



**Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality**

**Tender No: INF/CE/T6/2023**

**EXPRESSION OF INTEREST**

**June 2024**

**Issued by:** The Municipal Manager

SOL PLAATJE LOCAL MUNICIPALITY

Private Bag X5030

KIMBERLEY 8300

<b>NAME OF BIDDER</b>	
<b>PHYSICAL TRADING OFFICE ADDRESS</b>	
<b>CSD NUMBER:</b>	<b>MAAA</b>
<b>CIDB NO:</b>	
<b>CIDB GRADING LEVEL:</b>	
<b>CLOSING DATE: 05 AUGUST 2024</b>	<b>TIME: 10:00</b>

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## **E1 Submission procedures**

### **E1.1 Notice and invitation to submit an expression of interest.**

Expressions of interest are invited for the establishment of a panel of contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services for the period of 36 months without a commitment to a quantum of work.

The Employer is Sol Plaatje Municipality (SPM).

Calls for an EOI from the Contractors registered with the CIDB from Grade 3 or higher or are capable of being registered within twenty-one (21) working days after the closing date for the submissions, but prior to the evaluation. Bidders must have a contractor grading designation in one of the following Grading Levels **3, 4, 5, 6, 7, 8, and 9** within various discipline categories for construction works.

Bidders who meet eligibility criteria and the Functionality score of **70 points** will be admitted into the panel and only contractors with suitable experience, the necessary technical skills, financial, and human resources, and the capacity to carry out similar construction works will be eligible to register on SPM Panel of contractors and must meet the functionality of 70 points.

The requirement for submissions is detailed in the Submission Data (Ref: E1.2).

Those qualifying Bidders admitted to the panel will then later be invited on as and when required basis, by SPM to submit quotations or respond to Submission requests and meet other requirements to be considered successful for tenders.

Each respondent in the panel is expected to have its resources and planning processes ready to urgently respond to whichever need arises within the area the Respondent has preferred.

The expression of interest document will be available on the municipal website ([www.solplaatje.org.za](http://www.solplaatje.org.za)) and from the e-Tender Publication Portal ([www.etenders.gov.za](http://www.etenders.gov.za)) of the National Treasury.

**Queries relating to the issues of these documents may be addressed to Mr. B. Mukosi, Tel No: 053 830 6324 E-mail: [pmukosi@solplaatje.org.za](mailto:pmukosi@solplaatje.org.za).**

**Alternative Contact details Mrs. B. Nkoe Tel: 053 830 6172 Email: [bnkoe@solplaatje.org.za](mailto:bnkoe@solplaatje.org.za).**

Telegraphic, telephonic, telex, facsimile, e-mail and late submission will not be accepted. Bidders must submit their submissions using only the Submission document.

## E1.2 Submission Data

The conditions for calling for expressions of interest are the standard conditions for calling for expressions of interest as contained in this part of SANS 10845-4 and the Standard for Uniformity in Construction and Engineering Procurement (August 2019).

The standard conditions for calling for expressions of interest make several references to the submission data and shall have precedence in the interpretation of any ambiguity or inconsistency between the submission data and the standard conditions for calling for expressions of interest.

Each item of data given below is cross-referenced to the clause in the standard conditions of Submission to which it mainly applies.

Clause Number	Submission Data
3.1	<b>General</b> The employer is the <b>Sol Plaatje Municipality (SPM)</b> , a Municipality within the <b>Frances Baard District Municipality</b> in the <b>Northern Cape Province</b>
3.4	<b>Communication and employer's Agents</b>  The Employer's Representative is  <b>Mr Blessing Mukosi</b> , City Engineer: Water and Sanitation, 053 830 6324 email address: <a href="mailto:pmukosi@solplaatje.org.za">pmukosi@solplaatje.org.za</a> .  DROP AT THE TENDER BOX (OPPOSITE SECURITY) ADDRESSED TO: THE MUNICIPAL MANAGER MUNICIPAL STORES COMPLEX ABATTOIR ROAD ASHBURNHAM Kimberley  <b>Identification details on the Submission package(s):</b> <ol style="list-style-type: none"><li>1. Name and Reference number of the Submission;</li><li>2. Address of the employer;</li><li>3. Names of the Respondent entity and the contact person;</li><li>4. Physical address and contacting details of the Respondent;</li><li>5. Date of submission</li></ol>
3.2	<b>Supporting Documents</b>  The Submission documents issued by the employer comprises: <b>E1: Submission procedures</b> E1.1 Notice and invitation to submit an expression of interest. E1.2 Submission data <b>E2: Returnable documents</b> E2.1 List of returnable documents E2.2 Submission schedules <b>E3: Indicative scope of work</b> <b>E4: Site Information</b>

Clause Number	Submission Data
3.4	<p><b>Communication and employer's agent</b></p> <p>The language for communications is English</p>
4.1	<p><b>Eligibility</b></p> <p>Only those Bidders who satisfy the following eligibility criteria are eligible to submit proposals:</p> <ol style="list-style-type: none"> <li>Only those Bidders who are registered with the Construction Industry Development Board, in a contractor grading designation in one of the following Grading Levels <b>3, 4, 5, 6, 7, 8 and 9</b>, within various disciplines category for construction works are eligible to have their submissions evaluated.</li> <li>Joint ventures are eligible to have their submissions evaluated provided that: <ol style="list-style-type: none"> <li>every member of the joint venture is registered with the CIDB not later than twenty-one (21) working days from the closing date for tenders;</li> <li>the lead partner has a contractor grading designation in one of the following Grading Levels <b>3, 4, 5, 6, 7, 8 and 9</b>, within various discipline category for construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.</li> <li>the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than the required contractor grading designation.</li> </ol> </li> <li>Submit Submissions only if the Respondent satisfies the criteria stated in the Submission Data and the Respondent, or any of its principals, is not under any restriction to do business with the employer.</li> <li>Bidders company is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this Submission) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners.</li> <li>In case of having a subsidiary arrangement, shall submit an audited proof (letter or shareholding certificate) of agreement between the holding company and the subsidiary.</li> <li>Bidders may only make a Submission under 1 (one) company or 1 (one) consortium – tendering with more than 1 company or consortium will result in immediate disqualification. SPM will recognize the JV/Consortium as a single entity for the duration of the contract.</li> <li>None of the documents with correction fluid on them. Any wrong entry, in case of correction, must be canceled by a single stroke and initiated by the Authorised signatory.</li> <li>The Expression of Interest documents issued by SPM are not tampered and remain intact.</li> </ol>
4.5	<p><b>Clarification meeting</b></p> <p>No briefing meeting</p>
4.7	<p><b>Making Submissions</b></p> <p>Return the submission documents after completing them entirely in a sealed envelope together with the requested attachments and a copy of the original document.</p> <p>All attachments required and requested must be ring bounded together separately and submitted as such together with the submission document clearly marked "<b>Reference No INF/CE/T6/2023, Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality.</b>"</p> <p>The employer's address for delivery of the Expression of Interest is:  DROP AT THE TENDER BOX (OPPOSITE SECURITY)  ADDRESSED TO: THE MUNICIPAL MANAGER  MUNICIPAL STORES COMPLEX (SUPPLY CHAIN)  ABATTOIR ROAD</p>

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	<p>ASHBURNHAM Kimberley</p> <p>The above details are to be shown on each Expression of Interest package.</p> <p><b>Identification Details:</b></p> <p>Expressions of interest should be submitted in clearly marked:</p> <p><b>Reference No INF/CE/T6/2023 Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal Infrastructure Services within the Sol Plaatje Municipality</b></p> <p>In a sealed envelope.</p>															
4.7	Submissions shall be submitted as original, one copy of the original and one scanned copy of the original saved in a memory stick.															
4.9	<p><b>Closing time</b></p> <p>a) The closing Date is 05 August 2024 at 10:00 and will be opened in public at the same time. b) Telephonic, telegraphic, telex, facsimile or emailed submissions will not be considered.</p>															
5.3	<p><b>Late Submission</b></p> <p>Late submissions will be returned unopened after the closing time stated in the submission data, unless it is necessary to open a submission to obtain a forwarding address, to the respondent concerned.</p>															
5.9	<p><b>Evaluation</b></p> <p><b>Evaluation Criteria</b></p> <p>The procedure for the evaluation of responsive Submissions is <b>Eligibility</b> and <b>Functionality</b>, as explained in the <b>CIDB'S</b> Standard for Uniformity in Construction Procurement August 2019 (clause 4.3.1).</p> <p><b>Evaluation Procedure</b></p> <p>The procedure for the evaluation of responsive Submissions is <b>detailed as follows:</b></p> <p><b>Phase 1: Compliance</b> - Administrative requirements and Mandatory requirements</p> <p><b>Phase 2: Functionality</b> - Bidders must meet the minimum requirements outlined in the functionality criteria and score at least the minimum functionality points to be considered for further evaluation. Bidders who do not meet the minimum functionality <b>points of 70</b> will then be rejected.</p> <p><b>Functionality Criteria</b></p> <p>Functionality criteria is summarised as per the table below;</p> <table><tr><th>Functionality criteria</th><th>Evaluation schedule</th><th>Maximum number of points</th></tr><tr><td>Relevant project experience</td><td>Schedule 1</td><td>20</td></tr><tr><td>Expertise in key personnel</td><td>Schedule 2</td><td>55</td></tr><tr><td>Plant and Equipment</td><td>Schedule 3</td><td>25</td></tr><tr><td colspan="2"><b>The maximum possible score for functionality</b></td><td><b>100</b></td></tr></table> <p><i>A Submission scoring an average score below <b>70 points</b> in Functionality will be considered <b>DISQUALIFIED</b> for evaluation and will be discarded from any further evaluation.</i></p>	Functionality criteria	Evaluation schedule	Maximum number of points	Relevant project experience	Schedule 1	20	Expertise in key personnel	Schedule 2	55	Plant and Equipment	Schedule 3	25	<b>The maximum possible score for functionality</b>		<b>100</b>
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5.9	<p><b>Functionality Criteria</b></p> <p>Bidders must select one (1) level of designation and one (1) discipline category <b>X</b></p> <table border="1"> <thead> <tr> <th></th><th></th><th colspan="5">Discipline Category</th></tr> <tr> <th>Level</th><th>Designation (CIDB Grading)</th><th>Civil Engineering (CE)</th><th>Electrical Engineering Works – Building (EB)</th><th>Electrical Engineering Works – Infrastructure (EP)</th><th>General Building Works (GB)</th><th>Mechanical Engineering Works (ME)</th></tr> </thead> <tbody> <tr> <td>1.</td><td>3 - 6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>2.</td><td>7 - 9</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>Special condition:</b></p> <p>A. Bidders are expected to highlight the Discipline Category in which they are bidding which is limited to only one (1) Discipline Category and one (1) Level of Designation;</p> <p>B. Wherein multiple Discipline Categories and Levels of Designation are selected only one Level (which scores high) will be evaluated</p> <p>C. Failure to select a Level (1 or 2) in line with the Designation and the Discipline Category (only one per bidder) will result in the application of condition B item above</p> <p><b>Functionality will be scored in two levels as follows;</b></p> <ul style="list-style-type: none"> <li>❖ <b>Level 1</b> – Contractors with CIDB grading designation 3 to 6 for the discipline category selected.</li> <li>❖ <b>Level 2</b> - Contractors with CIDB grading designation 7 to 9 for the discipline category selected.</li> </ul> <p>❖ <b><u>FUNCTIONALITY CRITERIA – LEVEL 1 – GRADING DESIGNATION 3 TO 6</u></b></p> <p><b>1. Experience of a Respondent - 20 POINTS.</b></p> <p>The experience of the company (as opposed to key staff members) for completed projects under the following works categories;</p> <p style="text-align: center;"><b><i>Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal Infrastructure Services.</i></b></p> <p>The information shall be for completed projects within last <b>10 years</b> only.</p> <p>Bidders should briefly describe their experience in this regard, emphasizing the nature of the work and its complexity. The description should be presented in tabular form as per the Template below and appended to this page.</p> <table border="1"> <thead> <tr> <th rowspan="2">Employer, contact person and contact details (telephone, email address, etc.)</th><th rowspan="2">Project Name and brief description of works</th><th rowspan="2">Contract value</th><th colspan="2">Planned dates</th><th colspan="2">Actual dates</th></tr> <tr> <th>Start</th><th>End</th><th>Start</th><th>End</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Discipline Category					Level	Designation (CIDB Grading)	Civil Engineering (CE)	Electrical Engineering Works – Building (EB)	Electrical Engineering Works – Infrastructure (EP)	General Building Works (GB)	Mechanical Engineering Works (ME)	1.	3 - 6						2.	7 - 9						Employer, contact person and contact details (telephone, email address, etc.)	Project Name and brief description of works	Contract value	Planned dates		Actual dates		Start	End	Start	End							
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	<p><b>The Respondent should submit appointment letters and corresponding completion certificates as a means of verification per listed projects completed to support the listed highest value of the project completed.</b></p> <p><b><u>Breakdown of Points:</u></b></p> <p>❖ <b>Experience (10 points)</b></p> <p>Number of relevant projects completed with appointment letters and completion certificates attached: One appointment letter and one corresponding completion certificate per project completed, points to be awarded per appointment letter together with corresponding completion certificate submitted.</p> <p>a) 2 projects = 2 points  b) 3 projects = 6 points  c) 4 projects = 8 points  d) 5 or more projects = 10 points</p> <p>❖ <b>Value of Projects (10 points)</b></p> <p>Highest value of the project completed in the discipline category selected - <b><u>10 points.</u></b></p> <p>a) R1 million to below R3 million = 3 points  b) R3 million to below R6 million = 4 points  c) R6 million to below R10 million = 7 points  d) R10 million and above = 10 points</p> <p><b>2. Expertise of key personnel allocated to project = 55 points.</b></p> <p>All personnel submitted by the Respondent cannot be changed without prior written approval from the employer.</p> <p>The qualification and experience of key personnel allocated to the project responsible for various functions, on behalf of the Service Provider, will be evaluated about her/ his academic qualifications and experience on projects having the scope of work relevant to this project as presented in the table below. For foreign qualifications, a SAQA certificate must be submitted.</p> <p>A CV of each of the key personnel should be submitted along with the Submission referring to this schedule. The CV of individuals will be used for evaluation of the each of the personnel for this section.</p> <p><b><u>Breakdown of Points:</u></b></p> <p>The scoring of the experience of key person (service management) will be as follows:</p> <ul style="list-style-type: none"> <li>• Contracts Manager = <b>20,</b></li> <li>• Site Agent = <b>15,</b></li> <li>• General Foreman/Supervisor = <b>10,</b></li> <li>• Organisation Health and Safety Officer = <b>10,</b></li> <li>• <b>Total 55 points</b></li> </ul> <p><b>A. Contracts Manager (Total 20 points)</b></p> <p><b>Competency:</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Experience</b> = 5 years</li> <li>• <b>Minimum Qualification</b> = National Diploma in the discipline selected</li> </ul> <p><b>Experience = 10 points</b></p> <p>Number of relevant years of experience post-qualification.</p> <p>a) Below 5 years = 3 points  b) 5 to below 7 years = 5 points  c) 7 to below 10 years = 7 points  d) 10 years and above = 10 points</p>



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	<p><b>Qualifications = <u>10 points</u></b></p> <p>a) National Diploma in the discipline selected = 3 Points  b) Degree or B Tech in the discipline selected = 5 points  c) Honours/BSc Degree in the discipline selected = 10 points</p> <p><b>B. Site Agent – (Total 15 points)</b></p> <p><b>Competency;</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Experience</b> = 5 years</li> <li>• <b>Minimum Qualification</b> = N4 certificate in the discipline selected</li> </ul> <p><b>Experience = 5 points</b></p> <p>Number of years of relevant experience post-qualification.</p> <p>a) Below 5 years = 1 point  b) 5 to below 7 years = 2 points  c) 7 to below 10 years = 4 points  d) 10 years and above = 5 points</p> <p><b>Qualifications = <u>10 points</u></b></p> <p>a) N4 certificate in the discipline selected = 7 points  b) National Diploma in the discipline selected = 10 points</p> <p><b>C. Foreman/Supervisor – (Total 10 points)</b></p> <p><b>Competency;</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Experience</b> = 5 years</li> <li>• <b>Minimum Qualification</b> = Matric or Std 10 or Grade 12</li> </ul> <p><b>Experience = 5 points</b></p> <p>Number of years of relevant experience post-qualification</p> <p>a) Below 5 years = 1 point  b) 5 to below 7 years = 2 points  c) 7 to below 10 years = 3 points  d) 10 years and above = 5 points</p> <p><b>Qualifications = <u>5 points</u></b></p> <p>a) Matric or Std 10 or Grade 12 = 2 points  b) N4 certificate in the discipline selected = 5 points</p> <p><b>D. OH&amp;S Officer – (Total 10 points)</b></p> <p><b>Experience = 5 points</b></p> <p>Number of years of relevant years of experience post-qualification</p> <p>a) Below 5 years = 1 point  b) 5 to below 7 years = 2 points  c) 7 to below 10 years = 3 points  d) 10 years and above = 5 points</p> <p><b>Qualifications = <u>5 points</u></b></p> <p>a) SAMTRAC or equivalent = 2 points  b) Diploma / Degree in Health and Safety = 5 points</p>

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	<p><b>3. Plant and equipment – 25 points</b></p> <p><b><u>Breakdown of Points:</u></b></p> <table border="1"> <thead> <tr> <th rowspan="2">No</th><th rowspan="2">Description</th><th rowspan="2">Quantity required</th><th colspan="3">Points</th></tr> <tr> <th>Points Per Unit</th><th>Total Points</th><th>Hired (indicate)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Light Delivery Vehicle minimum 1 ton</td><td>5</td><td>5</td><td>25</td><td></td></tr> </tbody> </table> <p>Any other equipment plant and equipment not mentioned above for the selected discipline will be required during construction.</p> <p><b>Means of verification on Plant and Equipment;</b></p> <ol style="list-style-type: none"> <li><b>In case where plant is owned by the Respondent,</b> Proof of ownership must be in the form of a license disc or certificate of ownership as per e-natis requirements in the name of the company or directors must be attached.</li> <li><b>In case where the plant is to be hired the Respondent,</b> a letter from a Plant Hire Company addressed to the Respondent with reference to this project clearly indicating the list of plant to be hired must be attached.</li> <li><b>In case where the Respondent own part of the required plant and part will be hired,</b> the Respondent must attach proof of ownership as per 1 above and plant hire letter as per 2 above accordingly.</li> </ol> <p><b>Note: No other proof of ownership will be considered</b></p> <p>❖ <b><u>FUNCTIONALITY CRITERIA – LEVEL 2 – GRADING DESIGNATION 7 TO 9</u></b></p> <p><b>1. Experience of a Respondent - 20 POINTS.</b></p> <p>The experience of the company (as opposed to key staff members) for completed projects under the following works categories;</p> <p><b><i>Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal Infrastructure Services.</i></b></p> <p>The information shall be for completed projects within last <b>10 years</b> only.</p> <p>Bidders should very briefly describe their experience in this regard, emphasizing the nature of the works and complexity. The description should be presented in tabular form as per the Template below and appended to this page.</p> <table border="1"> <thead> <tr> <th rowspan="2">Employer, contact person and contact details (telephone, email address, etc.)</th><th rowspan="2">Project Name and brief description of works</th><th rowspan="2">Contract value</th><th colspan="2">Planned dates</th><th colspan="2">Actual dates</th></tr> <tr> <th>Start</th><th>End</th><th>Start</th><th>End</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>The Respondent should submit appointment letters and corresponding completion certificates as a means of verification per listed projects completed to support the listed highest value of project completed.</p>	No	Description	Quantity required	Points			Points Per Unit	Total Points	Hired (indicate)	1	Light Delivery Vehicle minimum 1 ton	5	5	25		Employer, contact person and contact details (telephone, email address, etc.)	Project Name and brief description of works	Contract value	Planned dates		Actual dates		Start	End	Start	End							
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	<p><b><u>Breakdown of Points:</u></b></p> <p>❖ <b>Experience (10 points)</b></p> <p>Number of relevant projects completed with appointment letters and completion certificates attached: One appointment letter and one corresponding completion certificate per project completed, points to be awarded per appointment letter together with corresponding completion certificate submitted.</p> <p>a) 2 projects = 2 points (Less than 2 project will be scored 0)  b) 3 projects = 6 points  c) 4 projects = 8 points  d) 5 or more projects = 10 points</p> <p>❖ <b>Value of Projects (10 points)</b></p> <p>Highest value of project completed in the discipline category selected - <b><u>10 points.</u></b></p> <p>a) above R20 million to below R60 million = 5 points  b) above R60 million to below R200 million = 7 points  c) above R200 million and above = 10 points</p> <p><b>2. Expertise of key personnel allocated to project = 55 points.</b></p> <p>All personnel submitted by the Respondent cannot be changed without prior written approval from the employer.</p> <p>The qualification and experience of key personnel allocated to the project responsible for various functions, on behalf of the Service Provider, will be evaluated in relation to her/ his academic qualifications and experience on projects having scope of work relevant to this project as presented in the table below. For foreign qualifications, a SAQA certificate must be submitted.</p> <p>A CV of each of the key personnel should be submitted along with the Submission referring to this schedule. The CVs of individuals will be used for evaluation of the each of the personnel for this section.</p> <p><b><u>Breakdown of Points:</u></b></p> <p>The scoring of the experience of key person (service management) will be as follows:</p> <ul style="list-style-type: none"> <li>• Contracts Manager = <b>20,</b></li> <li>• Site Agent = <b>15,</b></li> <li>• General Foreman/Supervisor = <b>10,</b></li> <li>• Organisation Health and Safety Officer = <b>10,</b></li> <li>• <b>Total 55 points</b></li> </ul> <p><b>A. Contracts Manager (Total 20 points)</b></p> <p><b>Competency:</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Experience</b> = 8 years</li> <li>• <b>Minimum Qualification</b> = National Diploma in the discipline selected</li> </ul> <p><b>Experience = 10 points</b></p> <p>Number of relevant years of experience post-registration with Engineering of Council of South Africa (ECSA) – Professional Registration Certificate must be attached.</p> <p>a) Below 8 years = 0 points  b) 8 to below 10 years = 5 points  c) 11 to below 12 years = 7 points  d) 13 years and above = 10 points</p>

Clause Number	Submission Data
	<p><b>Qualifications = <u>10 points</u></b></p> <p>a) National Diploma in the discipline selected with Pr Engineering Technician = 3 Points  b) Degree or B Tech in the discipline selected with Pr Engineering Technologist = 5 points  c) Honours/BSc Degree in the discipline selected with Pr Engineer = 10 points</p> <p><b>B. Site Agent – (Total 15 points)</b></p> <p><b>Competency;</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Experience</b> = 6 years</li> <li>• <b>Minimum Qualification</b> = N5 certificate in the discipline selected</li> </ul> <p><b>Experience = 5 points</b></p> <p>Number of years of relevant experience post qualification.</p> <p>a) Below 6 years = 0 point  b) 7 to below 9 years = 3 points  c) 10 to below 12 years = 4 points  d) 13 years and above = 5 points</p> <p><b>Qualifications = <u>10 points</u></b></p> <p>a) N5 Certificate in in the discipline selected = 7 points  b) National Diploma in the discipline selected = 10 points</p> <p><b>C. Foreman/Supervisor – (Total 10 points)</b></p> <p><b>Competency;</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Experience</b> = 10 years</li> <li>• <b>Minimum Qualification</b> = Matric or Std 10 or Grade 12</li> </ul> <p><b>Experience = 5 points</b></p> <p>Number of years of relevant experience post-qualification</p> <p>a) Below 10 years = 0 point  b) 10 to below 12 years = 1 point  c) 13 to below 14 years = 3 points  d) 15 years and above = 5 points</p> <p><b>Qualifications = <u>5 points</u></b></p> <p>a) Matric or Std 10 or Grade 12 = 2 points  b) N4 certificate in the discipline selected = 5 points</p> <p><b>D. OH&amp;S Officer – (Total 10 points)</b></p> <p><b>Experience = 5 points</b></p> <p>Number of years of relevant years of experience post qualification</p> <p>a) Below 5 years = 0 point  b) 5 to below 7 years = 1 points  c) 7 to below 10 years = 3 points  d) 10 years and above = 5 points</p> <p><b>Qualifications = <u>5 points</u></b></p> <p>a) SAMTRAC or equivalent = 2 points  b) Diploma / Degree in Health and safety</p>

Clause Number	Submission Data																					
	<p><b>3. Plant and equipment – 25 points</b></p> <p><b><u>Breakdown of Points:</u></b></p> <table><tr><th rowspan="2">No</th><th rowspan="2">Description</th><th rowspan="2">Quantity required</th><th colspan="3">Points</th></tr><tr><th>Points Per Unit</th><th>Total Points</th><th>Hired (Indicate)</th></tr><tr><td>1</td><td>Light Delivery Vehicle minimum 1 ton</td><td>2</td><td>5</td><td>10</td><td></td></tr><tr><td>2</td><td>Drop side truck minimum 4 ton</td><td>3</td><td>5</td><td>15</td><td></td></tr></table> <p>Any other equipment plant and equipment not mentioned above will be required for the selected discipline during construction.</p> <p><b>Means of verification on Plant and Equipment;</b></p> <p>a) <b>In case where plant is owned by the Respondent</b>, Proof of ownership must be in the form of a license disc or certificate of ownership as per e-natis requirements in the name of the company or directors must be attached.</p> <p>b) <b>In case where the plant is to be hired the Respondent</b>, a letter from a Plant Hire Company addressed to the Respondent with reference to this project clearly indicating the list of plant to be hired must be attached.</p> <p>c) <b>In case where the Respondent own part of the required plant and part will be hired</b>, the Respondent must attach proof of ownership as per 1 above and plant hire letter as per 2 above accordingly.</p> <p><b>Note: No other proof of ownership will be considered</b></p>	No	Description	Quantity required	Points			Points Per Unit	Total Points	Hired (Indicate)	1	Light Delivery Vehicle minimum 1 ton	2	5	10		2	Drop side truck minimum 4 ton	3	5	15	
No	Description				Quantity required	Points																
		Points Per Unit	Total Points	Hired (Indicate)																		
1	Light Delivery Vehicle minimum 1 ton	2	5	10																		
2	Drop side truck minimum 4 ton	3	5	15																		
5.9	<p><b>Due Diligence</b></p> <p>Before Bidders are put in the panel contractors, the employer will undertake due diligence to satisfy themselves that the Bidders are;</p> <ul style="list-style-type: none"><li>• Bidders concerned are not prohibited in terms of any legislation from submitting a Submission of expression of interest.</li><li>• Bidders have demonstrated the capacity and capability to complete the works later.</li><li>• Bidders do not pose a risk to the employer such as not having capacity in the chosen discipline.</li></ul> <p><b>Any submission that does not satisfy the above requirements will be rejected.</b></p>																					
5.9	<p><b>Evaluation: Returnable schedules are required for Submission evaluation purposes</b></p> <p>The Respondent is required to submit with its Submission the following certificates and/or documentation in addition to the requirement of eligibility as mentioned in Clause 4.1.</p> <p><b>Returnable schedules required for Submission evaluation purposes:</b></p> <p>A-1.1 A Submission must be accompanied with a valid and active CIDB Registration certificate (or CIDB CRS number) in a contractor designation in one of the Grading Levels <b>3 to 9</b>.</p> <p>A-1.3 Proof of Treasury Central Supplier Database registration or MAAA number.</p> <p>A1.1 Record of Addenda to Submission Documents</p> <p>A1.2 Proposed Amendments and Qualifications and Professional Registration</p> <p>A1.3 Resolution for Signatory</p> <p>A1.4 Certificate of Joint Ventures</p> <p>A-1.5 Proof of CIDB Registration</p> <p>B-2 Preferred category of works.</p> <p>B-3 Company profile.</p>																					

Clause Number	Submission Data
	<p>B4. Schedules for Functionality</p> <p>B-4.1 Schedule 1: Experience of the Respondent:</p> <p>Schedule 2: Expertise of key personnel;</p> <p>Schedule 3: Plant and Equipment</p>
	<p><b>ADDITIONAL CONDITIONS</b></p> <p>The additional conditions of tare:</p> <p><b>a) Selection of Panel Category</b></p> <p>a) Bidders are expected to highlight the Discipline Category in which they are bidding which is limited to only one (1) Discipline Category and one (1) Level of Designation;</p> <p>b) Wherein multiple Discipline Categories and Levels of Designation are selected only one Level (which scores high) will be evaluated</p> <p>c) Failure to select a Level (1 or 2) in line with the Designation and the Discipline Category (only one per bidder) will result in the application of condition B item above</p> <p><b>b) Additional requirements for the competitive procedure</b></p> <p><b>First Round of Competitive bidding</b> - Bidders shall, in terms of a competitive selection process evaluated against eligibility and functionality criteria. Bidders who pass functionality will be included in the panel for the period of 24 months without a guarantee of a quantum of work.</p> <p><b>Second Round of Competitive Bidding</b> – Upon the completion of first round, the employer will issue project specific tender or Framework to successful Bidders listed in the panel for a specific discipline. This will be done on as and when required basis. The project specific tender or Framework will include:</p> <p>PART T1: TENDERING PROCEDURE</p> <p>PART T2 - RETURNABLE DOCUMENTS</p> <p>PART C1: AGREEMENTS AND CONTRACT DATA</p> <p>PART C2: PRICING DATA</p> <p>PART C3: SCOPE OF WORK</p> <p>Amongst others the employer will use the Project Specific Tender or Framework to check the status quo of the Bidders capability since the first round of Tendering.</p>



Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality

**CIDB STANDARD FOR UNIFORMITY IN CONSTRUCTION AND ENGINEERING  
PROCUREMENT (AUGUST 2019)**

**ANNEXURE D**

**STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF  
INTEREST**

## **D.1 General**

### **D.1.1 Actions**

D.1.1.1 The employer and each respondent submitting an expression of interest shall comply with these conditions for calling for expressions of interest. In their dealings with each other, they shall discharge their duties and obligations as set out in D.2 and D.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.

D.1.1.2 The employer and the respondent and all their agents and employees involved in the submission process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Bidders shall declare any potential conflict of interest in their submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

D.1.1.3 The respondent shall not make a submission without having a firm intention and the capacity to proceed with the next stage of the procurement process.

### **D.1.2 Supporting documents**

The documents issued by the employer for the purpose of obtaining expressions of interest are listed in the submission data.

### **D.1.3 Interpretation**

D.1.3.1 The submission data and additional requirements contained in the submission schedules that are included in the returnable documents are deemed to be part of these conditions for the calling for expressions of interest.

D.1.3.2 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- 1) **conflict of interest** means any situation in which:
  - a. someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.
  - b. an individual or Respondent is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.
  - c. incompatibility or contradictory interests exist between an employee and the Respondent who employs that employee.



- 2) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- 3) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

#### ***D.1.4 Communication and employer's agent***

Each communication between the employer and a respondent shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a respondent. The name and contact details of the employer's agent are stated in the submission data.

### **D.2 Bidders obligations**

#### ***D.2.1 Eligibility***

Submit an expression of interest only if the respondent complies with the criteria stated in the submission data and the respondent, or any of his/her principals, is not under any restriction to do business with the employer.

#### ***D.2.2 Cost of submissions***

Accept that the employer will not compensate the respondent for any costs incurred in the preparation and delivery of a submission.

#### ***D.2.3 Check documents***

Check the submission documents on receipt, including pages within them, and notify the employer of any discrepancy or omission.

#### ***D.2.4 Acknowledge addenda***

Acknowledge receipt of addenda to the submission documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the submission data, in order to take the addenda into account.

#### ***D.2.5 Clarification meeting***

Attend the clarification meeting(s) at which Bidders may familiarize themselves with the proposed work, services or supply (and location, etc.) and raise questions. Details of the meeting(s) are stated in the submission data.

#### ***D.2.6 Seek clarification***

Request clarification of the submission documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the submission data.

#### ***D.2.7 Making a submission***

D.2.7.1 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

D.2.7.2 Seal the original and each copy of the submission as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the submission data, as well as the Bidders name and contact address.

D.2.7.3 Accept that the employer shall not assume any responsibility for the misplacement or premature opening of the submission if the outer package is not sealed and marked as stated.

***D.2.8 Information and data to be completed in all respects***

Accept that submissions, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

***D.2.9 Closing time***

Ensure that the employer receives the submissions at the address specified in the submission data not later than the closing time stated in the submission data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept submissions submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the submission data.

Accept that, if the employer extends the closing time stated in the submission data for any reason, the requirements of these conditions for expressions of interest apply equally to the extended deadline.

***D.2.10 Clarification of submission***

Provide clarification of a submission in response to a request to do so from the employer during the evaluation of submissions.

**D.3 Employer's undertakings**

**D.3.1 Respond to clarification**

Respond to a request for clarification received up to five (5) working days before the submission closing time stated in the submission data and notify all Bidders who attended the clarification meetings, if any, of those responses.

***D.3.2 Issue Addenda***

If necessary, issue addenda that may amend or amplify the submission documents to each respondent during the period from the date of the calling for expressions of interest until seven (7) working days before the closing time for submissions stated in the submission data. If, as a result, a respondent applies for an extension to the closing time stated in the submission data, the employer may grant such extension and, shall then notify it to all Bidders.

***D.3.3 Late submissions***

Unless otherwise stated in the submission data, return submissions received after the closing time stated in the submission data, unopened, (unless it is necessary to open a submission to obtain a forwarding address), to the respondent concerned.

#### ***D.3.4 Opening of submissions***

D.3.4.1 Record the name of each respondent whose submission is opened and acknowledge receipt of each submission.

D.3.4.2 Make available the names of the Bidders that made submissions prior to the closing time for submissions to all interested persons upon request.

#### ***D.3.5 Non-disclosure***

Not disclose to Bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of submissions until after the evaluation process is complete.

#### ***D.3.6 Grounds for rejection and disqualification***

Determine whether there has been any effort by a respondent to influence the processing of submissions and instantly disqualify a respondent if it is established that he/she engaged in corrupt or fraudulent practices.

#### ***D.3.7 Test for responsiveness***

Determine, on opening and before detailed evaluation, whether each submission received:

- a) meets the requirements of these conditions for the calling for expressions of interest;
- b) has all the substantive provisions properly and fully completed and signed, and
- c) is responsive to the other requirements of the call for expressions of interest.

#### ***D.3.8 Non-responsive submissions***

Reject all non-responsive submissions.

#### ***D.3.9 Evaluation of responsive submissions***

D.3.9.1 Appoint an evaluation panel of not less than three persons. Evaluate submissions using the evaluation criteria established in the submission data.

D.3.9.2 Notify the Bidders of the outcome of the evaluation process within two (2) weeks of the evaluation report being accepted by the employer.

#### ***D.3.10 Provide written reasons for actions taken***

Provide upon request written reasons to Bidders for any action that is taken in applying these conditions, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Bidders or might prejudice fair competition between Bidders.



## **Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality**

### **E2 Returnable documents**

#### **E2.1 List of returnable documents**

The Submission document must be returned in three sections which is clearly marked with coloured separators named as follows:

##### **Section A: Bidder Information**

###### **A-1 For the evaluation process**

- A1.1 Record of Addenda to Submission Documents
- A1.2 Proposed Amendments and Qualifications
- A1.3 Resolution for Signatory
- A1.4 Certificate of Joint Ventures
- A-1.5 Proof of CIDB Registration
- B-1 Locality
- B-2 Preferred category of works.
- B-3 Company profile.
- B4. Schedules for Functionality
- B-4.1 Schedule 1: Experience of the Respondent
- B-4-2 Schedule 2: Expertise of key personnel;
- B-4-3 Schedule 3: Plant and Equipment

## **E 2.2 RETURNABLE DOCUMENTS REQUIRED FOR EVALUATION PURPOSES**

### **A1.1 Record of Addenda to Submission Documents**

We confirm that the following communications received from the Employer before the submission of this Submission offer, amending the Submission documents, have been taken into account in this tender offer:

	<b>Date</b>	<b>Title or Details</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Respondent

### A1.2. Proposed amendments and qualifications

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

Page	Clause item	or	Proposal

Signed \_\_\_\_\_

Date .....

Name \_\_\_\_\_

Position .....

*Respondent* .....

**A1.3 RESOLUTION FOR SIGNATORY**

**A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

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

An example is given below:

“By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

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

sign all documents in connection with the Submission for Contract No. \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

**WITNESSES:**

<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	

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

#### A1.4. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

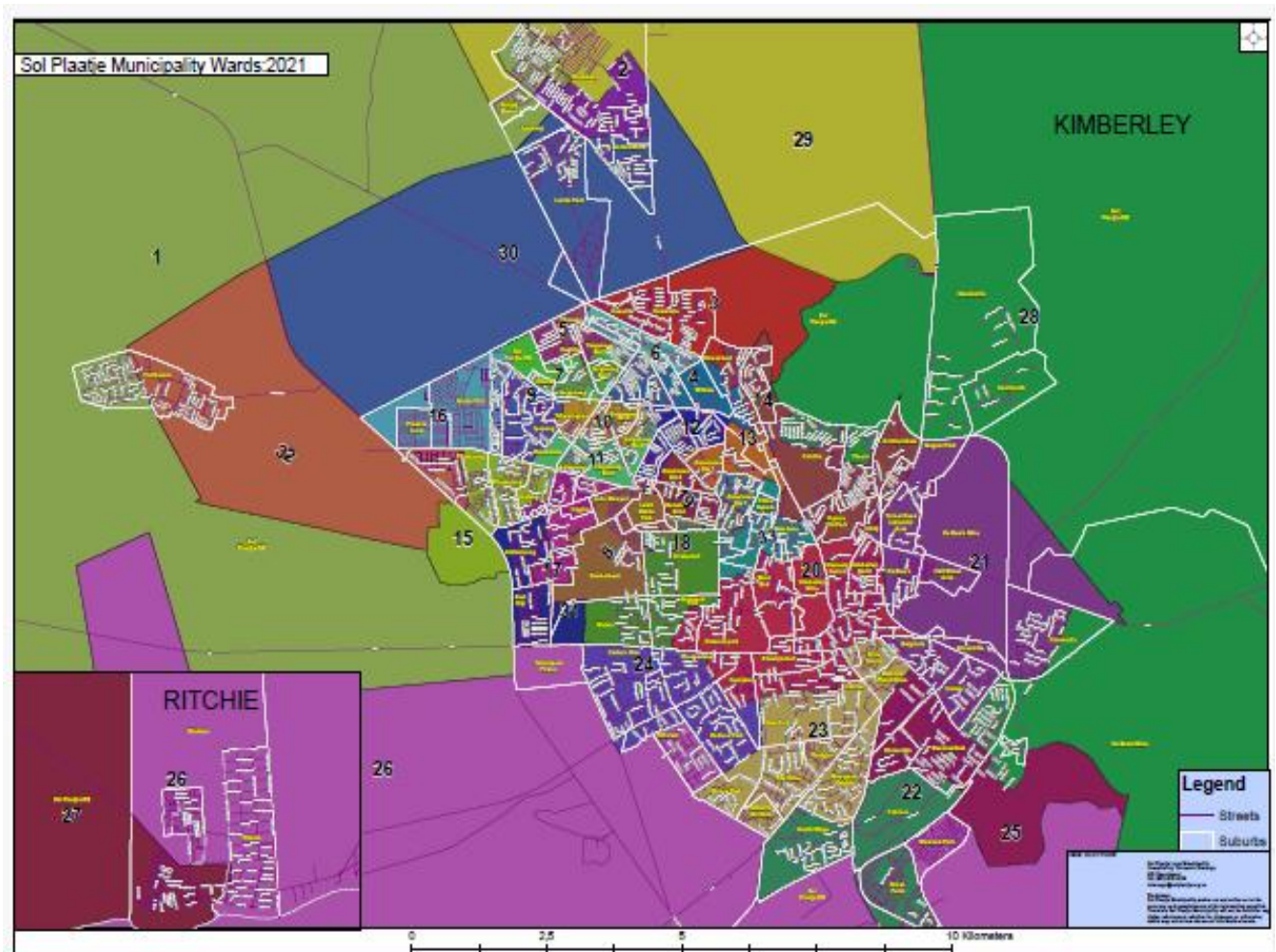
<p>This Returnable Schedule is to be completed by joint ventures.</p> <p>1. We, the undersigned, are submitting this Submission offer in Joint Venture and hereby authorise Mr/Ms . . . . . ....., authorised signatory of the company ..... ....., acting in the capacity of lead partner, to sign all documents in connection with the Submission offer and any contract resulting from it on our behalf.</p>		
<b>PROJECT TITLE</b>	<b>Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality</b>	
<b>TENDER NUMBER</b>	<b>INF/CE/T6/2023</b>	
<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
Lead partner: ..... .		Signature. . . . .  Name ..... Designation.....
..... .		Signature. . . . .  Name ..... Designation.....
..... .		Signature. . . . .  Name ..... Designation.....
..... .		Signature. . . . .  Name ..... Designation.....



**A1.5. VALID CIDB CERTIFICATE OF A RESPONDENT**  
(ATTACH HERE)

## B-1 LOCALITY

Figure: Map showing municipal area



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

Signed

Date

-----

-----

Name

Position

-----

-----

Enterprise name

-----

## B-2 Preferred category of works.

The Respondent must select one level of designation and one discipline category of works where they deem to have the capacity and capability to provide works or services.

Level	Designation (CIDB Grading)	Discipline Category				
		Civil Engineering (CE)	Electrical Engineering Works – Building (EB)	Electrical Engineering Works – Infrastructure (EP)	General Building Works (GB)	Mechanical Engineering Works (ME)
1.	3 - 6					
2.	7 - 9					

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

Signed

Date

-----

-----

Name

Position

-----

-----

Enterprise name

-----

## **B-3 Company profile.**

**ATTACH COMPANY PROFILE**

## B-4 – FUNCTIONALITY SCHEDULES

### Functionality Criteria

Bidders must select one (1) level of designation and one (1) discipline category **X**

Level	Designation (CIDB Grading)	Discipline Category				
		Civil Engineering (CE)	Electrical Engineering Works – Building (EB)	Electrical Engineering Works – Infrastructure (EP)	General Building Works (GB)	Mechanical Engineering Works (ME)
1.	3 - 6					
2.	7 - 9					

#### Special condition:

- A. Contractors are expected to highlight the Discipline Category in which they are bidding which is limited to only one (1) Discipline Category and one (1) Level of Designation;
- B. Wherein multiple Discipline Categories and Levels of Designation are selected only one Level (which scores high) will be evaluated
- C. Failure to select a Level (1 or 2) in line with the Designation and the Discipline Category (only one per bidder) will result in the application of condition B item above

#### Functionality will be scored in two levels as follows;

- ❖ **Level 1** – Contractors with CIDB grading designation 3 to 6 for the discipline category selected.
- ❖ **Level 2** - Contractors with CIDB grading designation 7 to 9 for the discipline category selected.

### **B-4-1 FUNCTIONALITY CRITERIA – LEVEL 1 – GRADING DESIGNATION 3 TO 6**

#### ***B4-1-1 Experience of a Respondent - 20 POINTS.***

The experience of the company (as opposed to key staff members) for completed projects under the following works categories;

#### ***Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal Infrastructure Services.***

The information shall be for completed projects within last **10 years** only.

Bidders should briefly describe their experience in this regard, emphasizing the nature of the work and its complexity. The description should be presented in tabular form as per the Template below and appended to this page.

Employer, contact person and contact details (telephone, email address, etc.)	Project Name and brief description of works	Contract value	Planned dates		Actual dates	
			Start	End	Start	End

**The Respondent should submit appointment letters and corresponding completion certificates as a means of verification per listed projects completed to support the listed highest value of the project completed.**

**Breakdown of Points:**

❖ **Experience (10 points)**

Number of relevant projects completed with appointment letters and completion certificates attached: One appointment letter and one corresponding completion certificate per project completed, points to be awarded per appointment letter together with corresponding completion certificate submitted.

- a) 2 projects = 2 points
- b) 3 projects = 6 points
- c) 4 projects = 8 points
- d) 5 or more projects = 10 points

❖ **Value of Projects (10 points)**

Highest value of the project completed in the discipline category selected - **10 points.**

- a) R1 million to below R3 million = 3 points
- b) R3 million to below R6 million = 4 points
- c) R6 million to below R10 million = 7 points
- d) R10 million and above = 10 points

***B4-1-2 Expertise of key personnel allocated to project = 55 points.***

All personnel submitted by the Respondent cannot be changed without prior written approval from the employer.

The qualification and experience of key personnel allocated to the project responsible for various functions, on behalf of the Service Provider, will be evaluated about her/ his academic qualifications and experience on projects having the scope of work relevant to this project as presented in the table below. For foreign qualifications, a SAQA certificate must be submitted.

A CV of each of the key personnel should be submitted along with the Submission referring to this schedule. The CV of individuals will be used for evaluation of the each of the personnel for this section.

**Breakdown of Points:**

The scoring of the experience of key person (service management) will be as follows:

- Contracts Manager = 20,
- Site Agent = 15,
- General Foreman/Supervisor = 10,
- Organisation Health and Safety Officer = 10,
- **Total 55 points**

**A. Contracts Manager (Total 20 points)**

**Competency:**

- **Minimum Experience** = 5 years
- **Minimum Qualification** = National Diploma in the discipline selected

**Experience = 10 points**

Number of relevant years of experience post-qualification.

- a) Below 5 years = 3 points
- b) 5 to below 7 years = 5 points
- c) 7 to below 10 years = 7 points
- d) 10 years and above = 10 points

**Qualifications = 10 points**

- a) National Diploma in the discipline selected = 3 Points
- b) Degree or B Tech in the discipline selected = 5 points
- c) Honours/BSc Degree in the discipline selected = 10 points

**B. Site Agent – (Total 15 points)**

**Competency;**

- **Minimum Experience** = 5 years

**Minimum Qualification** = N4 certificate in the discipline selected

**Experience = 5 points**

Number of years of relevant experience post-qualification.

- a) Below 5 years = 1 point
- b) 5 to below 7 years = 2 points
- c) 7 to below 10 years = 4 points
- d) 10 years and above = 5 points

**Qualifications = 10 points**

- a) N4 certificate in the discipline selected = 7 points
- b) National Diploma in the discipline selected = 10 points

**C. Foreman/Supervisor – (Total 10 points)**

**Competency;**

- **Minimum Experience** = 5 years
- **Minimum Qualification** = Matric or Std 10 or Grade 12

**Experience = 5 points**

Number of years of relevant experience post-qualification

- a) Below 5 years = 1 point
- b) 5 to below 7 years = 2 points
- c) 7 to below 10 years = 3 points
- d) 10 years and above = 5 points

**Qualifications = 5 points**

- a) Matric or Std 10 or Grade 12 = 2 points
- b) N4 certificate in the discipline selected = 5 points

**D. OH&S Officer – (Total 10 points)**

**Experience = 5 points**

Number of years of relevant years of experience post-qualification

- a) Below 5 years = 1 point
- b) 5 to below 7 years = 2 points
- c) 7 to below 10 years = 3 points
- d) 10 years and above = 5 points

**Qualifications = 5 points**

- a) SAMTRAC or equivalent = 2 points
- b) Diploma / Degree in Health and Safety = 5 points

**B4-1-3 Plant and equipment – 25 points**

**Breakdown of Points:**

No	Description	Quantity required	Points		
			Points Per Unit	Total Points	Hired (indicate)
1	Light Delivery Vehicle minimum 1 ton	5	5	25	

Any other equipment plant and equipment not mentioned above for the selected discipline will be required during construction.

**Means of verification on Plant and Equipment;**

- In case where plant is owned by the Respondent**, Proof of ownership must be in the form of a license disc or certificate of ownership as per e-natis requirements in the name of the company or directors must be attached.
- In the case where the plant is to be hired by the Respondent**, a letter from a Plant Hire Company addressed to the Respondent concerning this project indicating the list of plant to be hired must be attached.
- In case where the Respondent own part of the required plant and part will be hired**, the Respondent must attach proof of ownership as per 1 above and plant hire letter as per 2 above accordingly.

**Note: No other proof of ownership will be considered**

**Bidders must score a minimum of 70 points under Level 1 of functionality to be considered for the second stage of the tender processes**

**B-4-2 FUNCTIONALITY CRITERIA – LEVEL 2 – GRADING DESIGNATION 7 TO 9**

***B-4-2-1 Experience of a Respondent - 20 POINTS.***

The experience of the company (as opposed to key staff members) for completed projects under the following works categories;

***Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal Infrastructure Services.***

The information shall be for completed projects within last **10 years** only.

Bidders should very briefly describe their experience in this regard, emphasizing the nature of the works and complexity. The description should be presented in tabular form as per the Template below and appended to this page.

Employer, contact person and contact details (telephone, email address, etc.)	Project Name and brief description of works	Contract value	Planned dates		Actual dates	
			Start	End	Start	End

The Respondent should submit appointment letters and corresponding completion certificates as a means of verification per listed projects completed to support the listed highest value of project completed.

**Breakdown of Points:**

❖ **Experience (10 points)**

Number of relevant projects completed with appointment letters and completion certificates attached: One appointment letter and one corresponding completion certificate per project completed, points to be awarded per appointment letter together with corresponding completion certificate submitted.

- 2 projects = 2 points (Less than 2 project will be scored 0)
- 3 projects = 6 points
- 4 projects = 8 points
- 5 or more projects = 10 points

❖ **Value of Projects (10 points)**

Highest value of project completed in the discipline category selected - **10 points.**

- above R20 million to below R60 million = 5 points
- above R60 million to below R200 million = 7 points
- above R200 million and above = 10 points



**B-4-2-2 Expertise of key personnel allocated to project = 55 points.**

All personnel submitted by the Respondent cannot be changed without prior written approval from the employer.

The qualification and experience of key personnel allocated to the project responsible for various functions, on behalf of the Service Provider, will be evaluated in relation to her/ his academic qualifications and experience on projects having scope of work relevant to this project as presented in the table below. For foreign qualifications, a SAQA certificate must be submitted.

A CV of each of the key personnel should be submitted along with the Submission referring to this schedule. The CVs of individuals will be used for evaluation of the each of the personnel for this section.

**Breakdown of Points:**

The scoring of the experience of key person (service management) will be as follows:

- Contracts Manager = 20,
- Site Agent = 15,
- General Foreman/Supervisor = 10,
- Organisation Health and Safety Officer = 10,
- **Total 55 points**

**A. Contracts Manager (Total 20 points)**

**Competency:**

- **Minimum Experience** = 8 years
- **Minimum Qualification** = National Diploma in the discipline selected

**Experience = 10 points**

Number of relevant years of experience post-registration with Engineering of Council of South Africa (ECSA) – Professional Registration Certificate must be attached.

- a) Below 8 years = 0 points
- b) 8 to below 10 years = 5 points
- c) 11 to below 12 years = 7 points
- d) 13 years and above = 10 points

**Qualifications = 10 points**

- d) National Diploma in the discipline selected with Pr Engineering Technician = 3 Points
- e) Degree or B Tech in the discipline selected with Pr Engineering Technologist = 5 points
- f) Honours/BSc Degree in the discipline selected with Pr Engineer = 10 points

**B. Site Agent – (Total 15 points)**

**Competency;**

- **Minimum Experience** = 6 years
- **Minimum Qualification** = N5 certificate in the discipline selected

**Experience = 5 points**

Number of years of relevant experience post qualification.

- a) Below 6 years = 0 point
- b) 7 to below 9 years = 3 points
- c) 10 to below 12 years = 4 points
- d) 13 years and above = 5 points

**Qualifications = 10 points**

- c) N5 Certificate in in the discipline selected = 7 points  
d) National Diploma in the discipline selected = 10 points

**C. Foreman/Supervisor – (Total 10 points)**

**Competency;**

- **Minimum Experience** = 10 years
- **Minimum Qualification** = Matric or Std 10 or Grade 12

**Experience = 5 points**

Number of years of relevant experience post-qualification

- a) Below 10 years = 0 point  
b) 10 to below 12 years = 1 point  
c) 13 to below 14 years = 3 points  
d) 15 years and above = 5 points

**Qualifications = 5 points**

- a) Matric or Std 10 or Grade 12 = 2 points  
b) N4 certificate in the discipline selected = 5 points

**D. OH&S Officer – (Total 10 points)**

**Experience = 5 points**

Number of years of relevant years of experience post qualification

- a) Below 5 years = 0 point  
b) 5 to below 7 years = 1 points  
c) 7 to below 10 years = 3 points  
d) 10 years and above = 5 points

**Qualifications = 5 points**

- a) SAMTRAC or equivalent = 2 points  
b) Diploma / Degree in Health and safety

**B-4-2-3 Plant and equipment – 25 points**

**Breakdown of Points:**

No	Description	Quantity required	Points		
			Points Per Unit	Total Points	Hired (Indicate)
1	Light Delivery Vehicle minimum 1 ton	2	5	10	
2	Drop side truck minimum 4 ton	3	5	15	

Any other equipment plant and equipment not mentioned above will be required for the selected disciple during construction.

**Means of verification on Plant and Equipment;**

- d) **In case where plant is owned by the Respondent**, Proof of ownership must be in the form of a license disc or certificate of ownership as per e-natis requirements in the name of the company or directors must be attached.
- e) **In case where the plant is to be hired the Respondent**, a letter from a Plant Hire Company addressed to the Respondent with reference to this project clearly indicating the list of plant to be hired must be attached.
- f) **In case where the Respondent own part of the required plant and part will be hired**, the Respondent must attach proof of ownership as per 1 above and plant hire letter as per 2 above accordingly.

**Note: No other proof of ownership will be considered**

**Bidders must score a minimum of 70 points under Level 2 of functionality to be considered for the second stage of the tender processes**

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

Signed

Date

Name

Position

*Enterprise name*



**Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality**

## **PART E3: INDICATIVE SCOPE OF WORK**

### **E3.1 EMPLOYER'S OBJECTIVE**

Sol Plaatje Municipality's objective is to put in place several Panels of Contractors for a range of Municipal Infrastructure services to achieve a significant contribution to Municipal objectives relating to improved quality of life through reliable service delivery. SPM planned to achieve the above by entering into an agreement with a Panel of Contractors for 36 months term with potential contractors for the **rehabilitation, refurbishment, repair, operation, and maintenance of municipal infrastructure services** on an as-and-when-instructed basis.

The ultimate goal is to streamline the procurement of construction services from the open market to fulfill SPM's strategic objectives while maintaining transparency, fairness, and equitability in the procurement process.

### **E3.2 BACKGROUND**

Slow supply chain management (SCM) practices underlie many challenges in slow project implementation, Within the municipality. Efficient SCM practices which reduce costs, enable a rapid response to municipal service delivery needs and result in quality outcomes can contribute significantly to the improvement of reliable infrastructure services

### **E3.3 OVERVIEW OF THE WORKS**

The overview of the works entails creation of Panel of Contractors for various discipline categories with potential contractors which set out the terms and conditions under which specified works which include maintenance, rehabilitation, refurbishment, repair, operation, and maintenance of municipal infrastructure services.

### **E 3.4 EXTENT OF THE WORKS**

The extent of scope of works includes;

- Civil Engineering (CE)
- Electrical Engineering Works – Building (EB)
- Electrical Engineering Works – Infrastructure (EP)
- General Building Works (GB)
- Mechanical Engineering Works (ME)

### **E 3.5 STANDARD PROJECT SPECIFICATIONS**

The following specifications for the scope of work will be covered but not limited to:

Definition	Basic Works Types	Examples
<b>Civil Engineering (CE)</b>		
Construction works primarily concerned with materials such as steel, concrete, earth and rock and their application in the development, extension, installation, maintenance, removal, renovation, alteration, or dismantling of building and engineering infrastructure.	Water, sewerage, roads, railways, harbours and transport, urban development and municipal services.	Structures such as cooling tower, bridge culvert, dam, grand stand, road, railway, reservoir, runway, swimming pool, silo or tunnel. <ul style="list-style-type: none"> <li>The results of operations such as dredging, earthworks and geotechnical processes.</li> <li>Township services, water treatment and supply, sewerage works, sanitation, soil conservation works, irrigation works, storm-water and drainage works, coastal works, ports, harbours, airports and pipelines.</li> </ul>
<b>Electrical Engineering Works – Building (EB)</b>		
Construction works that are primarily concerned with the installation, extension, modification or repair of electrical installations in or on any premises used for the transmission of electricity from a point of control to a point of consumption, including any article forming part of such an installation.	All electrical equipment forming an integral and permanent part of buildings and/or structures, including any wiring, cable jointing and laying and electrical overhead line construction.	<ul style="list-style-type: none"> <li>Electrical installations in buildings.</li> <li>Electrical reticulations within a plot of land (erf) or building site.</li> <li>Standby plant and uninterrupted power supply.</li> <li>Verification and certification of electrical installations on premises.</li> </ul>
<b>Electrical Engineering Works – Infrastructure (EP)</b>		
Construction works that are primarily concerned with development, extension, installation, removal, renovation, alteration or dismantling of engineering infrastructure: relating to the generation, transmission and distribution of electricity; or a) Which cannot be classified as EB.	Electrical power generation, transmission, control and distribution equipment and systems.	<ul style="list-style-type: none"> <li>Power generation.</li> <li>Street and area lighting.</li> <li>Substations and protection systems.</li> <li>Township reticulations.</li> <li>Transmission lines.</li> </ul>

<b>General Building Works (GB)</b>		
<p>Construction works that:</p> <p>a) are primarily concerned with the development, extension, installation, renewal, renovation, alteration, or dismantling of a permanent shelter for its occupants or contents; or</p> <p>b) cannot be categorised in terms of the definitions provided for civil engineering works, electrical engineering works, mechanical engineering works, or specialist works.</p>	<p>Building and ancillary works other than those categorised as:</p> <ul style="list-style-type: none"> <li>• Civil engineering works;</li> <li>• Electrical engineering works;</li> <li>• Mechanical engineering works;</li> <li>• Specialist works.</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings for domestic, industrial, institutional or commercial occupancies.</li> <li>• Car ports.</li> <li>• Stores.</li> <li>• Walls.</li> </ul>
<b>Mechanical Engineering Works (ME)</b>		
<p>Construction works that are primarily concerned with the development, extension, installation, removal, alteration, renewal of engineering infrastructure for gas transmission and distribution, solid waste disposal, heating, ventilation and cooling, chemical works, metallurgical works, manufacturing, food processing and materials handling</p>	<ul style="list-style-type: none"> <li>• Machine systems including those relating to the environment of building interiors</li> <li>• Gas transmission and distribution systems</li> <li>• Pipelines</li> <li>• Materials handling, lifting machinery, heating, ventilation and cooling, pumps</li> <li>• Continuous process systems, chemical works, metallurgical works, manufacturing, food processing such as that in concentrator machinery and apparatus, oil and gas wells, smelters, cyanide plants, acid plants, metallurgical machinery, equipment and apparatus, and works necessary for the beneficiation of metals, minerals, rocks, petroleum and organic substances or</li> </ul>	<ul style="list-style-type: none"> <li>• Air-conditioning and mechanical ventilation</li> <li>• Boiler installations and steam distribution</li> <li>• Central heating</li> <li>• Centralised hot water generation</li> <li>• Compressed air, gas and vacuum installations</li> <li>• Conveyor and materials handling installations</li> <li>• Continuous process systems involving chemical works, metallurgical works, oil and gas wells, acid plants, metallurgical machinery, equipment and apparatus, and works necessary for the beneficiation of metals, minerals, rocks, petroleum and organic substance and other chemical processes</li> <li>• Dust and sawdust extraction</li> <li>• Kitchen equipment</li> <li>• Laundry equipment</li> </ul>

	other chemical processes	<ul style="list-style-type: none"><li>• Refrigeration and cold rooms</li><li>• Waste handling systems (including compactors)</li></ul>
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### E 3.6 Procurement strategy

The Employer intends to enter into a pre-contract with a limited number of a contractors for the improvements of Municipality infrastructure services following a competitive selection process (qualified procedure).

The GCC Form of contracts with Bills of Quantities pricing strategy may be used by the employer.

At the later stage, The Respondent will be expected to ensure compliance to Construction Health and Safety is of utmost importance.

For work with a value above R30 million, where feasible, the main contractor will be expected to subcontract a minimum of 30% to any of the identified designated groups (local sub-contractors owned by any of the identified designated groups). The responsibility to identify, appoint, manage and pay sub-contractors rests with the main contractor. SPM may only assist where necessary.

SPM will give written instruction to the Bidders in the Panel to submit a quotation or Submission or call-off for proposed works, – Submission (s) will give written acknowledgment of receipt of the quotation or tender or call-off.

The quotation or tender or call-off enquiry document will contain all the relevant forms, the scope of work, pricing schedule and related information describing and defining the works, including any additional contract information.

If a request for quotation or tender or call-off instruction is subject to a multi-source bidding process (i.e competing with other quotation or tender or call-off from other Bidders within the Panel), this will be stated in the quotation or tender or call-off from other Bidders within the Panel document. The Respondent(s) will prepare his/her quotation according to the format issued in with quotation or tender or call-off from other Bidders within the Panel.

The Bidders(s)'s rates and prices will be and apply as the maximum allowable rates and prices quoted for quotation or tender or call-off instruction under this Agreement.

### E 3.7 Development procurement objectives and obligations

\*Clarification note: In the context of infrastructure within the Republic of South Africa, **development objectives means** “secondary objectives” as per SANS/ISO 1085-1” construction procurement-part 1: processes, methods and procedures” (South African Bureau of standards)



### **E 3.8 General requirements**

The Respondent shall in Providing the Works observe all by-laws and associated regulations and industry norms established in relevant South African national standards published in terms of the Standards Act of 2008 or standards recommended by professional associations.

The Respondent shall only utilize in the provision of the services materials (substances that can be incorporated into the works), products (item manufactured or processed for incorporation into the works), components (products manufactured as distinct units to serve a specific function or functions) and assemblies (set of related components attached to each other) which are:

- a) fit for their intended purpose; and
- b) capable of fulfilling required functions under intended use conditions or when in use, with planned maintenance, under the influence of the environmental actions or a result of a self-ageing process for a period of time within industry accepted norms.



**Establishment of a Panel of Contractors for the Rehabilitation, Refurbishment, Repair, Operation, and Maintenance of Municipal infrastructure services within the Sol Plaatje Municipality**

**PART E4: SITE INFORMATION**

#### PART E4 – SITE INFORMATION

The scope of work shall cover all 33 wards within the municipalities including Ritchie and Riverton area. The figure below locality for the Kimberly area

