

Request for Proposals (RFP)

Appointment of professional service providers for the repairs and upgrade to Phase 1 of the Waste Yard at the CSIR Pretoria Campus

RFP No. 1050/25/11/2022

Date of Issue	Thursday, 10 November 2022	
Compulsory Briefing Session	Date: Thursday, 17 November 2022 Venue: CSIR Pretoria Campus, Waste Yard Area Time: 10:00am – 11:00am	
Last date for submission of Intention to Bid Form	Tuesday, 15 November 2022 at 16:30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za <i>(Please use the RFP No. as subject reference)</i>
Closing Date and Time	Date: Friday, 25 November 2022 Time: 16:30 <i>(Late proposals will not be accepted)</i>	
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of Africa's leading scientific research and technology development organisations. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to improving 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 needs to formalize its existing waste yard to conform to National Environmental Management Act protocols to be able operate at its campus in Pretoria.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the appointment of professional service providers for the repairs and upgrade to the Waste Yard at the CSIR Pretoria Campus. The engineering services must include the following professional disciplines:

- Architect (Principal agent)
- Quantity Surveyor

4 SCOPE OF WORK

4.1 Scope of professional consultants

The professional consultants are expected to provide their services according to stages 1 to 6 as per the government gazette. They are also expected to work closely with the maintenance and engineering staff of the CSIR to ensure that all equipment specified, and designs comply with their campus wide practices and standards. The PROCSA agreement will be used as a form of contracting.

NB: For building construction the JBCC form of contracting will be used (for the building contractor).

5 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this request (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

5.1 Technical Proposal (Part A)

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

- Company profile indicating the company's core function, age, resources, and capability.
- Company experience – List of similar projects in terms of EPC completed between 2011 and 2020 – e.g., Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) must be indicated. Minimum of 3 similar projects are required (*Complete Annexure B*).
- Reference letters or completion certificates for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letters from other team members or professional service providers will not be accepted). Minimum of 3 references required.
- CV(s) of relevant engineer(s) that will be deployed in a project (Architect, and QS). The CV(s) must clearly indicate the experience of the key resource with at least three (3) years' experience in managing similar work/ project. Professional registration (s) must also be provided.
- Proof of valid professional indemnity insurance or letter of intent from an accredited financial institution with a minimum of R10 000 000.00 cover must be provided.
- Fully completed and signed SBD 1 and SBD 4 form.
- Completed and signed Declaration by Tenderer.

5.2 Financial Proposal (Part B)

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

- Covering letter on company letterhead detailing the bid amount in words and in figures.
- Completed Offer - Price, the pricing must be firm for 120 days and inclusive of all costs to render the required services. The price must also include disbursements (where applicable) and 20% contingency. The pricing must detail a breakdown of the six project stages.
- Original 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)	Company profile indicating the: <ul style="list-style-type: none"> Company's core function, age, resources, and capability 	10
Company Experience (A2)	<ul style="list-style-type: none"> List of similar projects executed between 2011 and 2020 – 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 	30
References (A3)	<ul style="list-style-type: none"> Reference letters or completion certificates for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letters from other team members or professional service providers will not be accepted) 	20
CVs (A4)	<ul style="list-style-type: none"> CV(s) of relevant engineer (s) that will be deployed in the project (Architect, and QS). The CV(s) must clearly indicate the experience of the key resource with at least three (3) years' experience in managing similar work/project. 	20
Professional registration (A5)	<ul style="list-style-type: none"> Valid registration with SACAP, and QS SA, as Pr.Eng or Pr.Tech. 	20
TOTAL POINTS FOR FUNCTIONALITY		100

5.1 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.

5.2 Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Bidders that submit late proposals will not be considered.
- Bidders that submit to the incorrect location or email address will be eliminated (**Please submit electronically to tender@csir.co.za**)
- Bidders that are listed on the National Treasury database of restricted suppliers will not be considered.

- Bidders that are registered on the National Treasury Register of Tender Defaulters will not be considered.
- Bidders that do not attend the compulsory site briefing session will not be considered.
- Bidders that do not submit proof of valid professional indemnity insurance or letter of intent from a registered financial policy insurer with a minimum of R10 000 000.00 cover will not be considered.
- Bidders that do not submit a fully completed and signed **SBD 1** and **SBD 4** form will not be considered.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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 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 SUBMISSION OF ENQUIRIES AND CONTACT WITH THE CSIR

- All enquiries must be submitted electronically at: tender@csir.co.za
(Please use the RFP No. as subject reference)
- All enquiries must be submitted no later than **Tuesday, 22 November 2022 at 16:30**

NB: 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.

10 TENDER PROGRAMME

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

- Issue of tender documents: 10 November 2022
- Compulsory site briefing session: 17 November 2022 at 10:00am
- Last date for submission of queries: 22 November 2022
- Closing / submission Date: 25 November 2022

11 INTENTION TO BID

All bidders are requested to complete and sign the Intention to Bid Form – **Annexure E**. The fully completed and signed Intent to Bid Form **MUST** be submitted no later than **Tuesday, 15 November 2022** to tender@csir.co.za at **16:30** to confirm the bidder's intention to bid for this RFP.

12 COMPULSORY BRIEFING SESSION INFORMATION AND PROTOCOL

12.1 A compulsory briefing session and/or site inspection will be held under the following details:

Date	Thursday, 17 November 2022
Time	10:00am – 11:00am
Venue	CSIR Pretoria Campus, Waste Yard Area

12.2 Please take note of the following Protocols to follow when visiting the CSIR for the briefing session/site inspection:

- Only a maximum of two (2) delegates from each company will be allowed to attend the session
- An attendance register will be circulated for signatures. Bidder's must clearly write their details on the attendance register and sign. Only a maximum of two people from the same company allowed to sign attendance register.
- No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc.
- No refreshments will be served during the site inspection

13 PROCEDURE FOR SUBMISSION OF PROPOSALS

13.1 All proposals must be submitted electronically to tender@csir.co.za

13.2 Proposals must consist of two parts, each of which is created a folder clearly marked: e.g.

PART 1: Technical Proposal:

RFP No. 1050/25/11/2022

For example, marked as:

(Email 1 of 2: PART 1: Technical Proposal _RFP No. 1050/25/11/2022)

PART 2: Financial Proposal:

RFP No. 1050/25/11/2022

For example, marked as:

(Email 2 of 2: PART 2: Financial Proposal_RFP No. 1050/25/11/2022)

Note: One (1) email can be submitted with two (2) separate folders clearly marked

13.3 Proposals submitted by companies must be signed by a person or persons duly authorised.

13.4 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.

13.5 Proposals and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.

13.6 The naming / labelling syntax of files or documents must be short and simple (e.g. B-BBEE Certificate).

13.7 All documents submitted electronically via email must be clearly visible.

13.8 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.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED.

14 DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals shall be submitted at the email address mentioned above no later than the **closing date of Friday, 25 November 2022** and **closing time of 16:30**. The CSIR business hours are between 08:00am and 16:30.

N.B: Where a proposal is not received by the CSIR by the due date and time at the stipulated email address, it will be regarded as a late tender. **Late tenders will not be considered.**

15 EVALUATION PROCESS

15.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for elimination criteria, 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 three (3)-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination criteria**
- The second phase includes evaluation of **functionality criteria**
- The third phase includes the evaluation of **price** and **B-BBEE** level status

Pricing Proposals will only be considered after 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 price and 20 points to B-BBEE status.

Bidders **must** provide a valid B-BBEE Certificate issued by SANAS accredited agency or a certified copy of sworn affidavit that is in line with the DTI regulations to verify and confirm their B-BBEE level status.

N.B: Non submission of valid B-BBEE certificate or sworn affidavit will equal zero points for B-BBEE (RSA suppliers only).

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 clearly 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.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.*

***Non-firm price is all prices other than "firm" prices.*

16.5 Payment will be according to the CSIR Payment Terms and Conditions.

16.6 Prospective suppliers are to make and provide an estimate for envisaged disbursements.

16.7 A 20% contingency will be allowed for in the pricing schedule to accommodate for an unforeseen cost – Any use of this allocation will be motivated in writing and approved by the CSIR in writing prior to use.

Pricing Schedule:

No.	Description	Amount (Excl. VAT)
1.	Stage 1 – Inception	
2.	Stage 2 – Concept	
3.	Stage 3 – Design and Development	
4.	Stage 4 – Documentation and Procurement	
5.	Stage 5 – Construction Monitoring	
6.	Stage 6 – Close Out	
7.	Add Disbursements	
8.	Add – 20% Contingency	
	Sub- total	
	15% VAT	
	Total	

N.B: Pricing/ quotation must be submitted on the official company letterhead.

17 VALIDITY PERIOD OF PROPOSAL

17.1 Each proposal shall be valid for a minimum period of 120 Business Days from Closing Date. Tenderers are to note that they may be requested to extend the validity period of their proposal at the same terms and conditions if the internal evaluation processes have not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful tenderer(s)' proposal will be deemed to remain valid until a final contract has been concluded.

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 published on the CSIR's tender website. No regret letters will be sent out to unsuccessful tenderers.

19 MEDIUM OF COMMUNICATION

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

20 COST OF PROPOSAL

20.1. Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer 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.

21 CORRECTNESS OF RESPONSES

21.1 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.

21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

22.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

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

23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.
- 23.3 If the tenderer intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 23.4 All B-BBEE certificates or sworn affidavit(s) of the sub-contractor(s) must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 24.3 Prescribed by the body - regulating the profession of the consultant.

25 TRAVEL EXPENSES

- 25.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
- 25.2 Only economy class tickets will be used.
- 25.3 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 25.4 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.
- 26.4 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.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28 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.

29 DECLARATION BY TENDERER

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

RFP No: 1050/25/11/2022

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.1050/25/11/2022** 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:	

30 RETURNABLE CHECKLIST

PART A: TECHNICAL PROPOSAL ONE ELECTRONIC COPY Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	Company profile clearly indicating the company's core function, age, resources, and capability		
2	Company experience – Completed list of similar projects in terms of EPC completed between 2011 and 2020		
3	At least three (3) reference letters or completion certificates for work completed between 2011 and 2020 from previous clients		
4	CV(s) of relevant engineer(s) that will be deployed in a project (Architect, and QS)		
5	Proof of valid professional indemnity insurance or letter of intent with a minimum of R10 000 000.00 cover		
6	Fully completed and signed SBD 1 and SBD 4 form		
7	Completed and Signed Declaration by Tenderer		
PART B: FINANCIAL PROPOSAL ONE ELECTRONIC COPY Returnable Schedules that will be incorporated into the Contract			
8	Covering letter on company letterhead detailing the bid amount in words and in figures		
9	Completed Offer – price		
10	Original copy of valid B-BBEE certificate or Sworn Affidavit		
11	CSD registration report (RSA suppliers only)		

31 ANNEXURE A – SCORING SHEET

#	Criteria	Proof required	Submission	Points	Weight
1	Company Profile	Bidder must submit a company profile indicating their core function, age of company, resources, and capability	Non submission of company profile Profile not relevant to the scope of the project Profile relevant to the scope of the project Profile relevant and present information that is over above the scope of the project	0 5 7 10	10
2	Company Experience	List of similar projects (NB: in a tabular format) where similar projects were done between 2011 and 2020 – 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	Non submission of completed list of projects Less than 3 relevant projects submitted or projects irrelevant to the scope 3 – 4 relevant projects 5 – 7 relevant projects More than 7 relevant projects	0 3 5 7 10	30
3	References	Reference letters or completion certificates for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. NB: Reference letters from other team members or professional service providers will not be accepted)	Non submission of reference letters or completion certificates Less than 3 relevant reference letters or completion certificates submitted or references irrelevant to the scope 3 – 4 relevant reference letters or completion certificates 5 – 7 relevant reference letters or completion certificates More than 7 relevant reference letters or completion certificates	0 3 5 7 10	20
4	CV(s)	CV(s) of relevant engineer (s) that will be deployed in a project (Architect, and QS). The CV(s) must clearly indicate the experience of the key resource in managing similar work/ Project	Non submission CV(s) Less than 3 years' relevant experience of key resource(s) or irrelevant experience 3 – 4 years' relevant experience of key resource(s) 5 – 7 years' relevant experience of key resource(s) More than 7 years' relevant experience of key resource(s)	0 3 5 7 10	20
5	Professional registration	Valid registration (of a deployed Engineer(s)) with SACAP, and QS SA, as Pr.Eng or Pr.Tech.	Non submission of professional registration Registration is invalid / expired Valid proof of professional registration	0 5 10	20
TOTAL POINTS FOR FUNCTIONALITY					100

32 ANNEXURE B – BIDDER' SCHEDULE OF PROJECTS

Service Providers should list projects done/ undertaken between 2011 and 2020

#	Name of Institution/ Company	Contract / Project description	Location	Client Name/ Contact Person	Client/ Contact Person Telephone Number	Contract Amount	Completion / Expected Completion Date
1							
2							
3							
4							
5							

6							
7							
8							
9							
10							

33 ANNEXURE C – SBD 1 FORM

(Must be completed by the bidder and submitted with the tender)

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

34 ANNEXURE D – SBD 4 FORM

(Must be completed by the bidder and submitted with the tender)

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)