OF THE TENDERER:** .....

**FURTHER DETAILS OF THE TENDERER/S; PROPRIETOR / DIRECTOR/S / PARTNERS, ETC.**

<b>PHYSICAL BUSINESS ADDRESS OF THE TENDERER</b>	<b>MUNICIPAL ACCOUNT NUMBER/S</b>

If there is not enough space for all the names, please attach the additional details to the Contract document.

<b>NAME OF DIRECTOR/ MEMBER/PARTNER</b>	<b>IDENTITY NUMBER</b>	<b>PHYSICAL RESIDENTIAL ADDRESS OF DIRECTOR/ MEMBER/ PARTNER</b>	<b>MUNICIPAL ACCOUNT NUMBER/S</b>



**CERTIFICATION:**

I, ....., the undersigned,  
(Full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for Municipal Services towards a Municipality or other Service Provider in respect of which payment is overdue for more than 30 (thirty) days.

.....  
**SIGNATURE**

**THUS DONE AND SIGNED** for and on behalf of the Tenderer

at .....(Place) on the ..... day of .....(Month) 20 .....(Year)

**Please note:**

**Even if the requested information is not applicable to the Tenderer, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**APPOINTMENT OF PANEL OF PROFESSIONAL SERVICES FOR HUMAN  
SETTLEMENTS PROJECTS**

**SCHEDULE 4**

**DECLARATION IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT  
(No. 29 of 1999)**

<b>ITEM</b>	<b>QUESTION</b>	<b>YES</b>	<b>NO</b>
1.1	Is the Tenderer or any of its Directors listed on the National Treasury's database as a company or person prohibited from doing business with the Public Sector? <b>(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)</b>		
1.1.1	If so, furnish particulars:		
1.2	Is the Tenderer or any of its Directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to Facsimile Number 012-326 5445).</b>		
1.2.1	If so, furnish particulars:		
1.3	Was the Tenderer or any of its Directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past 5 (five) years?		
1.3.1	If so, furnish particulars:		
1.4	Does the Tenderer or any of its Directors owe any Municipal rates and taxes or Municipal charges to the Municipality/Municipal entity, or to any other Municipality/Municipal entity, that is in arrears for more than 3 (three) months?		
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Tenderer and the Department / entity or any other Organ of State terminated during the past 5 (five) years on account of failure to perform on or comply with the contract?		
1.5.1	If so, furnish particulars:		

**CERTIFICATION:**

**I, THE UNDERSIGNED .....**  
(Full Name)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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 TENDERER**

**\* Where the entity tendering is a Joint Venture, each party to the Joint Venture must sign a declaration in terms of the Public Finance Management Act and attach it to this Schedule.**

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

TENDER NO. NC/01/2023

APPOINTMENT OF PANEL OF PROFESSIONAL SERVICES FOR HUMAN SETTLEMENTS PROJECTS

SCHEDULE 5

SCHEDULE OF WORK EXPERIENCE

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.*

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Work stages completed	Work stages in progress
1							
2							
3							
4							
5							

## 1.2. Completed projects

Projects completed in the last 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Date of appointment	Date of completion
1							
2							
3							
4							
5							
6							
7							
8							

Name of Tenderer	Signature	Date

Number of sheets appended by the Tenderer to this Schedule: ..... (If nil, enter NIL)

SIGNED ON BEHALF OF THE TENDERER: .....

DATE: .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL  
SERVICES FOR HUMAN SETTLEMENTS PROJECTS**

**SCHEDULE 6**

**DETAILS OF MANAGEMENT TEAM**

Tenderers shall set out in the Schedule hereunder details of the Management Staff experience in work of a similar nature to that for which their tender is submitted.

Failure to complete this Schedule may result in the Tenderer not being considered.

1) Company Director's Name: .....

NO. OF YEARS THAT DIRECTOR HAS OPERATED	YEAR'S EXPERIENCE
As a Director	
In building environment as Project/Contract Manager	
Other (Specify in CV)	
<b>TOTAL YEARS' EXPERIENCE</b>	

2) Representative Name:.....

NO. OF YEARS THAT REPRESENTATIVE HAS OPERATED	YEAR'S EXPERIENCE
As a consultant	
As a registered professional	
Other (Specify in CV)	
<b>TOTAL YEARS' EXPERIENCE</b>	

**NOTE: PLEASE APPEND CV'S AND CERTIFICATES**

Please indicate by write individual selected for the project's NQF level and cross with an (X) applicable candidate experience allocated for this project.

QUALITY CRITERIA: APPLICABLE EXPERIENCE							
	POSITION	NQF LEVEL	YEARS OF EXPERIENCE				
1			2 - 5		6 - 8		9 and more
2			4 - 6		7 - 9		10 and more
3			2 - 5		6 - 10		11 and more
4			2 - 5		6 - 8		9 and more

Number of sheets, appended by the Tenderer to this Schedule: ..... (If nil, enter NIL)

SIGNED ON BEHALF OF THE TENDERER: .....

DATE: .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/01/2023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES  
FOR HUMAN SETTLEMENTS PROJECTS**

**SCHEDULE 7**

**TAX CLEARANCE CERTIFICATE**

An original valid Tax Clearance Certificate or certified copy inclusive of verification PIN issued by the South African Revenue Service (SARS) shall be attached to this Schedule, or proof that the Tenderer has made arrangements with SARS to meet his or her outstanding tax obligations.

Each party to a Consortium / Joint Venture shall submit a separate Tax Clearance Certificate, or proof that he or she has made the necessary arrangements with SARS.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....



**TENDER NO. NC/01/20023**

**INVITATION TO APPOINTMENT A PANEL OF PROFESSIONAL SERVICES  
FOR HUMAN SETTLEMENTS PROJECTS**

**SCHEDULE 8**

**LIST OF NCP FORMS**

NCP 1  
NCP 4  
NCP 6.1  
NCP 7.1  
NCP 7.2



**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
<b>SUPPLIER INFORMATION</b>					
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN 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."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

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

DATE: .....

## BIDDER'S DISCLOSURE

## NCP4

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....  
.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

<sup>2</sup> 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.

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.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of bidder**

## **SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE



### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

## 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:  
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....

## COGHSTA SPECIFIC GOALS

### 1. 80/20 preference point system

#### **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million**

- i. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

Where-

- $P_s$  = Points scored for price of tender under consideration;
  - $P_t$  = Price of tender under consideration; and
  - $P_{\min}$  = Price of lowest acceptable tender
- ii. A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender.
  - iii. The points scored for the specific goal must be added to the points scored for the price and the total must be rounded to the nearest two decimal places.
  - iv. Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 20 for specific goals:

Specific Goal	Number of Points
100% or more Women or Youth owned company	10
Less than 100% Women or Youth owned company	5
100% Black owned Company	10
Less than 100% Black owned Company	5
100% People living with disability	10
Locally owned companies	5
<b>Maximum obtainable points</b>	<b>20</b>

The following must be noted for the allocation of 20 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 20 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 20 points.
- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor.
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA must not award the contract to the tenderer
- COGHSTA may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender

- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender

## 2. 90/10 preference point system

### **90/10 preference point system for goods or services with Rand value above R50 million**

- The following formula must be used to calculate the points out of 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \frac{(1 - P_t - P_{\min})}{P_{\min}}$$

Where:

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- A maximum of 10 points may be awarded to a tenderer for the specific goals specified for the tender.
- The points scored for the specific goal must be added to the points scored for the price and the total must be rounded to the nearest two decimal places.
- Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 10 for specific goals:

Specific Goal	Number of Points
100% or more Women or Youth owned company	5
Less than 100% Women or Youth owned company	2
100% Black owned Company	5
Less than 100% Black owned Company	2
100% People living with disability	5
Locally owned companies	2
<b>Maximum obtainable points</b>	<b>10</b>

The following must be noted for the allocation of 10 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 10 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 10 points.
- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA must not award the contract to the tenderer
- COGHSTA may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender



- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender

## **CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**THIS FORM MUST BE COMPLETED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS**

### **PART 1 (TO BE COMPLETED BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in bid number ..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) bidding documents, viz
    - Invitation to bid;
    - Tax Clearance Certificate
    - Pricing Schedule(s);
    - Technical Specification(s);
    - Specific goals in terms of the Preferential Procurement Regulations, 2022 (Government Gazette No. 47452);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the tendered Remeasurable quoted cover all the goods and/or works specified in the bidding documents; that the tendered Remeasurable cover all my obligations and I accept that any mistakes regarding the tendered Remeasurable and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

## CONTRACT FORM – PURCHASE OF GOODS / WORKS

### PART 2 (TO BE COMPLETED BY THE PURCHASER)

- I, ..... in my capacity as .....  
accept your bid under Reference Number ..... dated .....  
for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).
- An official order indicating delivery instructions is forthcoming.
- I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED), EXCL 14% VAT	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

- I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE: .....

**NCP 7.2**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## **PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)	.....	<div style="border: 1px solid black; padding: 10px;"> <p><b>WITNESSES</b></p> <p>1 .....</p> <p>.....</p> <p>2 .....</p> </div>
CAPACITY	.....	
SIGNATURE	.....	
NAME OF FIRM	.....	
DATE	.....	

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

**TENDER NO. NC/01/2023**

**APPOINTMENT OF PANEL OF PROFESSIONAL SERVICES FOR HUMAN  
SETTLEMENTS PROJECTS**

**TENDER CLARIFICATION MEETING CERTIFICATE**

**SCHEDULE 9**

<b>Project title:</b>	APPOINTMENT OF PANEL OF PROFESSIONAL SERVICES FOR HUMAN SETTLEMENTS PROJECTS
<b>Tender no:</b>	

This is to certify that I .....

Representing .....

Attended the tender clarification meeting on .....

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the tender.

Name of Tenderer	Signature	Date

Name of CoGHSTA Representative	Signature	Date