

**Request for Proposals (RFP) for the Provision of
Construction Services at the Product Lifecycle
Management Centre (PLM) Centre in MSM, Building
14F, CSIR Pretoria Campus**

RFP No. 9061/29/09/2017

Date of Issue	Tuesday, 12 September 2017	
Compulsory briefing session	Monday, 18 September 2017 Venue: Building 14F Reception Area, CSIR Pretoria Campus, Meiring Naude Street, Brummeria. Time: 10h00 – 11h00	
Closing Date	Friday, 29 September 2017	
Place	Tenders must be submitted at: CSIR Tender box, CSIR Main Reception, Gate 3 (North Gate), Meiring Naude Street, Brummeria.	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Construction/Building Works	

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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 organizations 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 customization and alterations of an existing space located in Building 14 Block F, 2nd floor, to house the new CSIR Product Lifecycle Management Centre (PLM)
Works include, demolition/strip/building works, suspender plastered ceilings, painting, glass and aluminium works, flooring, electrical and air-conditioning. (all as per attached BOQ)

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from CIDB registered service providers for the provision of construction services for the new CSIR Product Lifecycle Management Centre (PLM), CSIR, Pretoria campus.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this RFP. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format. The following Annexures are hereto attached;

Annexure A - Pricing Data (BoQ) Specifications

Annexure B - Occupational Health and Safety

5 FUNCTIONAL EVALUATION CRITERIA

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

	Evaluation criteria	Weighted score
1	Relevant Project Experience and Capability	40
1.1	References <ul style="list-style-type: none"> Provide favorable letters of contactable references from customers for the number of completed building contracts (similar to specified, scope and value) completed installations must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. 	20
1.2	Building implementation contract experience <ul style="list-style-type: none"> Provide a list of all contracts (similar to specified, scope and value), which are currently in progress or completed and undertaken during the last 5 years. Completed installations must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. 	20
2	Resources	
2.1	Company Organogram <ul style="list-style-type: none"> Provide a detailed organogram of the leadership and management structure, (including onsite personnel) you intend to mobilize on a substantially full time basis on this contract 	10
3	Domestic Subcontracting	
3.1	Domestic Subcontracting, Ceilings, Glass and Aluminium, Flooring, Electrical and Air-conditioning. <ul style="list-style-type: none"> Provide details and contactable references of domestic subcontractor/ceilings, with experience (similar to specified, scope and value), who will be employed on this contract. Examples of previous work done must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. Provide details and contactable references of domestic subcontractor/glass and aluminium, with experience (similar to specified, scope and value), who will be employed on this contract. Completed installations must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. Provide details and contactable references of domestic subcontractor/flooring, with experience (similar to specified, scope and value), who will be employed on this contract. Completed installations must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. Provide details and contactable references of domestic subcontractor/electrical, with experience (similar to specified, scope and value), who will be employed on this contract. Completed installations must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. Provide details and contactable references of domestic subcontractor/air-conditioning, with experience (similar to specified, scope and value), who will be employed on this contract. Completed installations must be in the Pretoria area and accessible to be visited during the evaluation vetting stage. 	2 2 2 2 2

4	Implementation / methodology statement and Preliminary Programme	40
	In order to demonstrate the experience on a typical construction project the tenderer shall submit as part of the tender returnable documentation as follows;	
	<ul style="list-style-type: none"> Implementation/installation methodology for the construction project from inception stage up to final handover stage. 	25
	<ul style="list-style-type: none"> Typical program presented on a Gantt chart showing key dates and events for the full implementation of the construction projec 	15
	Total	100

5.2 Proposals with functionality points of less than the pre-determined minimum overall percentage of less than **70%** will be eliminated from further evaluation.

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

5.4 Evidence must be provided for every functional criteria

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Non-attendance of the compulsory briefing session / site inspection;
- Failure to submit a letter of good standing issued by the Department of Labour (COID); and
- Non – submission of a Valid CIDB registration certificate, Level **2GB** grading designation.
- Non-submission of references in a required format below:

Subject	Evidence	Proof of evidence
Experience – Completed schedule of tender’s experience	List of relevant projects completed. Contact details of customers	Reference letters from customers – as per the list of relevant projects
Domestic Subcontracting (Ceilings) – Completed	Contact details of the ceiling contractor you previously worked with	Reference letter from the ceiling sub-contractor

schedule of proposed sub-contractors		
Domestic Subcontracting (Glass and aluminium) – Completed schedule of proposed sub-contractors	Contact details of glass and aluminium sub-contractor you previously worked with	Reference letter from the glass and aluminium sub-contractor
Domestic Subcontracting (Flooring) – Completed schedule of proposed sub-contractors	Contact details of the flooring sub-contractor you previously worked with	Reference letter from the flooring sub-contractor
Domestic Subcontracting (Electrical) – Completed schedule of proposed sub-contractors	Contact details of the electrical sub-contractor you previously worked with	Reference letter from the electrical sub-contractor
Domestic Subcontracting (Air-conditioning) – Completed schedule of proposed sub-contractors	Contact details of the air-conditioning sub-contractor you previously worked with	Reference letter from the air-conditioning sub-contractor

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

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

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

9 TENDER PROGRAMME

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

- Issue of tender documents: 12 September 2017
- Compulsory briefing session / site inspection 18 September 2017
- Venue: Building 14F Reception Area,
- Last date for submission of queries: 20 September 2017
- Closing / submission Date: 29 September 2017
- Estimated contract duration (in weeks) 8 weeks

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: **RFP No. 9061/29/09/2017**

PART 2: Pricing Proposal, **B-BBEE** and other Mandatory Documentation:

RFP No. 9061/29/09/2017

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

10.4 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.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 29 September 2017** 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 place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

12.1 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.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team 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 tenderers.

A two-phase evaluation process will be followed.

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

13.2 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. If all tenders received are more than R 50m, the proposal will be cancelled and re-issued.

14 PRICING PROPOSAL

- 14.1 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.
- 14.2 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.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 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.

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 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.
- 16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions and the signing of an **JBCC Series 2000 Minor Works Contract** as a form of agreement. In the event of the parties

failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 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. 9061/29/09/2017 “The Provision of Construction Services MSM, PLM Centre, Building 14F CSIR Pretoria Campus”**” as the 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.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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.

20 CORRECTNESS OF RESPONSES

20.1 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.

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

21 VERIFICATION OF DOCUMENTS

21.1 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.

21.2 **One hard copy and one electronic copy (CD or USB memory key)** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

21.3 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.

21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

22 SUB-CONTRACTING

22.1 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.

22.2 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 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 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.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 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.

25.4 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.

25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

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

26.6 Award this RFP as a whole or in part;

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

27 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.

28 PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

	Rand (in words);	R	(in figures),
(firm)			

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the

Bidder

Name and

signature of

witness

Date

29 DECLARATION BY TENDERER

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

RFP No: 9061/29/09/2017

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: 9061/29/09/2017** 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:	

RETURNABLE CHECKLIST

The Tenderer is to indicate in the check-boxes provided that they have completed the required section of the tender document. Completion of this check-list will assist the Tenderer in ensuring that he has attended to all the required items for submission with this tender.

The bidder must complete the following returnable documents:

Section	Description	Completed	
		Yes	No
Cover	Name of tenderer		
	Contact person		
	Telephone/Fax number		
	CIDB CRS Number		
	CIDB Grading		
Envelope 1	Returnable Documents: Tenderer must check that he has completed all the schedules and forms listed and attached all the required forms		
	Relevant Project Experience and Capability – Reference letters		
	Construction Project Implementation Contract Experience – Completed schedule of tender's experience		
	Company Organogram – detailing proposed resources qualifications and experience		
	Domestic Subcontracting (Ceilings) – Completed schedule of proposed sub-contractors		
	Domestic Subcontracting (Glass and aluminium) – Completed schedule of proposed sub-contractors		
	Domestic Subcontracting (Flooring) – Completed schedule of proposed sub-contractors		
	Domestic Subcontracting (Electrical) – Completed schedule of proposed sub-contractors		
	Domestic Subcontracting (Air-conditioning) – Completed schedule of proposed sub-contractors		
	Method Statement / Methodology		
	Detailed Preliminary programme		
	Valid CIDB Certificate		
	Letter of good standing from the Department of Labour (COID)		
	Valid Tax Clearance Certificate		
	Envelope 2	B-BBEE Certificate	
Original Completed Priced Bill of Quantities (Signed, Company Stamped)			
	Pricing Proposal Form		

	Declaration by Tenderer		
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FUNCTIONAL SCORING SHEET

RELEVANT PROJECT EXPERIENCE AND CAPABILITY (40%)	
	References (20%)
Poor (score 40)	1 to 2 Letters
Satisfactory (score 70)	3 to 4 Letters
Good (score 80)	5 Letters
Very good (score 100)	More than 5 Letters

	Construction project implementation contract experience (20%)
Poor (score 40)	1 to 2 Contracts
Satisfactory (score 70)	3 to 4 Contracts
Good (score 80)	5 Contracts
Very good (score 100)	More than 5 Contracts

RESOURCES (10%)	
	Company Organogram (10%)
Poor (score 40)	Organogram only
Satisfactory (score 70)	Organogram indicating personnel qualification detail
Good (score 80)	Organogram indicating personnel qualification detail & personnel experience details;
Very good (score 100)	Organogram indicating personnel qualification detail & personnel experience details; employer's adequacy rating of organogram.

DOMESTIC SUBCONTRACTING (10%)	
	Domestic Subcontracting Ceilings (2%)
Poor (score 40)	1 to 2 Contracts
Satisfactory (score 70)	3 to 4 Contracts
Good (score 80)	5 Contracts
Very good (score 100)	More than 5 Contracts
	Domestic Subcontracting Glass and aluminium (2%)
Poor (score 40)	1 to 2 Contracts
Satisfactory (score 70)	3 to 4 Contracts
Good (score 80)	5 Contracts
Very good (score 100)	More than 5 Contracts
	Domestic Subcontracting Flooring (2%)
Poor (score 40)	1 to 2 Contracts
Satisfactory (score 70)	3 to 4 Contracts
Good (score 80)	5 Contracts
Very good (score 100)	More than 5 Contracts
	Domestic Subcontracting Electrical (2%)
Poor (score 40)	1 to 2 Contracts
Satisfactory (score 70)	3 to 4 Contracts
Good (score 80)	5 Contracts
Very good (score 100)	More than 5 Contracts

DOMESTIC SUBCONTRACTING (10%)	
	Domestic Subcontracting Air – conditioning (2%)
Poor (score 40)	1 to 2 Contracts
Satisfactory (Score 70)	3 to 4 Contracts
Good (Score 80)	5 Contracts
Very good (Score 100)	More than 5 Contracts

IMPLEMENTATION / METHODOLOGY STATEMENT AND PRELIMINARY PROGRAMME (40%)	
	Implementation / methodology statement (25%)
	Scoring is based on level of detail presented on the documentation provided for each of the categories.
	Typical programme (15%)
	Scoring is based on level of detail presented on the documentation provided for each of the categories, which should demonstrate the understanding of the scope of the project.

PROPOSED AMENDMENTS AND QUALIFICATIONS

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

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

PAGE	CLAUSE OR ITEM	PROPOSAL

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

METHOD STATEMENT / METHODOLOGY

The Bidder shall attach a preliminary programme reflecting the proposed sequence of the various activities comprising the work for this Contract. The programme shall be in accordance with the scope of works and requirements of the Project Specifications and with all other aspects of the Tender.

Date of Final Completion: 22 December 2017

Note: The programme must be based on the completion time as specified in the Contract Data. No other completion time that may be indicated on this programme will be regarded as an alternative offer, unless it is supported by a detailed statement to that effect, all as specified in the Tender Data.

SIGNATURE:
(of person authorised to sign on behalf of the Tenderer)

DATE:

SCHEDULE OF PROPOSED DOMESTIC SUBCONTRACTORS (BUILDING)

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

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

We confirm that all Subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.

NAME AND ADDRESS OF PROPOSED SUBCONTRACTOR	NATURE AND EXTENT OF WORK	PREVIOUS EXPERIENCE WITH SUBCONTRACTOR

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

SCHEDULE OF PROPOSED DOMESTIC SUBCONTRACTORS (ELECTRICAL)

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

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

We confirm that all Subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.

NAME AND ADDRESS OF PROPOSED SUBCONTRACTOR	NATURE AND EXTENT OF WORK	PREVIOUS EXPERIENCE WITH SUBCONTRACTOR

Signed _____ Date _____

Name _____ Position _____

Tenderer

SCHEDULE OF THE TENDERER'S EXPERIENCE

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	CONSULTING ENGINEER: CONTACT PERSON AND TELEPHONE NUMBER	NATURE OF WORK	VALUE OF WORK (INCLUSIVE OF VAT)	DATE COMPLETED OR EXPECTED TO BE COMPLETED

Signed _____

Date _____

Name _____

Position _____

Tenderer _____

SCHEDULE OF KEY PERSONNEL

In terms of the Project Specification and the Conditions of Tender, unskilled workers may only be brought in from outside the local community if such personnel are not available locally.

The Tenderer shall list below the personnel which he intends to utilize on the Works, including key personnel which may have to be brought in from outside if not available locally.

CATEGORY OF EMPLOYEE	NUMBER OF PERSONS					
	KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION		KEY PERSONNEL TO BE IMPORTED IF NOT AVAILABLE LOCALLY		UNSKILLED PERSONNEL TO BE RECRUITED FROM LOCAL COMMUNITY	
	HDI	NON-HDI	HDI	NON-HDI	HDI	NON-HDI
Site Agent, Project Managers						
Foremen, Quality Control and Safety Personnel						
Technicians, Surveyors, etc.						
Artisans and other Skilled workers						
Plant Operators						
Unskilled Workers						
Others						

Signature:

Date:

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