



Province of the
EASTERN CAPE
EDUCATION

RFQ DESCRIPTION:

REQUEST FOR QUOTATION FOR THE APPOINTMENT OF PROFESSIONAL REGISTERED QUANTITY SURVEYORS FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION FENCING PROGRAM

RFQ NUMBER: RFQ NO: 2022/07/037

PUBLISH DATE: 04 AUGUST 2022

VALIDITY PERIOD: Offer to be valid for **120 days** from the closing date of bid

CLOSING DATE: 10 AUGUST 2022

CLOSING TIME: 11:00

RFQ'S MUST BE HAND DELIVERED / COURIERED TO: The Eastern Cape Department of Education
Steve Tshwete Complex, Zone 6
Zwelitsha

CLUSTER NUMBER 21 SCHOOLS Solomon Akena PS
Carinus PS

ATTENTION: Bidders must ensure that bids are delivered in time to the correct address and deposited in the tender box which is located at the foyer in the main building of the Eastern Cape Department of Education herein referred to as the ECDoE, Head Office in Zwelitsha.

If a bid is late, it shall not be accepted for consideration. The Eastern Cape Department of Education's tender box is accessible Monday to Friday, from 08h00 to 16h00. Bidders must advise their couriers of the instruction above to avoid misplacement or loss of bid responses.

It is the onus of the bidder to ensure that the bid documents are delivered on time regardless of the mode of delivery.

No bid documents will be considered after the closing time and the date of this bid which is indicated in previous row herein above.

BIDDERS NAME:

SBD 1 / PART 1**REQUEST FOR QUOTATION FOR THE APPOINTMENT OF PROFESSIONAL QUANTITY SURVEYOR SERVICES FOR THE FOR STAGES 1 TO 6 OF HIGH SECURITY FENCING INSTALLATION IN VARIOUS SCHOOLS WITHIN THE EASTERN CAPE**

BID NUMBER:

RFQ NO: 2022/07/037

DESCRIPTION

REQUEST FOR QUOTATION:

The Eastern Cape Department of Education calls for bid proposals for the appointment of capable and competent Professional Registered Quantity Surveyors for stages 1 to 6 of high security fencing to Schools within the Eastern Cape. Please refer to stages of Implementation on Page 20 to 22 below

NOTE: Disbursements claimable in line with DPW ratesCOMPULSARY
BRIEFING SESSION

No compulsory briefing session

VALIDITY PERIOD

120 Days from the closing date

ADVERTISEMENT DATE

04 August 2022

CLOSING DATE

10 August 2022

CLOSING TIME

11H00

REQUEST FOR QUOTATION DOCUMENTS MUST BE HAND DELIVERED / COURIED TO**RECEPTION AREA OF THE DEPARTMENT OF EDUCATION,****STEVE VUKILE TSHWETE EDUCATION COMPLEX, ZONE 6,****ZWELITSHA,****5608**

MAKING A SUBMISSION	<p>Return all returnable documents to the employer after completing them in their entirety, by writing legibly in non-erasable ink.</p> <p>Incomplete RFQ documents may be disqualified or evaluated solely on information contained in the Bid.</p> <p>The ECDoe may disregard any content in a tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.</p> <p>No correction fluid must be used on the document</p>		
LATE SUBMISSION	<p>Bidders must ensure that RFQ documents are delivered in time to the correct address and deposited in the tender box which is located at the foyer in the main building of the ECDoe, Head Office in Zwelitsha. If a bid is late, it shall not be accepted for consideration. The Eastern Cape Department of Education's tender box is accessible 8 hours a day from 08h00 to 16h30, 5 working days a week from Monday to Friday. Bidders must ensure that they sign the register at the main reception counter when delivering bids. Bidders must advise their couriers of the instruction above to avoid misplacement or loss of bid responses.</p>		
REQUEST FOR BID PROPOSAL PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Sinethemba Tonisi	CONTACT PERSON	Tsepo Pefole
TELEPHONE NUMBER	040 608 4280	TELEPHONE NUMBER	040 608 4280
E-MAIL ADDRESS	Sinethemba.Tonisi@ecdoe.gov.za	E-MAIL ADDRESS	Tsepo.Pefole@ecdoe.gov.za
SUPPLIER INFORMATION			
NAME OF BIDDER			
COMPANY REGISTRATION NUMBER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> NO	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR INITIAL ADMINISTRATION SCREENING PROCESS & WILL NOT BE USED TO EVALUATE OR SCORE POINTS ON FUNCTIONALITY]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA) YES <input type="checkbox"/> NO <input type="checkbox"/>				
DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>				
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>				
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>				
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input type="checkbox"/>				

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD 1 / PART B

TERMS AND CONDITIONS FOR REQUEST FOR BID PROPOSALS

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE SUBMISSIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE REQUEST FOR BID PROPOSAL DOCUMENT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE RFQ.
- 2.5 IN REQUEST FOR QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER AND A JOINT VENTURE AGREEMENT CLEARLY INDICATING THE SHAREHOLDING.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS OR PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS RFQ APPLICATION IS SIGNED:.....

DATE:.....

(Proof of authority must be submitted e.g. company resolution)

DOCUMENT NAVIGATION

Number	Heading
Part 1- Notice and invitation to submit a Bid response document	
Part 2- Terms of Reference	
Part 3 - Submission procedures	
3.1	Submission data
Part 4 - Returnable documents	
4.1	List of returnable documents
4.2	Submission schedules

PART 2: TERMS OF REFERENCE

1. DEFINITIONS

The Department	Eastern Cape Department of Education.
Project Manager	means the Department of Education Official responsible for the overall management of the programme and ensures that the programme meets the standards set for the programme deliverables including objectives regarding performance and quality in accordance with the budget and schedule. The project manager assumes accountability for the project deliverables, cost and deliverables
Programme	means several projects that are coordinated to achieve programme goals.
ECDOE	means Eastern Cape Department of Education.
SCM	means Supply Chain Management
VAT	means Value Added Tax
B-BBEE	means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
Co-operative	means a co-operative registered in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
Functionality	means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
Service Level Agreement (SLA)	is a contract between the Professional Service Providers and (ECDoE) that defines the level of service expected from both parties.
National Treasury	has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
Price	includes all applicable taxes less all unconditional discounts.
QSE	means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
Rand value	means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
Rural area means	
	(a) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
	(b) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;

Stipulated minimum threshold means the minimum threshold stipulated in terms of regulation 8(1)(b);

The Act means the preferential procurement policy framework act, 2000: preferential procurement regulations, 2017

Township means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

SME stands for **Small Medium Enterprise** and SMME stands for **Small Medium Micro Enterprise**.

SMME are companies that are below R5 million turn over per annum, this is the standard for generic broad-based BEE scorecard purpose.

Built environment refers to the man-made structures, features and facilities viewed collectively as an environment in which people live and work.

People with disabilities has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);

Proof of B-BBEE status Level of contributor means-the B-BBEE status level certificate issued by an authorised body or person or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice or any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

Broad-Based Black Economic Empowerment Act means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

Designated group means

- (a) Black designated groups
- (b) black people;
- (c) women;
- (d) people with disabilities; or
- (e) small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);

Designated sector means a sector, sub-sector or industry or product designated in terms of regulation 8(1)(a);

EME means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2. INTRODUCTION

Eastern Cape Department of Education is inviting capable and competent Professional Registered Quantity Surveyor services for the stages 1 to 6 of high security fencing installation to various schools in the Eastern Cape Province.

PLEASE TAKE NOTE, only the Professional Registered Quantity Surveyors who comply with requirements stated in this bid request for proposals and who will respond within the prescribed time will be considered for evaluation.

3. PURPOSE OF THIS REQUEST FOR BID PROPOSALS

The Eastern Cape Department of Education calls for RFQ documents from capable and competent Professional Quantity Surveyors for stage 1 to 6 for the installation of high security fencing to various schools in Eastern Cape Province.

4. DURATION

The successful bidders will be informed upon appointment which stages (stage 1 to stage 6) of implementation they will be appointed for.

NOTE: The terms of reference are for all stages of implementation (stage 1 to 6) and the Professional registered Quantity Surveyors may **ONLY** be appointed for certain stages that will be stipulated upon appointment by the Department.

5. SUBMISSION OF MANDATORY REQUIREMENTS

Failure to adhere to any of these requirements will result in disqualification:

- a. Bid documents received after closing date and time will not be considered.

6. EVALUATION PROCESS

Bid responses will be evaluated in accordance with Method 1 (Price and Preference) of the standard conditions of tender contained in the CIDB Standard tender evaluation method.

The evaluation process will be in two (2) phases, namely: -

6.1 Phase 1: Initial administration screening process

- Administrative Compliance – Bidders must submit all Standard Bidding Documents (SBDs), as outlined in table 6.1.1 below. SBD documents must be completed in full and duly signed where required.

During the administrative compliance phase, potential service providers will be pre-screened to determine Central Supplier Database (CSD) registration and compliance with tax matters, submission of complete and duly signed Standard Bidding Documents (SBD Forms) and other requirements as indicated below:

Table 6.1.1

DISQUALIFYING CRITERIA

Document to be submitted	Requirement	Non-submission / non-compliance may result in disqualification	
NB: Registration and ownership of the entity including voting powers must comply with the South African Council of Quantity Surveyors code of conduct.	Compliance to registration, ownership and voting powers of the entity to the South African Council of Quantity Surveyors code of conduct.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Professional Indemnity insurance	Proof of Professional Indemnity Insurance to be attached (minimum of Two-Million Rand)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Fully completed and signed hard copy of the RFQ	Non-submission of the completed hardcopy RFQ will lead to disqualification.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Invitation to bid - SBD 1	Complete and sign the supplied pro forma document attached.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Central Supplier Database (CSD) Registration and Compliance Report or CSD Registration number	Bidders must register on Central Supplier Database System and submit the Report as confirmation of registration. The successful bidders will be expected to be registered and compliant on CSD at the date of evaluation of the RFQ and on the date of appointment. <u>In the event that the supplier is not registered on CSD, this will result in disqualification</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bidder's Disclosure– SBD 4	Complete and sign the supplied pro forma document.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Tax certificate	Attach a valid Tax certificate/ PIN	YES <input type="checkbox"/>	NO <input type="checkbox"/>

National Treasury database of restricted suppliers	To be verified against the National Treasury Database of restricted suppliers	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Form of offer and acceptance	Complete and sign the supplied pro forma document. <u>Failure to complete and sign the Form of offer may result in disqualification</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

All RFQ documents will also be assessed for compliance with the administrative requirements of the evaluation criteria:

The Department reserves the right to reject proposals that are not submitted in the prescribed format or where the information presented is illegible or incomplete.

6.2 Phase 2: The department will evaluate the bidders on price and preference.

- a. Bidders will be evaluated strictly in accordance with the request for proposal evaluation criteria stipulated in the terms of reference
- b. Bidders must, as part of their bid proposals, submit supportive documentation for all technical requirements. The evaluation panel responsible for scoring the respective bid response will evaluate and score all bid proposals based on the information provided.
- c. Bidders will not rate themselves, but must ensure that all information is supplied as required. The evaluation panel will evaluate and score all responsive bid proposals and will verify all documents submitted by the bidders.
- d. The panel members will individually evaluate the received against the criteria as set out in the terms of reference.

Price

The financial offer will be reduced to a comparative offer using the formulae and points will be allocated and recorded accordingly.

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

Where

P_s = Points scored for comparative price of tender or offer under consideration;

P_t = Comparative price of tender or offer under consideration; and

P_{min} = Comparative price of lowest acceptable tender or offer.

Preferences

The preferences provided for in the Preferencing Schedule was as follows: 80/20

BBEE Status Level of	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

6.2.1. PROPOSED PROFESSIONAL QUANTITY SURVEYOR QUALIFICATIONS OUTLINED BELOW

PROPOSED PROFESSIONAL QUANTITY SURVEYORS' QUALIFICATION- INDICATE OFFICE WHERE RESOURCE(S) ARE AVAILABLE						
DESCRIPTION OF WORKS	Name of Proposed Key Personnel	Qualification	Professional Registration Number (Should correspond with Professional Registration Certificate)	No. of years post qualification (Should correspond with number of years' experience as per CV)	No. of years post Professional registration	Base town of operation
Quantity Surveying						
Quantity Surveying						
Quantity Surveying						
Quantity Surveying						
Quantity Surveying						

7. PRICING INSTRUCTIONS GENERAL ASSUMPTIONS

Pricing Assumptions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing his prices.

1. The short descriptions given in the schedules below are brief descriptions used to identify the services and related cost items for which prices are required.
2. The bidder must price for services as detailed on the pricing schedule below. The fee scales shall be calculated as per the 2015 guideline tariff of Professional fees reduced by any applicable discounts

NOTE: Fee scales will only be based on the 2015 guideline tariff of Professional fees mentioned above for this program.

3. For the purpose of the service or cost item, the following words shall have the meanings hereby assigned to them:

WORD	MEANING
Unit	The unit of measurement for each item of work.
Quantity	The number of units of work for each item.
Rate	The agreed payment per unit of measurement
Amount	The product of the quantity and the agreed rate for an item
Sum	An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.

Professional Fee The agreed fee for a service, the extent of which is described in the Scope of Work and may where required be expressed as a percentage of the estimated construction contract value or part thereof.

4. A rate, sum, Professional fee and/or price as applicable, is to be entered against each item in the schedules. An item against which no price is entered will be considered to be covered by the other prices or rates in the relevant Table of Quantities.

5. The rates, sums, Professional fee and prices in the schedules are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.

6. Where quantities are given in the Table of Quantities, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the

Table of Quantities. In respect of time-based services, the allocation of staff must be agreed with the employer before such services are rendered

7. ECDoE reserves the right to negotiate the Professional fees with the successful Bidder due to any circumstances beyond their control, this could result in an increase or decrease of Professional fees that will be agreed to by both parties.

8. **NOTE:** That additional services required include updating of the Education Facilities Management System (EFMS) for all stages that the bidder is appointed for.

PRICING SCHEDULE FOR CLUSTER 21

**SOLOMON AKENA PS PRICING SCHEDULE -CLUSTER 21 - AS PER 2015 GUIDELINE
TARIFF OF PROFESSIONAL FEES**

Fee Calculation	Primary Charge - R			
(Amount that fees are based on)	Marginal Rate - %			
Value of Works	Marginal Fee - R			
R 1 000 000.00	Adjustment Factor - %			
	Adjustment Amount - R			
	Fee QS			
	Fee PA			
Quantity Surveyors				
Stage	%	% Discount	Amount	
Stage 1- Inception	2.50%			
Stage 2- Concept and Viability	5.00%			
Stage 3- Design Development	7.50%			
Stage 4- Documentation and Procurement	17,50%			
Stage 5- Documentation and procurement	62,50%			
Stage 6- Close-Out	5,00%			
Sub-Total	100,00%			
Principal Agent				
Stage 3- Design Development	7,50%			
Stage 4- Documentation and Procurement	7,50%			
Stage 5- Documentation and procurement	70,00%			
Stage 6- Close-Out	15,00%			
Sub-Total	100,00%			
Disbursements (travelling, accommodation, printing, etc)				
Contingencies	10,00%			
Sub-Total				
VAT	15,00%			
TOTAL				

PRICING SCHEDULE FOR CLUSTER 21

CARINUS PS PRICING SCHEDULE -CLUSTER 21 - AS PER 2015 GUIDELINE TARIFF OF PROFESSIONAL FEES

Fee Calculation	Primary Charge - R			
(Amount that fees are based on)	Marginal Rate - %			
Value of Works	Marginal Fee - R			
R 1 000 000.00	Adjustment Factor - %			
	Adjustment Amount - R			
	Fee QS			
	Fee PA			
Quantity Surveyors				
Stage	%	% Discount	Amount	
Stage 1- Inception	2.50%			
Stage 2- Concept and Viability	5.00%			
Stage 3- Design Development	7.50%			
Stage 4- Documentation and Procurement	17,50%			
Stage 5- Documentation and procurement	62,50%			
Stage 6- Close-Out	5,00%			
Sub-Total	100,00%			
Principal Agent				
Stage 3- Design Development	7,50%			
Stage 4- Documentation and Procurement	7,50%			
Stage 5- Documentation and procurement	70,00%			
Stage 6- Close-Out	15,00%			
Sub-Total	100,00%			
Disbursements (travelling, accommodation, printing, etc)				
Contingencies	10,00%			
Sub-Total				
VAT	15,00%			
TOTAL				

SUMMARY PRICING SCHEDULE FOR CLUSTER 21 - AS PER 2015 GUIDELINE TARIFF OF PROFESSIONAL FEES

Fee Calculation	Primary Charge - R			
(Amount that fees are based on)	Marginal Rate - %			
Value of Works per cluster	Marginal Fee - R			
R 2 000 000.00	Adjustment Factor - %			
	Adjustment Amount - R			
	Fee QS			
	Fee PA			
Quantity Surveyors				
Stage	%	% Discount	Amount	
Stage 1- Inception	2.50%			
Stage 2- Concept and Viability	5.00%			
Stage 3- Design Development	7.50%			
Stage 4- Documentation and Procurement	17,50%			
Stage 5- Documentation and procurement	62,50%			
Stage 6- Close-Out	5,00%			
Sub-Total	100,00%			
Principal Agent				
Stage 3- Design Development	7,50%			
Stage 4- Documentation and Procurement	7,50%			
Stage 5- Documentation and procurement	70,00%			
Stage 6- Close-Out	15,00%			
Sub-Total	100,00%			
Disbursements (travelling, accommodation, printing, etc)				
Contingencies	10,00%			
Sub-Total				
VAT	15,00%			
TOTAL				

FORM OF OFFER AND ACCEPTANCE

Project title:	REQUEST FOR BID PROPOSALS FOR THE APPOINTMENT OF PROFESSIONAL REGISTERED QUANTITY SURVEYORS FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION FENCING PROGRAM
Request for Quotation No:	RFQ NO: 2022/07/037

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

REQUEST FOR BID PROPOSALS FOR THE APPOINTMENT OF PROFESSIONAL REGISTERED QUANTITY SURVEYORS FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION FENCING PROGRAM

The Bidder, identified in the offer signature block, has examined the documents listed in the Request for Quotation data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of Request for Quotation.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the Professional Service Provider 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)

This offer may be accepted by the employer 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 Request for Quotation data, whereupon the Bidder becomes the party named as the Professional Service Provider in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the Bidder
 (Name and address of organization)

Name and signature of witness Date

Stages of Implementation

- Stage 1: Inception
- Stage 2: Concept and Viability
- Stage 3: Design Development
- Stage 4: Documentation and Procurement
- Stage 5: Contract Administration
- Stage 6: Closeout

Deliverables per stage in terms of the project stages, the following activities will be undertaken:

Stage 1: Inception

- Assisting in developing a clear project brief
- Attending project initiation meetings
- Advising on the procurement policy for the project
- Advising on other Professional consultants and services required
- Defining the quantity surveyor's scope of work and services
- Concluding the terms of the client/quantity surveyor Professional services agreement with the client
- Advising on economic factors affecting the project
- Advising on appropriate financial design criteria
- Providing necessary information within the agreed scope of the project to the other Professional consultants and for which the following deliverables are applicable:
 - Agreed scope of work
 - Agreed services
 - Signed client/quantity surveyor Professional services agreement

Stage 2: Concept and Viability

- Agreeing the documentation programme with the principal consultant and other Professional consultants
- Attending design and consultants' meetings
- Reviewing and evaluating design concepts and advising on viability in conjunction with the other Professional consultants
- Receiving relevant data and cost estimates from the other Professional consultants
- Preparing preliminary and elemental or equivalent estimates of construction cost
- Assisting the client in preparing a financial viability report
- Auditing space allocation against the initial brief
- Liaising, co-operating and providing necessary information to the client, principal consultant and other Professional consultants and for which the following deliverables are applicable:

- Preliminary estimate(s) of construction cost
- Elemental or equivalent estimate(s) of construction cost
- Space allocation audit for the project

Stage 3: Design Development

- Reviewing the documentation programme with the principal consultant and other Professional consultants
- Attending design and consultants' meetings
- Reviewing and evaluating design and outline specifications and exercising cost control in conjunction with the other Professional consultants
- Receiving relevant data and cost estimates from the other Professional consultants
- Preparing detailed estimates of construction cost
- Assisting the client in reviewing the financial viability report
- Commenting on space and accommodation allowances and preparing an area schedule
- Liaising, co-operating and providing necessary information to the client, principal consultant and other Professional consultants 15 and for which the following deliverables are applicable:
 - Detailed estimate(s) of construction cost
 - Area schedule

Stage 4: Documentation and Procurement

- Attending design and consultants' meetings
- Assisting the principal consultant in the formulation of the procurement strategy for contractors, subcontractors and suppliers
- Reviewing working drawings for compliance with the approved budget of construction cost and/or financial viability
- Preparing documentation for both principal and subcontract procurement
- Assisting the principal consultant with calling of tenders and/or negotiation of prices
- Assisting with financial evaluation of tenders
- Assisting with preparation of contract documentation for signature and for which the following deliverables are applicable:
 - Budget of construction cost
 - Tender documentation
 - Financial evaluation of tenders
 - Priced contract documentation

Stage 5: Contract administration and inspection

Full inspection and oversight of construction: provide services related to the full inspection and oversight of the construction in line with the standard Professional practices as per the gazetted guidelines of the scope of services of the relevant Professional body of the South African Council of Quantity Surveying Profession (SACQSP). This includes liaison with the user client to take over the completed works on agreed basis. Examples of the services expected include the following: -

- Attending the site handover
- Preparing schedules of predicted cash flow

- Preparing pro-active estimates for proposed variations for client decision-making
- Attending regular site, technical and progress meetings
- Adjudicating and resolving financial claims by the contractor(s)
- Assisting in the resolution of contractual claims by the contractor(s)
- Establishing and maintaining a financial control system
- Preparing valuations for payment certificates to be issued by the principal agent
- Preparing final account(s) including remeasurement(s) as required for the works on a progressive basis and for which the following deliverables are applicable
- Schedule(s) of predicted cash flow
- Estimates for proposed variations
- Financial control reports
- Preparation of Variation Orders
- Progressive and draft final account(s)

Stage 6: Close out

- Preparing valuations for payment certificates to be issued by the principal agent
- Concluding final account(s) and for which the following deliverables are applicable:
- Valuations for payment certificates
- Final account(s) settlements to be signed 14 days after the Practical Completion certificate issued in terms of the JBCC Principal Building Agreement

Bid Reference No:	RFQ NO: 2022/07/037
Submission closing date:	10 August 2022
Submission closing time:	11h00
Name of Bidder:	
Contact number of Bidder:	
Address of Bidder:	

8.1 Bid Submission address and contact Details

Hardcopy submissions must be made to address provided above

PART 3: SUBMISSION PROCEDURES

3.1 SUBMISSION DATA

The Standard Conditions for the calling of RFQ documents as contained in Annexure D of the CIDB's Standard for Uniformity for Construction Procurement – August 2019, apply.

See the CIDB website (www.cidb.org.za).

The Standard Conditions for the bid response make several references to the Submission Data. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions for the calling for Bid proposals.

Clause number	Condition with description
D.1	General
D.1.1	Actions
D1.1.1	ECD&E as the Employer and each respondent submitting a bid response shall comply with these conditions for calling for bid proposal. 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 bid respondent and all their 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. Bid respondents shall declare any potential conflict of interest in their bid proposals. Employees 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. <i>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</i>

	<p><i>ability of that person to act properly in his or her position even if no improper acts result.</i></p> <p>2) <i>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.</i></p>
D.1.1.3	The bid 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	<p>Supporting documents</p> <p>The documents issued by the employer for the purpose of obtaining bid proposals are listed in the submission data.</p>
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 bid proposals.
D.1.3.2	<p>For the purposes of these conditions for the calling for bid proposals, the following definitions apply:</p> <p>a) conflict of interest means any situation in which:</p> <ol style="list-style-type: none"> 1. Someone in a position of trust has competing Professional or personal interests which make it difficult to fulfil his or her duties impartially. 2. An individual or organisation is able to exploit a Professional or official capacity in some way for their personal or corporate benefit. 3. Incompatibility or contradictory interests exist between an employee and the organisation which employs that employee. <p>b) Corrupt practice means the offering, giving, receiving, or soliciting of anything of value to influence the action of the employer or his staff or representatives in the tender process; and</p> <p>c) 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</p>
D.1.4	<p>Communication and employer 'representative</p> <p>Each communication between the employer and a respondent shall be to or from the employer representative only, and in a form that can be readily read, copied and</p>

	<p>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.</p> <p>The name and contact details of the employers 'representative is stated in the submission data.</p>
D.1.5	<p>Confidentiality and copyright of documents</p> <p>Treat as confidential all matters arising in connection with the bid proposal. Use and copy the documents issued by the employer only for the purpose of preparing the submission in response to the invitation.</p>
D.1.6	<p>Alterations to documents</p> <p>Do not make any alterations or additions to the submission documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the respondent. All signatories to the submission shall initial all such alterations.</p>
D.2	<p>Respondent's obligations</p>
D.2.1	<p>Eligibility</p> <p>Submit bid proposals only if the bid 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.</p>
D.2.2	<p>Cost of submissions</p> <p>Accept that the employer will not compensate the respondent for any costs incurred in the preparation and delivery of a submission</p>
D.2.3	<p>Check documents</p> <p>Check the submission documents on receipt, including pages within them, and notify</p> <p>Email:Sinethemba.Tonisi@ecdoe.gov.za</p> <p>of any discrepancy, error or omission.</p> <p>The bid respondent must promptly notify the ECDoE in writing of such discrepancy, error, or omission. ECDoE will consider what corrective action is necessary (if any) and inform all Respondents on corrective action without attribution to the bid respondent who provided the written notice</p>
D.2.4	<p>Acknowledge addenda</p> <p>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.</p>

D.2.5	Clarification meeting A clarification meeting for this bid proposal will not be held.
D.2.6	Seek clarification Request clarification of the submission documents, if necessary, by notifying the employer at least five working days before the closing time stated in the submission data.
D.2.6.1	The Respondent must request clarification in writing.
D.2.7	Making a submission
D.2.7.1	Return all returnable documents to the employer after completing them in their entirety, in writing legibly in non-erasable ink. The completed RFQ documents must be deposited in the Tender Box, at the relevant ECDoE offices.
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 respondent's 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.2.7.4	ECDoE will not accept telephonic, telegraphic, telex, facsimile or e-mailed submissions.
D.2.8	Information and data to be completed in all respects Accept that incomplete submissions or responses submitted in a different form or format than specified in this bid response, shall be regarded by the employer as nonresponsive.
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.

	<p>Accept that, if the employer extends the closing time stated in the submission data for any reason, the requirements of these conditions for RFQ apply equally to the extended deadline.</p>
D.2.10	<p>Clarification of submission</p> <p>Provide clarification of a submission, in writing, in response to a request to do so by the employer during the evaluation of submissions, within 24 hours of submission of such a request.</p>
D.3	<p>Employer's undertakings</p>
D.3.1	<p>Respond to requests for clarification received in writing from the Respondent</p> <p>Respond to a request for clarification received up to seven working days before the submission closing time stated in the submission data.</p> <p>Notify all respondents who obtained copies of the bid proposals, if any, of those responses.</p>
D.3.2	<p>Issue Addenda</p> <p>If necessary, issue addenda that may amend or amplify the submission documents to each bid respondent during the period from the date of the calling for bid proposals until seven days before the closing time for submissions stated in the submission data.</p> <p>If, as a result, a bid respondent applies for an extension to the closing time stated in the submission data, the employer may grant such extension and, shall then notify all bid respondents who obtained a copy of the bid proposals.</p>
D.3.3	<p>Late submissions</p> <p>Late submissions will not be accepted.</p>
D.3.4	<p>Opening of submissions</p>
D.3.4.1	<p>Submissions will be recorded and will not be opened in public.</p>
D3.4.2	<p>Make available the names of the respondents that made submissions prior to the closing time for submissions to all interested persons upon request.</p>

<p>D.3.5</p>	<p>Non-disclosure</p> <p>Not disclose to respondents, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of submissions until after the Bid Adjudication Committee approved the evaluation results.</p>
<p>D.3.6</p>	<p>Grounds for rejection and disqualification</p> <p>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 engaged in corrupt or fraudulent practices.</p>
<p>D.3.7</p>	<p>Test for responsiveness</p> <p>Determine, on opening and before detailed evaluation, whether each submission received:</p> <ul style="list-style-type: none"> a) Meets the requirements of these conditions for the calling for bid proposals. b) Has all the substantive provisions properly and fully completed and signed, and c) Is responsive to the other requirements of the call for bid proposals.
<p>D.3.8</p>	<p>Non-responsive submissions</p> <p>Reject all non-responsive submissions.</p>
<p>D.3.9</p>	<p>Evaluation of responsive submissions</p> <p>D.3.9.1 Appoint an evaluation panel of not less than three persons. Evaluate submissions using evaluation criteria established in the submission data</p> <p>D.3.9.2 Notify the respondents of the outcome of the evaluation process within two (2) weeks of the evaluation report being accepted by the employer</p>
<p>D.3.10</p>	<p>Provide written reasons for actions taken</p> <p>Provide upon request written reasons to respondents 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 respondents or might prejudice fair competition between bid respondents.</p>

PART 4- RETURNABLE DOCUMENTS

Please adhere to the following instructions

1. Tick in the relevant block below, to confirm that the relevant document is included in the submission.
2. Ensure each document listed is completed and signed where applicable.
3. Use the prescribed sequence in attaching the annexes that complete the bid proposal:

4.1 LIST OF RETURNABLE SCHEDULES

PLEASE NOTE: ALL these documents should be completed in full and included in the submission.

Description	Yes	No
Part 1 - Notice and invitation to submit RFQ for Fencing program		
One original Bid document with one (1) copy		
Cover Page - Summary of respondents' information		
Part 2 - Terms of reference		
Part 3 - Submission procedures		
3.1 Submission data		
Part 4 - Returnable documents		
Annexure A	Valid Tax Clearance Certificate Requirement	
Annexure B	Compulsory Enterprise questionnaire	
Annexure C	SDB 4 - Bidder's Disclosure	
Annexure D	Certified copy of B-BBEE status level certificate	

Annexure E	Certified copies of CIPC company registration documents listing all members with percentages, in case of a close corporation		
Annexure F	Certified copies of latest share certificates, in case of a company		
Annexure G	Record of Addenda		
Annexure H	Certificate of Authority for Joint Ventures		
Annexure I	Letter of Good Standing from the Compensation Fund		
Annexure J	CSD Registration Summary Report		
Annexure K	Proof of office/residence		
Annexure L	Letter from a Bank/ Reviewed or Audited Financial Statements		
Submission Schedule	Nominated Professional Registration Details and CV		
Submission Schedule	Service Category (Field of Expertise) and Location of Nominated Professional		

Please Note:

The Respondent must submit these schedules as per the prescribed sequence and format outlined in this Bid document.

The Submission Schedule is required for evaluation and/or compliance purposes.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any

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

person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature	Date
.....
Position	Name of bidder

1. CV Details of Nominated Professional

Professionals' first names			
Professionals' surname			
Professionals' date of birth (yyyy-mm-dd, e.g. 1985-03-04)			
Professionals' Nationality			
Professionals' ID number or Passport number (Only Non-residents)			
Name of respondent (Enterprise / Consortium or JV)			
Full time employee		Part time employee	
Years at Enterprise			

1.1. Education and/or Qualifications

Institution	From date (yyyy-mm-dd)	To Date (yyyy-mm-dd)	Qualification obtained (Include the discipline e.g. BSc Quantity Surveying)

1.2. Registration with Professional Institutions

Registered Professional (Yes / No / N/A)	Professional Institute name	Professional Registration number	Years' experience in this discipline

1.3. Other Skills (e.g. computer literacy, etc.)

1.4. Pen Portrait

Describe below, significant highlights of your Professional experience and achievements.

1.5. Project 1 - Experience (Current or latest Project)

Name of Entity:			
Description of Contract:			
Value of Contract R			
Start date of contract (Month and year)		End date of contract (Month and year)	

1.6. Project 2 - Experience (Project within past 5 years)

Name of Entity:

Description of Contract:			
Value of Contract R			
Start date of contract (Month and year)		End date of contract (Month and year)	

1.7. Project 3 - Experience (Project within past 5 years)

Name of Entity:			
Description of Contract:			
Value of Contract R			
Start date of contract (Month and year)		End date of contract (Month and year)	

1.8. Complete Contact Details of References for Each of the above Projects

Full Name	Position	Company/ Organisation	Telephone no. (Include country and area code)	Cell Phone no. (Include country code)

1.9. Area of Specialisation

1.10. Other Relevant Information (e.g. publications)

1.11. Declaration by the Nominated in this CV

I declare that the above information is accurate and can be supported by documents and references on request. I also declare that I will be available to work on projects should this Entity, Consortium or JV be appointed.

Name	Signature	Date