



Section 1 - CSIR Request for Proposals

Request for Proposals (RFP)

Engineering and Construction of Facilities to House a Hot Isostatic Press (HIP) Machine at the CSIR Scientia Campus, Pretoria

RFP No. 0000/00/12/2021

Date of Issue	TBC	
Compulsory Briefing Session / Site Inspection	Date: TBC Time: TBC Venue: TBC	
Closing Date	TBC	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Construction Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The CSIR has procured a Host Isostatic Press (HIP) machine to operate at its facility in Pretoria. The HIP requires facility readiness, supporting equipment and infrastructure to enable it to function as intended. There is thus a need to appoint a Contractor to provide Engineering, Construction, Installation and Commissioning of a facility to accommodate the Hot Isostatic Press (HIP) Machine. The HIP machine will be supplied by the *Employer* unless expressly stated in the Works.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from CIDB registered Contractors to provide Engineering and Construction of Facilities to House a Hot Isostatic Press (HIP) Machine at the CSIR Scientia Campus, Pretoria.

4 SCOPE OF WORK

The Contractor's Scope of Work is as follows:

- The complete renovation of the existing facility with minor alterations to incorporate a new proposed lab, metrology lab, disabled toilet and offices.
- A back-up generator is also required and the civil work comprises mainly the construction of plinths for new equipment.
- Tenderers are to take cognisance of the heritage status of the facility. The bills of quantities, therefore, allows for a provisional sum for external work to the building - the scope of which will be determined by the Architect during the course of the contract.

NB: JBCC Building Principal Agreement form of contract will be used for the building contractor.

4.1 Supporting documents issued with RFP.

Documents enclosed on the RFP document.

- a) Section 2 – Notes to Tenderers
- b) Section 3 - JBCC Principal Building Agreement and Contract Data
- c) Section 4 - Provisional Bills of Quantities
- d) Section 5 - ASAQS Model Preambles for Trades 2017
- e) Annexure A - Architectural Drawings
- f) Annexure B - Civil/ Structural Drawings
- g) Annexure C - Electrical Drawings
- h) Annexure D - Mechanical/ Fire Drawings
- i) Annexure E - Architectural Project Specification
- j) Annexure F - Civil/ Structural Project Specification
- k) Annexure G - Electrical Project Specification
- l) Annexure H - Mechanical Project Specification
- m) Annexure J - Occupational Health and Safety Specifications
- n) Annexure K - Environmental Management Plan
- o) Annexure L - Waiver of Contractor's Lien
- p) Annexure M - Design Indemnity Form

5 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this request.

Bidders are to submit responses in the format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

5.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal:

- Covering letter on company letterhead
- Profile indicating the company's age, resources, and capability.
- Experience on similar projects in terms of providing similar construction EPC services executed between 2011 and 2021 – e.g., Project description, Name of client, Location, Year, Contract value, Name of Construction Manager, Status (completed / in progress)
- CV's indicating the experience of the key engineering resources and proposed Construction Manager for the construction stage of the project.
- Provide active and valid proof of company registration document with the Department of Employment and Labour (DEL)
- Provide a valid letter of good standing with the Department of Employment and Labour (COIDA);
- Provide proof of public liability cover of a minimum of R 5m or Letter of Intent for cover from a registered financial policy insurer;
- Provide proof of CIDB registration of 5GB or 5ME and higher.

5.2 Financial Proposal (Part B)

The following must be submitted as part of the **financial** proposal:

- Cover Letter;
- Proposed cost/ commercial offer in the provided BOQ template
- The pricing must be firm for 90 days and inclusive of all costs to render the required services

- Copy of valid B-BBEE certificate or valid sworn Affidavit; and
- CSD registration report (RSA suppliers only).

6 FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

Functional Factor	Criteria Description	Weight (%)
Company profile (A1)	Profile indicating the: <ul style="list-style-type: none"> • Age, resources, and capability 	10
Company Experience (A2)	<ul style="list-style-type: none"> • List of similar projects executed between 2011 and 2021 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) • NB – The list must be relevant to the project 	20
Reference letters (A3)	<ul style="list-style-type: none"> • Reference letters for work completed between 2011 and 2021 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted) 	25
Staff capability	<ul style="list-style-type: none"> • CV of a construction / site manager (with a relevant qualification) 	10
	<ul style="list-style-type: none"> • CV of a construction health and safety specialist (with a relevant qualification) 	10
Construction programme	<ul style="list-style-type: none"> • Construction programme (CP) of not more than 8 weeks clearly showing activities and dependencies 	25
TOTAL POINTS FOR FUNCTIONALITY		100

6.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and a sub-minimum of **50%** for each individual criteria will be eliminated from further evaluation.

6.2 Refer to Appendix A for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location or email address (Bids must be submitted electronically at tender@csir.co.za);
- Failure to submit the Bidder's Declaration of Interest Form
- Failure to attend compulsory briefing session / site inspection
- Failure to submit proof of public liability cover of a minimum of R 5 million or Letter of Intent from a registered financial policy insurer;
- Failure to submit active and valid proof of company registration document with the Department of Employment and Labour (DEL)
- If bidder does not provide proof of CIDB registration. It is estimated that the tenderers should have a CIDB contractor grading of 5GB or 5ME and higher.
- If the supplier fails to meet the Local Production and Content requirements and does not submit valid and signed local content Annexure C and SBD 6.2 declaration certificate for Local Production and Content.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide proof of CIDB registration of 5GB or 5ME and higher;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za.
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.
- 9.7 Documents submitted via cloud (i.e., dropbox, WeTransfer, Google Drive) will not be considered.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Wednesday, xx November 2021
- Briefing session / Site Inspection: Wednesday, xx December 2021
- Closing / submission Date: Wednesday, xx December 2021

11 COMPULSORY BRIEFING SESSION / SITE INSPECTION LOGISTICS

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the site inspection:

a. *Prior to site visit*

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
 - ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
- All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link -

<http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).

- All bidders must watch the COVID-19 Visitor's induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

b. Entrance to a CSIR site

- i) *All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) *All delegates will be subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*

c. Conduct during site visit

- i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*
- ii) *Masks must be worn for the duration of the visit*
- iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
- iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc. to avoid sharing or passing of items*
- v) *Social distancing of at least 2m must be maintained at all times*
- vi) *Where items for inspection need to be handled, sanitizer must be used by the delegate prior to and after handling/touching the item*
- vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific may be limited to allow for social distancing*
- viii) *No refreshments will be served during the site inspection*

NB: Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance

12 SUBMISSION OF PROPOSALS

- 12.1** All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 12.2** Responses submitted by companies must be signed by a person or persons duly authorised.
- 12.3** All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
- PART 1:** Technical Proposal RFP No.: 0000/00/00/2021
 - PART 2:** Pricing Proposal RFP No.: 0000/00/00/2021
- 12.4** The CSIR will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.
- 12.5** Proposals submitted must be in the following file formats:
- PDF

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Wednesday, 15 December 2021**, during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

14 AWARDING OF TENDERS

- 14.1** Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

15 EVALUATION PROCESS

15.1 Evaluation of proposals

An evaluation team will evaluate all proposals for functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderer/s.

A two-phase evaluation process will be followed:

15.1.1 The first phase includes the evaluation of elimination, local content, and functionality criteria.

15.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

15.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

16 PRICING PROPOSAL

- 16.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 16.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.
- 16.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.
- 16.5 Bidders must quote as per the pricing schedule.
- 16.6 Payment will be according to the CSIR Payment Terms and Conditions.

17 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

18 APPOINTMENT OF SERVICE PROVIDER

- 18.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 18.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.
- 18.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

19 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **RFP No: 0000/00/12/2021 – “Engineering and Construction of Facilities to House a Hot Isostatic Press (HIP) Machine at the CSIR Scientia Campus, Pretoria”** subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

20 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

21 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

22 CORRECTNESS OF RESPONSES

- 22.1** The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 22.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

23 VERIFICATION OF DOCUMENTS

- 23.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 23.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

24 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

24.1 Only those tenderers who are registered with the CIDB or are capable of being so prior to the closing date and time of this RFP submissions, with a grading of **5GB OR 5ME and higher** class of construction works, will be considered.

24.2 Joint ventures are eligible to submit proposals provided that:

- Every member of the joint venture is registered with the CIDB;
- The lead partner has a contractor grading designation in the **5GB OR 5ME and higher** class of construction work; or not lower than one level below the required grading designation in the class of works construction works under consideration and possess the required recognition status;
- The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to **5GB OR 5ME and higher** class of construction work.

25 LOCAL CONTENT

25.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.

25.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTi should there be a need to import such raw material or input and;

25.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the DTi at telephone 012 394 3717/1390.

25.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTi website. Guidance on the calculation of local content and manufacturing can be assessed on the DTi's official website – <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

- 25.5** Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR. If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 25.6** The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed, and submitted by the bidder at the closing date and time of the tender; and
- 25.7** The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 25.8** The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
- 25.9** Only the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2011 must be used to calculate local content.
- 25.10** Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 25.11** Applicable local production and content minimum thresholds for this tender are as per the table below:

Tender Item No. as per BOQ	Designated Sector	Item, Product, or Service Description	Minimum Applicable Local Content Threshold
C4.1 – 4.3	Steel Products	Profiled metal sheeting	100%
C2.1 -2.6	Steel Products	Metal sheet accessories	100%
C3.1 – 3.3	Steel Products	Steel roof construction	100%
C4.1 – 4.3	Steel Products	Painted mild steel collapsible balustrade, including 42mm diameter mild steel top handrail and 4mm steel cables.	100%
C4.1 – 4.3	Steel Products	Steel sliding doors	100%
C4.1 – 4.3	Steel Products	Mild steel doors	100%
C5.2 – 5.3	Steel Products	Partitioning: screws, bolts, nuts, etc.	100%
	Steel Products	Flush pans	100%
C7.1 – 7.4	Steel Products	Seamless epoxy coated aluminium gutters and rainwater downpipes fixed	100%

		to GMS rafter and face of inner wall and supported on steel roof structure to fall	
C7.12	Steel Products	Fire hose reel with 30m rubber hose, chromium plated stopcock, shut-off nozzle, wall bracket, nipples, flanges, etc to fix to water supply pipe. Complete.	100%
C7.13	Plastic Pipes	uPVC Class 16 pipes	100%
C7.14	Plastic Pipes	PVC Class 16 pipes for compression fittings	100%
E.2	Electrical Cables	LV Power Distribution Cables	100%

All the sectors indicated below are designated at 100%:

- Steel Products and Components
- Plastic Pipes
- Electrical Cables

Bidders are to declare any or additional item part of the scope of works that falls within the above designated sectors on Local content Annexures C, D, and E.

26 SUB-CONTRACTING

26.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

26.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

27 ADDITIONAL TERMS AND CONDITIONS

- 27.1** A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 27.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 27.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
- 27.4** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 27.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

28 CSIR RESERVES THE RIGHT TO

28.1 Extend the closing date;

28.2 Verify any information contained in a proposal;

28.3 Request documentary proof regarding any tendering issue;

28.4 Give preference to locally manufactured goods;

28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

28.6 Award this RFP as a whole or in part;

28.7 Cancel or withdraw this RFP as a whole or in part.

29 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 0000/00/00/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 0000/00/00/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal 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.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

31 SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)

The bidder must provide details of the bidder's current experience in providing similar services.

Company Name	Contact Person and contact details (email and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

32 APPENDIX A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

Functional Factor	Criteria Description	Weight (%)	Scoring
Company profile	<p>Profile indicating the :</p> <ul style="list-style-type: none"> Age, resources and capability of the company 	10	<ul style="list-style-type: none"> No submission - 0 0 to 3 years - 3 4 to 5 years – 5 6 to 8 years - 7 > 8 years - 10
Company Experience	<ul style="list-style-type: none"> List of similar projects (NB: in a tabular format) where similar project was done between 2011 and 2021 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) NB – The list must be relevant to the project 	20	<ul style="list-style-type: none"> No list of projects – 0 List of project are not relevant-3 1 to 5 list of relevant projects - 5 6 to 8 list of projects relevant to the scope – 7 > 8 list of projects relevant to the scope - 10
Reference letters	<ul style="list-style-type: none"> Reference letters for work completed between 2011 and 2021 from previous clients. (Reference letters must be written by the clients where the work was done. NB: Reference letter from other team members or professional service providers will not be accepted) 	25	<ul style="list-style-type: none"> No reference letters - 0 Reference letters are not relevant-3 1 to 5 reference letters - 5 6 to 8 reference letters – 7 > 8 reference letters - 10
Staff capability	<ul style="list-style-type: none"> CV of a construction / site manager (with a relevant qualification) 	10	<ul style="list-style-type: none"> < 5 years experience - 0 6 to 8 years experience - 3 9 to 11 years experience - 5 12 to 14 years experience - 7 More than 14 years experience - 10
	<ul style="list-style-type: none"> CV of a construction health and safety specialist (with a relevant qualification) 	10	<ul style="list-style-type: none"> < 5 years experience - 0 6 to 8 years experience - 3 9 to 11 years experience - 5 12 to 14 years experience - 7 More than 14 years experience - 10
Construction programme	<ul style="list-style-type: none"> Construction programme (CP) of not more than 8 weeks clearly showing activities and dependencies 	25	<ul style="list-style-type: none"> No CP - 0 CP not relevant - 3 CP of > 8 weeks - 5 CP of 8 weeks - 7 CP of < 8 weeks - 10
TOTAL POINTS FOR FUNCTIONALITY		100	

33 RETURNABLE DOCUMENTS AND FILING GUIDE

Description (please label your file dividers according to this table so that it becomes easier to trace your documents)		Submitted (Please tick)	
		Yes	No
1	Company profile clearly stipulating the number of years rendering similar construction/electrical services as well as list of similar		
2	At least five (5) contactable references of projects with similar scope of work required (EPC projects related to construction and modification of facilities to house large pieces of machinery/equipment)		
3	Proposed Construction Team organogram and CV(s) of site construction manager / super visor and the construction safety specialist		
4	Proof of active and valid company registration document with the Department of Employment and Labour (DEL)		
5	Letter of good standing with the Department of Employment and Labour (COID) or equivalent		
6	Proof of public liability cover of a minimum of R 5m or Letter of Intent for cover from a registered financial policy insurer		
7	Proof of active and valid CIDB registration with 5GB or 5ME and higher CIDB grading		
8	Proof of active and valid Central Supplier Database (CSD) summary report		
9	Declaration by Tenderer		
10	Technical Schedule		
11	SBD 1		
12	Local Content Declaration Certificate SBD 6.2		
13	Local Content Declaration Annexes C, D, and E		

	PART B: FINANCIAL PROPOSAL ONE ELECTRONIC COPY Returnable Schedules that will be incorporated into the Contract		
1	Cover Letter		
2	Proposed cost/ commercial offer as per attached BOQ		
3	Valid B-BBEE Certificate or Copy of Sworn Affidavit		
#	Proposal from a joint venture (folder 4)	Applicable	Not applicable
1	In case of proposal from a joint venture, the following must be submitted together with the proposal:	Yes	No
2	Joint venture Agreement including split of work signed by both parties		
3	The original or certified copy of the B-BBEE certificate of the joint venture		
4	The Tax Clearance Certificate of each joint venture member		
5	Proof of ownership/shareholder certificates/copies		
6	Company registration certificates		