



CALL FOR BIDS

BID NO: ECDC ECDC/INFRA/41/122024

**BID SUBJECT: PANEL FOR BUILT ENVIRONMENT
PROFESSIONAL SERVICE PROVIDERS FOR A
FRAMEWORK AGREEMENT FOR A PERIOD OF 3
YEARS**

Consisting Of:

The Request for Proposals (Returnable) - This Document

Issued by:

Prepared By

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BIDDER'S NAME:

CSD NUMBER:

CLOSING DATE:	28 FEBRUARY 2025
CLOSING TIME:	12h00

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INDEX		
Nr	DETAILS	PAGE
SECTION A		
A	Abbreviations	4
B	Definitions	4
SECTION B – GENERAL INFORMATION		
1.1	General Information	8
1.2	Eligibility to Bid	9
1.3	Estimated Timeline	9
1.4	Compulsory Briefing Session	10
1.5.	Submission of Invitation For Bid Documents	10
1.6.	Preferential Procurement	11
1.7.	Evaluation Criteria	11
	Mandatory Requirements	12-17
	Functionality Evaluation Criteria	19-33
1.8.	Alteration or Withdrawal of Proposals	33
1.9.	Cost for Preparation of Proposals	34
1.10.	Ownership of Proposals and Presentations	34
1.11	Tax Clearance Certificate Requirements	34
1.12	Confidentiality	34
1.13	Inventions Patent and Copy rights	35
1.14	Ethics	35
1.15	Competition	35
1.16	Cancellation of Bid Process	36
1.17	Interviews	36
1.18	Signing of documentation	36
1.19	Contract Award	36
1.20	Supplier Due Diligence	36
1.21	Disclaimer	37
1.22	Contract and Communication	37
SECTION C – TERMS OF REFERENCE		
1.	About ECDC	39
2.	Scope of Services Required	39-43
3.	Required Expertise, Skills, Experience & Track Record	44
4.	Responsibilities and duties	45
5.	Obligation to perform and sub-contracting	45
6.	Performance guarantee	45
7.	Anti -dumping and countervailing duties and rights	45
8	ECDC facilities	46
9.	Force Majeure	46
10.	Spare parts	46
11.	Insurance	46
12.	Responsibility to perform	46
13	Duration of the contract	47
14.	Payments and Tax	48
SECTION D – REQUIRED DOCUMENTATION		
A	Supplier information	49
B	Location	51
C	Functionality Information	54

D	Functionality – Experience	54
E	Prices – services	56 -70
F	Bidders declaration of interest	71-72
G	Statement of Consent to Data Processing	73
H	Client Reference for Completed Projects	74-78

SECTION A: ABBREVIATIONS AND ACRONYMS	
B-BBEE	Broad-based Black Economic Empowerment
B-BBEEA	Broad-based Black Economic Empowerment Act 53 of 2003
B-BBEE Codes	Broad-based Black Economic Empowerment Codes of Good Practice-2007
CIDB	Construction Industry Development Board
DTI	Department of Trade and Industry
ECDC	Eastern Cape Development Corporation
EME	Exempt Micro Enterprise
IRBA	Independent Regulatory Board of Auditors
PCCA	Prevention and Combating of Corrupt Activities Act 12 of 2004
PFMA	Public Finance Management Act (Act 1 of 1999)
PPPFA	Preferential Procurement Policy Framework Act (Act 5 of 2000)
QSE	Qualifying Small Enterprise
SABS	South African Bureau of Standards
SANAS	South African National Accreditation System
SARS	South African Revenue Service
SASAE	South African Standard on Assurance Engagements
SCM	Supply chain management
SMME	Small, Medium and Micro Enterprises
ToR	Terms of Reference
CSD	Central Supplier Database for Government
ECSA	Engineering Council of South Africa
SACQSP	South African Council For The Quantity Surveying Profession
SAGC	South African Geomatics Council
B: DEFINITIONS	
Acceptable tender	Means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
Accreditation Body	Means the South African National Accreditation System or any other entity appointed by the Minister from time to time whose function it is to: Accrediting verification agencies Developing, maintaining and enforcing of Verification Standards
Affordable	Means (in terms of a PPP-Agreement) that the financial commitments to be incurred can be met by funds: Designated within ECDC's existing budget for the function to which the agreement relates; and Destined for ECDC in accordance with the relevant Treasury's future budgetary projections.
All applicable taxes	Includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
B-BBEE status level of contributor	means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

Bid	Means a written offer or proposal to supply goods and/or provide services, submitted in response to the ECDC's invitation to quote or submit proposals which includes advertised competitive bids, written price Proposals or proposals.
Bid Specification	A specification that lays down the characteristics of goods to be procured or their related processes and production methods, or the characteristics of services to be procured or their related operating methods, including the applicable administrative provisions, and a detailed requirement relating to conformity assessment procedures that an entity prescribes and shall include TOR for specialised services.
Black People	means 'African', 'Indian' and 'Coloured' people who are citizens of the Republic of South Africa by birth; or are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of South Africa Act (1993); or became citizens of the Republic of South Africa after the commencement of the of the Constitution of South Africa Act (1993), but who for the Apartheid policy that has been in place to that date, would have been entitled to acquire citizenship by naturalisation prior to that date.
Broad based black empowerment	Means broad-based black empowerment means the empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated social-economic strategies that include, but are not limited to: Increase the number of black people that manage, own and control enterprises and productive assets; Facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises Human resources and skills development Achieving equitable representation in all occupational categories and levels in the workforce Preferential procurement; and Investment in enterprises that are owned or managed by black people.
Broad based black empowerment Act	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
Exempt Micro Enterprise (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.
Code of Ethics	Refer to the ECDC Code of Ethics for Management and Staff as may be amended from time to time.
Comparative price	Means the price after the factors of a non-firm price and all the unconditional discounts that can be utilised have been taken into consideration.
Consortium or joint venture	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.
Contract	The written Agreement entered into between the service provider and ECDC, as recorded in the contract form signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein.
Designated sector	Means a sector, sub-sector or industry that has been designated by the DTI in line with national development and industrial policies for local production, where on local produced goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
Duly sign	means a document that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
Exempt Micro Enterprise (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.

Family member	Means a husband or wife, any partner in a customary union according to indigenous law or any partner in a relationship where the parties live together in a manner resembling a marital partnership or a customary union; and any person related to either one or both persons referred above within the second degree through a marriage, a customary union or a relationship or the third degree of consanguinity.
Firm price	Means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.
Fronting	Means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentation of facts, whether made by the party claiming compliance or by any other person.
Functionality	Means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical or useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of the tenderer.
Imported content	Means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the bidder or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry.
In the service of the state	means: an employee of any municipality who has a performance contract with the municipality and is employed on a permanent, temporary or short term basis. an employee or public servant of any national or provincial government as defined in terms of Public Services Act. a member who – is a councillor of any municipal council as defined in the Local Government Municipal Structures Act (Act No 117 of 1998); is a politician serving in any provincial legislature; or is a politician serving in the National Assembly or the National Council of Provinces; a member of the board of directors of any municipal entity; an employee and a member of a government owned entity as defined in the Public Finance Management Act (Act No 1 of 1999); and / or such other meaning ascribed to it by National Legislation from time to time.
Local content	Means a portion of the tender price which is not included in the imported content, provided that local manufacture does take place.
Non-firm prices	Means all prices other than “firm” prices
Person	Includes a juristic person.
Price Quotation	An estimate describing the product, stating its price, time of shipment, and specifies the terms of the sale and terms of the payment.
Property	Includes all movable and immovable property and intellectual property belonging to ECDC.

Public Private partnership	Means a commercial transaction between ECDC and a private party in terms of which: the private party either performs a function o.b.o. ECDC for a specified or indefinite period, or acquires the use of state property for its own commercial purposes for a specified or indefinite period; the private party receives a benefit for performing the function or by utilising state property, either by way of: compensation from a revenue fund charges or fees collected by the private party from users or customers of a service provider to them; or a combination of such compensation and such charges or fees
Qualifying small entity	Means a qualifying small entity 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 South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
Related enterprise	Means an entity controlled by a measured entity whether directly or indirectly controlled by the natural persons who have direct or indirect control over that measured entity or the immediate family of those natural persons.
Service Level Agreement	Shall have the same meaning assigned as “Contract”
Shareholder	Means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
State	Means: any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA any municipality or municipal entity national Assembly or the national Council of Provinces; or parliament
Stipulated minimum threshold	Means that portion of local production and content as determined by the DTI
Sub-Contract	Means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
Tender	The same meaning is assigned as ‘Bid” above.
Threshold	Shall mean the financial limits on the value of goods or services to be procured as set and prescribed in this policy which shall determine the manner in which these goods and services will be procured
Total revenue	Means the total income of an entity from its operations as determined under South African Generally Accepted Accounting Practice.
Trust	Means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
Trustee	Means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
Value for Money	Means that the item (public-private partnership agreement) results in a net benefit to ECDC defined in terms of cost, price, quality, quantity, or risk transfer, or a combination thereof.

SECTION B

1. General information

1.1. Invitation

Eastern Cape Development Corporation (ECDC) intends to create a panel of Built Environment Professional Service Providers to render professional services and management support for programmes to be implemented at ECDC for a period of 3 years.

Services to be listed are as follows:

- 1. Project Managers
- 2. Quantity Surveyors
- 3. Architects
- 4. Structural Engineers
- 5. Civil Engineers
- 6. Electrical Engineers
- 7. Mechanical Engineers
- 8. Social Facilitators
- 9. Health and Safety Agents
- 10. Environmental Consultants.
- 11. Town Planners
- All Disciplines

The panel will be for a period of 3 years (36 months). ECDC reserves the right to allow new entrants to the Panel which will be permitted to apply to be added on the list of approved panel, annually after the anniversary of the contract .i.e. every 12 months until the 36 months has ended.

NOTE 1

Awarding of the Bid

- **Bidders are to indicate which Discipline in the Bid they are responding to.**
- **Should a Bidder wish to submit for more than one professional discipline, Bidders to Mark the professional services they wish to be considered for and submit all required documents per discipline.**

1.2 Eligibility To Bid

The professional service providers are expected to be professionally registered with the following **Built Environment statutory bodies:**

1. **South African Council for Project Managers Profession (SACPMP)** for the provision of Project Management services
2. **South African Council for the Architectural Profession (SACAP)** for the provision of Architectural services.
3. **South African Council for the Quantity Surveying Profession (SACQSP)** for the provision of Quantity Surveying services.
4. **Engineering Council of South Africa (ECSA)** for the provision of Civil & Structural Engineering services, Mechanical Engineering services and Electrical Engineering services.
5. **South African Council for Project Managers Profession (SACPMP)** for the provision of Health and Safety
6. **South African Council for Natural Scientific Professions (SACNASP) for the provision of Environmental Science services**
7. **South African Council for Planners (SACPLAN)** for the provision of Town Planning Services.
8. **Social Facilitator to have National Diploma in Social Sciences or Rural Development.**

1.3 Estimated Timeline

Activity		Date	Time
1.	Placing of Advert	Daily Dispatch, E-Tender and ECDC Website for 30 Days after Advert	N/A
2.	Compulsory Briefing Meeting	<p>A briefing meeting will be held on the 28th January 2025 starting at 11H00 at</p> <p>ECDC Head Offices, Ocean Terrace Park, Moore Street, Quigney, East London.</p> <p>Answers/Clarity on Bid will be posted on the website at www.ecdc.co.za</p>	
3.	Last day of questions	7 Days before closing Date	N/A
4.	Final date of submission of bids	11 February 2025	12h00 pm
5.	Bid Validity	6 Months (180 Working Days)	

1.4. Compulsory Briefing

A virtual compulsory briefing meeting will be held on the **28 January 2025** starting at **11H00** on Microsoft Teams. Link to be loaded on the ECDC WEBSITE. Bidders are required to fill in the attendance register to prove attendance.

For any enquiries relating to this Bid please email the procurement department at tenders@ecdc.co.za, attention Ms. P Chasa

Communication with the Bidders and any clarity on Bid Queries will be posted on the website at www.ecdc.co.za and will also be communicated to the bidders via email where the Bidder has indicated to ECDC that they are interested in submitting a bid.

1.5. Submission of Bid Documents

The entire bid document together with any attachments or annexures must be submitted as follows:

- a) Bids to be placed in sealed envelopes in the Bid Box on or before the final date and time of submission of proposals as indicated above labelled clearly as follows:

Bid/Quotation Reference Number: **ECDC/INFRA/41/122024**

Project Name: **PANEL FOR BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF 3 YEARS**

Attention: **P CHASA**

Delivered at: **ECDC HEAD OFFICE AT ECDC HOUSE,
OCEAN TERRACE PARK, MOORE STREET,
QUIGNEY, EAST LONDON.**

All bid documents are to be **completed in permanent ink**.

No alterations of the Bid Document will be allowed.

One original duly signed (**by authorised representative**) bid document is to be submitted

- Where Bid Document is submitted at the Bid Box, the bids document should be firmly bound, submitted with **one (1) soft copy (of the original bid)** inclusive of these terms and conditions of the original bid document are required to be submitted.

No faxed proposal/bid will be accepted. No late submissions will be eligible for consideration by ECDC.

The bid box is open on weekdays between 08h00am and 16h30pm.

1.6. Preferential Procurement

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulation of 2022 as applicable to provincial government business enterprises as listed under schedule 3(d) of the Public Finance Management Act and the ECDC Procurement Policy as amended from time to time.

6.1. Evaluation Criteria

All submitted Proposals will be evaluated in the following stages:

Stage 1	Pre-Qualification Service Providers are to meet all the Mandatory Requirements in order to be evaluated further. Failure to submit the Mandatory Requirements as required will result in the bid being disqualified.
Stage 2	Functionality: Involves an evaluation of Functionality only – At this stage Bidders must score a minimum score of 55% for functionality (services) in order to be included in the panel.

NB:

1. Professional service providers on the Panel will be selected on a **Rotational Basis** and according to their **Geographical** area for a specific project which the selected service providers will be evaluated for price and specific goals.

Stage 1- (Mandatory Requirements)

Bidders are to meet the following Mandatory Requirements in order to be evaluated further for Functionality;

Description	Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
<p>1. Bidders must be registered on the National Treasury Central Supplier Database (CSD).</p> <p>The following information will be verified on the National Treasury Central Supplier Database:</p> <ul style="list-style-type: none"> • Business Registration including details of directorship and membership, - The bidders' Business Registration Status will be verified on the CSD prior to the bid award and where the preferred bidder's status is under deregistration, 7 working days will be granted for remedy, failing which the bidder will be disqualified. • ID Number, • Government Employee • Tender Defaulting and Restriction Status. Should the Tender be a restricted supplier or a defaulting supplier they will be disqualified. <p><u>Onus on the Service Provider</u></p> <p>Onus is on the Service Provider to make sure that all these are active and compliant on the CSD at the time of bid closing and tender award.</p> <p>ECDC will verify if the Service Provider has been registered on CSD. Service Provider to submit CSD Number as required in the Cover Page. It is the responsibility of the Service Provider to ensure that the correct CSD Number is provided.</p> <p>If Service Provider is not registered on CSD by the time of closing of the bid, they will not be considered for evaluation.</p>	Yes	Yes

	<p><u>Directors/Employees in the Service of State</u></p> <p>Where a person within the Bidding Entity is an Employee of the State, Bidder should.</p> <p>a) submit a signed letter on a letter head from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- “the PFMA”)</p> <p>b) submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee.</p> <p>ECDC reserves the right to verify such information from their AO/AA</p>		
2.	<p>Tax Compliance Requirements:</p> <ul style="list-style-type: none"> • Bidders must ensure compliance with their tax obligations. • In Bids where Consortia/Joint venture/Sub-Contractors are involved; each party must submit a separate proof of Tax Compliance Status. <p>The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, 7 working days will be granted for remedy, failing which the bidder will be disqualified.</p>	Yes	No

3.	<p>Professional Registration of Key Personnel</p> <p>Bidders to consist of the following professionals with directors who are duly registered Professionals with the relevant professional statutory bodies or councils for the provision of the following:</p> <p>a) Professional Project Manager - SACPMP</p> <p>b) Professional Quantity Surveyor - SACQSP,</p> <p>c) Professional Architect or Professional Senior Architectural Technologists - SACAP</p> <p>d) Professional Engineer or Professional Engineering Technologist for the following</p> <ul style="list-style-type: none"> • Civil Engineering - ECSA • Structural Engineering - ECSA, • Electrical Engineering - ECSA • Mechanical Engineering services - ECSA, <p>e) Professional Health and Safety Agent - SACPMP</p> <p>f) Professional Natural Scientist (Environmental Science) – SACNASP</p> <p>g) Professional Town Planner – SACPLAN</p> <p>The Bidder is to be led by a registered professional within the relevant field and appropriate proof is to be provided</p> <p>Documents to be provided</p> <p>Submit a list of the allocated duly registered professionals with their Professional Registration Certificates or Registration Numbers</p> <p>Note 1: ECDC reserves the right to verify the validity of the registrations during bid evaluation and anytime during the validity period of the bid. If ECDC finds that the professional registration is invalid or not in good standing the Service Provider will be disqualified for evaluation.</p>	Yes	Yes
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4	<p>Note 2: If a person leaves the appointed company, ECDC reserves the right to verify the validity of the registrations of those who replace the departing employee and are assigned to a particular project.</p> <p>Qualifications of Key Personnel for Social Facilitation Services</p> <p>Bidders to consist of personnel who are duly qualified in social services (in Built Environment) in one of the following categories:</p> <p>Category 1: A 3 or more years qualification (Diploma or Degree or NQF Level 6 in social science/ development studies/ rural development/ development management/ community development/ public management +3 years' experience in social facilitation</p> <p>Category 2: Any other relevant degree level qualification + 4 years' experience in the field (built environment) of social facilitation</p> <p>Category 3: A non-formal qualification in the field of Social Science or (certificate, short courses) + 5 years' experience in social facilitation (built environment)</p> <p>Category 4: A 3 years qualification (Diploma or Degree in social science/ development studies / rural development/ development management/ community development/ public management + 2 years' experience in social facilitation (of which 1 year must be proven participation in an internship programme in the relevant field of community development / facilitation.</p> <p>Documents to be provided</p> <p>Submit a list of the allocated minimum required duly qualified personnel with their Certificates.</p>	Yes	Yes
5.	<p>Annexure C – Supplier Information (Completed and Signed by the Delegated Authority) Attach Delegation of Authority</p>	Yes	Yes

6.	<p>Annexure F. (SBD 4) : Declaration of interest (bidder); (Completed and signed by Delegated Authority)</p> <p>Important Note:</p> <ul style="list-style-type: none"> ✓ Bidders should declare all the entities (companies) they have interest (directorship/shareholder/member etc) in whether or not those companies are bidding for this contract ✓ Bidders can check their CSD and CIPC for the companies they have interest in. 	Yes	Yes
7.	<p>Annexure I: Declaration with regards to Company /Firm Location</p> <p>Attach a proof of address to claim points for the Eastern Cape base locality as the specific goal as advised in the tender / quotation qualifies the company/firm for the PPR of 2022 preference points claim.</p> <p>This information will be verified from the FICA documents (Physical Address, Utility Bill, Telephone, Tax Clearance, lease agreement submitted by the bidder.</p> <p>Failure to submit the declaration and proof of address may result in awarding of 0 (zero) points preference points under Eastern Cape locality.</p>	No	No
8.	<p>Duly signed Letter of Authority should be submitted authorising the individual to sign on behalf of the bidder if</p> <p>a) If there are more than one Owner/ Director / Shareholder / Member / Trustee etc. OR</p> <p>b) If there is only one Director / Shareholder / Member / Trustee / Owner etc. and the they are not the one completing the bid document.</p>	Yes	Yes
9	<p>Annexure E: Pricing schedule – (Signed and Completed by the Duly Authorised Signatory)</p>	Yes	Yes
10	<p>Annexure G – Statement of Consent to Data Processing (Signed and Completed by the Duly Authorised Signatory). Attach Delegation of Authority.</p>	Yes	No

The following will be applicable to Joint Ventures/Consortium

Bidders should note that the calculation of points for Joint Ventures/ Consortiums will be calculated in line with the provisions of Circular 02 of 2023/24

11.	Consortium/Joint Venture Agreement or letter of intent to enter in a Consortium / Joint Venture signed by all Consortium Members who are Duly Authorized.	Yes	Yes
12.	Resolution of the Board of Directors to enter into a Consortium/Joint Venture from each member firm of the Consortium/Joint Venture for this Bid.	Yes	Yes
13.	<p>Letter of Authority of Signatory(individual) authorizing the Signatory to sign on behalf of the Consortium/JV.</p> <p>The Letter of Authority MUST be from each member firm and must be signed by all directors of each member firm (or Board Resolution will be accepted).</p> <p>NB: Bidder will not be allowed to submit as an individual bidder and as joint venture, that is viewed Collusion or Double dipping.</p>	Yes	Yes

KINDLY NOTE THAT, FAILURE TO SUBMIT THE REQUIRED MANDATORY DOCUMENTATION WITH THE BID WILL RESULT IN YOUR BID BEING DISQUALIFIED WITHOUT FURTHER CONSIDERATION.

NOTES TO BIDDERS:

- a) Bidders that fail to submit all mandatory documents will be disqualified.
- b) Only companies/professionals that score the 55 points minimum threshold on functionality will be considered for inclusion on the panel.
- c) Bidders on the panel will be requested to confirm availability and price before they are contracted for a specific project.
- d) Bidders will be re-imbursed for travelling disbursements from their Eastern Cape office and or from a minimum of 50km up to a maximum of 500km radius.
- e) The Panel of all professional service providers will be used on a rotational basis for the invitation of quotations (FOR PRICE CONFIRMATION PURPOSES, CONFIRMATION OF PRICES, NATURE OF PROJECT, AVAILABLE RESOURCES) based on the ECDC Procurement Policy 2022 competitive bidding thresholds. The panel may also be used on a rotational basis for negotiation, nomination or shopping procedures.
- f) The panel will operate as a centralized database to be used by the corporation in its head office as well as its regional offices.
- g) Registration of a service provider on the accredited list or panel does not guarantee that the said service provider will be nominated and / or awarded any contract by the corporation.

PANEL UTILISATION GUIDELINE

- 1) The allocation of work will (as far as possible or reasonable) be done strictly on rotational bases irrespective of the case/matter/project value. However, work may be allocated depending on the relevant circumstances of the scope

of work inter alia, based on previous involvement in a project, relevant experience, availability, business urgency, nature and complexity of the scope, etc.

- 2) The allocation/briefing/contracting of service providers for a specific work project will be facilitated by the Infrastructure Management Services in partnership with the Supply Chain Management (SCM).
- 3) There is no guarantee that a service provider/professional on the panel will be briefed/contracted for any specific work Projects during the tenure of the contract – work will be allocated on a “as and when” required basis.
- 4) Projects will be structured as work packages that clearly define the scope, proposed timeframes, expected duration (hours), and expected deliverables amongst inter alia.
- 5) Bidders shall be required to be competent and experienced in all aspects related to a specific area of specialization, unless the ECDC in its sole discretion deems it necessary to deviate from this requirement.
- 6) Bidders will be notified of their appointment to the Panel, by means of an official Letter of Appointment issued by the ECDC’s Supply Chain Management Department. No other communication in any form from any other official/member or employee of ECDC shall constitute a valid appointment to the Panel. However, appointment to the Panel will be conditional upon the successful bidders signing the relevant Contract with the ECDC – any failure or undue delay in securing a signed Contract between the successful Bidders and the ECDC will result in the withdrawal of the award for the defaulting successful bidder/s.
- 7) ECDC may withdraw a bidder from the appointed panel due to poor performance or for any other reason acceptable in law, or a service provider may request to be removed, as may be more fully detailed in the service level agreement/contract to be concluded.

1.3.1 Stage 2 – Functionality Evaluation Criteria

At this stage Bidders must score a minimum score of 55% for functionality (services) for inclusion onto the Panel.

PROJECT MANAGER

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR PROJECT MANAGER			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 			
i)	<p>Experience will be counted POST professional registration</p> <p>PROJECT MANAGER</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE			
	<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client Stamp Company name, contact person, contact details (telephone number and email address) 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR PROJECT MANAGER			
	<ul style="list-style-type: none"> • Works carried out • Works have been completed satisfactorily • Reference letters should be verifiable 		
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) or less than 5 similar projects with respective reference letters	10	
iii	3 (three) or less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

QUANTITY SURVEYOR

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR QUANTITY SURVEYOR			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> • Detailed break-down of the team or Completion of Annexure C and • CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required • Copies of Professional Registration to the relevant body /council or Professional Registration Number 			
i)	<p>Experience will be counted POST professional registration</p> <p>QUANTITY SURVEYOR</p> <ul style="list-style-type: none"> • 10 and more years of experience in the field = 25 Points, • 8 to 9 years of experience in the field = 20 Points, • 5 to 7 years of experience in the field = 15 Points, • 3 to 4 years of experience in the field = 10 points • 1 to 2 years of experience = 5 • 1 Less than one (1) year of experience in the field = 0 points 	25	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR QUANTITY SURVEYOR		
COMPANY EXPERIENCE		
	<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 	20
i	More than 5 (five) similar projects with respective reference letters	20
ii	4 (four) less than 5 similar projects with respective reference letters	10
iii	3 (three) less than 4 similar projects with respective reference	5
iv	Less than three (3) similar projects with respective reference letters	0
Total Points		45
Points to be scored		25

ARCHITECT

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR ARCHITECT
CAPACITY
HUMAN RESOURCES
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL
<p>Documents to be Submitted</p> <ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR ARCHITECT		
<ul style="list-style-type: none"> Copies of Professional Registration to the relevant body /council or Professional Registration Number 		
i)	<p>Experience will be counted POST professional registration</p> <p>ARCHITECT</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25
COMPANY EXPERIENCE		
	<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 	20
i	More than 5 (five) similar projects with respective reference letters	20
ii	4 (four) less than 5 similar projects with respective reference letters	10
iii	3 (three) less than 4 similar projects with respective reference	5
iv	Less than three (3) similar projects with respective reference letters	0
Total Points		45
Points to be scored		25

STRUCTURAL ENGINEER

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR STRUCTURAL ENGINEER		
CAPACITY		
HUMAN RESOURCES		
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL		
<p>Documents to be Submitted</p> <ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 		
<p>i) Experience will be counted POST professional registration</p> <p>STRUCTURAL ENGINEER</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE		
<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR STRUCTURAL ENGINEER			
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

CIVIL ENGINEER

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR CIVIL ENGINEER			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 			
i)	<p>Experience will be counted POST professional registration</p> <p>CIVIL ENGINEER</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE			
	<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR CIVIL ENGINEER			
	<p>reference letter for each project completed).</p> <ul style="list-style-type: none"> Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 		
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

ELECTRICAL ENGINEER

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR ELECTRICAL ENGINEER			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 			
i)	Experience will be counted POST professional registration		
	ELECTRICAL ENGINEER		

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR ELECTRICAL ENGINEER			
	<ul style="list-style-type: none"> • 10 and more years of experience in the field = 25 Points, • 8 to 9 years of experience in the field = 20 Points, • 5 to 7 years of experience in the field = 15 Points, • 3 to 4 years of experience in the field = 10 points • 1 to 2 years of experience = 5 • 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE			
	<p>Company Experience:</p> <ul style="list-style-type: none"> • List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). • Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> • Signature of the client • Client's Letter head or Client Stamp • Company name, contact person, contact details (telephone number and email address) • Works carried out • Works have been completed satisfactorily • Reference letters should be verifiable 	20	
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

MECHANICAL ENGINEER

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR MECHANICAL ENGINEER		
CAPACITY		
HUMAN RESOURCES		
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL		
<p>Documents to be Submitted</p> <ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 		
<p>i) Experience will be counted POST professional registration</p> <p>MECHANICAL ENGINEER</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE		
<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR MECHANICAL ENGINEER			
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

SOCIAL FACILITATOR

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR SOCIAL FACILITATOR			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Qualifications 			
i)	<p>Experience will be counted POST Qualification</p> <p>SOCIAL FACILITATOR</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE			
	<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR SOCIAL FACILITATOR			
	<p>reference letter for each project completed).</p> <ul style="list-style-type: none"> Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 		
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

HEALTH AND SAFETY AGENT

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR HEALTH AND SAFETY AGENT			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 			
i)	Experience will be counted POST professional registration		
HEALTH AND SAFETY AGENT			

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR HEALTH AND SAFETY AGENT			
	<ul style="list-style-type: none"> • 10 and more years of experience in the field = 25 Points, • 8 to 9 years of experience in the field = 20 Points, • 5 to 7 years of experience in the field = 15 Points, • 3 to 4 years of experience in the field = 10 points • 1 to 2 years of experience = 5 • 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE			
	<p>Company Experience:</p> <ul style="list-style-type: none"> • List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). • Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> • Signature of the client • Client's Letter head or Client Stamp • Company name, contact person, contact details (telephone number and email address) • Works carried out • Works have been completed satisfactorily • Reference letters should be verifiable 	20	
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

ENVIRONMENTAL CONSULTANT

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR ENVIRONMENTAL CONSULTANT		
CAPACITY		
HUMAN RESOURCES		
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL		
<p>Documents to be Submitted</p> <ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 		
<p>i) Experience will be counted POST professional registration</p> <p>ENVIRONMENTAL CONSULTANT</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE		
<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit reference letter for each project completed). Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR ENVIRONMENTAL CONSULTANT			
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

TOWN PLANNER

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR TOWN PLANNER			
CAPACITY			
HUMAN RESOURCES			
EXPERIENCE AND TRACK RECORD OF KEY PERSONNEL			
Documents to be Submitted			
<ul style="list-style-type: none"> Detailed break-down of the team or Completion of Annexure C and CV's of the individual team members of the Key Personnel listed below clearly defining their responsibilities in this project and the number of years' of experience required Copies of Professional Registration to the relevant body /council or Professional Registration Number 			
i)	<p>Experience will be counted POST professional registration</p> <p>TOWN PLANNER</p> <ul style="list-style-type: none"> 10 and more years of experience in the field = 25 Points, 8 to 9 years of experience in the field = 20 Points, 5 to 7 years of experience in the field = 15 Points, 3 to 4 years of experience in the field = 10 points 1 to 2 years of experience = 5 1 Less than one (1) year of experience in the field = 0 points 	25	
COMPANY EXPERIENCE			
	<p>Company Experience:</p> <ul style="list-style-type: none"> List of completed projects undertaken with reference to type of project (submit 	20	

STAGE 2- CRITERIA FOR FUNCTIONALITY (45 points) FOR TOWN PLANNER

	<p>reference letter for each project completed).</p> <ul style="list-style-type: none"> Failure to submit the list of projects with reference letters will result in non-allocation of points. <p>Reference letter should indicate the following</p> <ul style="list-style-type: none"> Signature of the client Client's Letter head or Client Stamp Company name, contact person, contact details (telephone number and email address) Works carried out Works have been completed satisfactorily Reference letters should be verifiable 		
i	More than 5 (five) similar projects with respective reference letters	20	
ii	4 (four) less than 5 similar projects with respective reference letters	10	
iii	3 (three) less than 4 similar projects with respective reference	5	
iv	Less than three (3) similar projects with respective reference letters	0	
Total Points			45
Points to be scored			25

h) Only bids that have achieved the minimum qualifying score for functionality will be placed on the panel and evaluated further in terms of preferential procurement points (stage 3) for a specific project.

i) All bids that fail to achieve the minimum score will be disqualified.

j) The minimum qualifying score (in a percentage) for functionality shall be calculated as follows:

$$Ps = \frac{So}{Ms} \times 100 \text{Where:}$$

Ps = percentage scored for functionality by bid under consideration

So = Total score for bid under consideration

Ms = Maximum possible score

The percentages of each panel member shall be added and divided by the number of panel members to establish the average percentage obtained by each bidder for functionality.

7. Alteration or withdrawal of Proposals

Bidders may withdraw their proposal by written notification on or before the date Specified for the evaluation of Bids.

8. Costs for preparation of Proposals/presentations

The costs incurred by Bidders in respect of the attendance of any briefing or presentation meetings if necessary or costs incurred in preparing any Proposals will be borne by the Bidder and the ECDC shall in no way be liable to reimburse such costs incurred.

9. Ownership of Proposals and presentations

The ECDC shall on receipt of any proposal relating to this request, and submitted in accordance with the procedure set out herein, shall become the owner thereof and the ECDC shall not be obliged to return any proposal.

10. Tax Clearance Certificate requirement

It is a condition of all bids inclusive of foreign bidders / individuals) that the South African taxes of the successful bidder must be in order.

In order to meet this requirement Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable ECDC to view the validity of Taxpayers profile and tax status.

Bidders may also submit printed Tax Compliance Status certificates together with the Bid and ECDC will verify their Tax Compliance on eFiling.

Where no Tax Compliance Certificate is available, the Bidder CSD Number must be provided in order for ECDC to verify the Tax Compliance Status

In Bids where Consortia/Joint venture/Sub-Contractors are involved, each party must submit a separate proof of Tax Compliance Status Certificate/SARS Pin Number/CSD Number.

In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

11. Confidentiality

The entire process of calling for Bids was initiated by the ECDC in terms of its procurement policy and is confidential. All deliberations in respect of the acceptability or otherwise of the Proposals shall be conducted in closed sessions and members of the Evaluation and Procurement Committee and prospective service providers are bound to treat all discussions as highly confidential.

The service provider shall not divulge directly or indirectly to any other person than a person employed by ECDC, make copies or extracts of any of the information obtained during this Project, while they may have access to ECDC's trade secrets, confidential information which may include, specifications, plans, drawings, pattern, samples, written instructions, notes, memoranda, technical information, know-how or process or method or any other records of whatsoever nature without the written consent of ECDC and shall surrender all these items to ECDC on termination of the Project or on demand of ECDC.

The service provider shall not be entitled to make use of the information whether for its own benefit or that of others, to make available or derive any profit from any of the information or knowledge specifically related to the business or affairs of ECDC.

Any document, shall remain the property of ECDC and shall be returned (all copies) to ECDC on completion of the contract if so required by ECDC.

12. Inventions Patent and Copy-Rights

- 12.1.1. The service provider cedes, assigns and transfers to ECDC all rights, title and interest in and to any and all copyright in all works and inventions which relates to the business of ECDC (which includes, but is not limited to, methodologies and products) which arises within the course and scope of this services will be assigned to ECDC.
- 12.1.2. Provide ECDC the sole and exclusive right to alter and adapt the work.
- 12.1.3. The service provider shall indemnify ECDC against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by ECDC.

13. Ethics

- 13.1.1. Any attempt by an interested Bidder to obtain confidential information, or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee or the ECDC during the process of examining, evaluating and comparing Bids/Proposals or Proposals will lead to the rejection of its bid/quotation/proposal in its entirety.
- 13.1.2. The Bidder must declare any business or other interests it has with the ECDC or any employee of the ECDC, as per the declaration of interest form annexed hereto marked in Section D; failing which the Bidder shall be automatically disqualified from further participation in the Bid or call for proposals. The disqualification will be applicable at any stage of the bidding and / or engagement process.

14. Competition

- 14.1.1. Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 14.1.2. In general, the attention of bidders is drawn to Section 4(1) (b) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 14.1.3. An agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder/s is / are or a contractor(s) was / were involved in collusive bidding.
- 14.1.4. If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting response.
- 14.1.5. Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 14.1.6. In this regard bidders are required to complete Annexure F, failing which the Bidder shall be automatically disqualified from further participation in the Bid or call for proposals. The disqualification will be applicable at any stage of the bidding and / or engagement process.
- 14.1.7. If a bidder (s) or contractor (s), based on reasonable grounds or evidence obtained by ECDC, has /have engaged in the restrictive practice referred to above, ECDC may refer the matter to the Competition Commission for investigation and possible imposition of an administrative penalty as contemplated in Section 59 of the Competition Act 89 of 1998.

14.1.8. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, ECDC may in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such an item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) for conducting business with the public sector for a period of not exceeding 10 (ten) years and / or claim damages from the bidder(s) / contractor(s) concerned.

15. Cancellation of Bid Process

The ECDC shall be entitled, within its sole and entire discretion, to cancel this Bid/Call for Proposals and/or Proposals at any time and shall notify the interested service providers accordingly. The ECDC shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid. The publication of the bid does not commit the ECDC to appoint any of the qualifying Bidders.

16. Interviews

In terms of the bid evaluation process short listed bidders may be interviewed. This will entail the bidder being invited to a venue as determined by the bid committee. All transport and accommodation costs incurred by the bidder will be for the bidders account and will not be reimbursed in any way. Failure to attend a scheduled interview will lead to immediate disqualification from the bid process. The ECDC reserves the right to appoint a bidder without conducting interviews.

17. Signing of documentation

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

18. Contract award

The successful bidder will be notified of the bid award in writing by the Procurement Department.

The acceptance of any proposal shall only be confirmed with the conclusion of a final written signed service level agreement or any other appropriate agreement between the ECDC and the successful Bidder, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the ECDC and the Successful Bidder.

As a guideline regarding the content of the service level agreement, the bidder is referred to the general conditions of contract available on the ECDC web-site.

Until such time that an appropriate agreement has been concluded in writing between the ECDC and the successful Bidder, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful Bidder to carry out the works or services provided for in this Bid.

The ECDC, the Accounting Officer and the Bid Committee (as the case may be) does not bind itself to accept either the lowest (price), highest (points) or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Institution even if it implies a waiver by the ECDC, the Accounting Officer, or the Bid Committee, (as the case may be) of certain requirements which the ECDC, the Accounting Officer, the Bid Committee, (as the case may be) considers to be of minor importance and not complied with by the bidder.

The ECDC will not entertain any request of feedback before the final awarding of the contract.

19. Supplier Due Diligence

ECDC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information

20. Disclaimer

This Bid document has been prepared for the purpose of providing information to interested Bidders. The provision of any additional information about the organization to Bidders, are disclosed and will be made available to enable the prospective Bidders to submit comprehensive proposals.

Interested Bidders are accordingly required to conduct their own due diligence in respect of the ECDC and its business operations and the nature and scope of the services required.

The ECDC accepts no responsibility for the fairness, accuracy or completeness of any information or opinions, for any errors, omissions or misstatements, negligent otherwise, made by any person in this Bid document or at any Compulsory briefing session

The ECDC accepts no liability for any loss incurred by any person(s) due to events or action taken as a consequence of the preparation and dissemination of this bid request.

Except in cases of criminal negligence or wilful misconduct, and in the case of infringement the bidder shall not be liable to ECDC, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the bidder to pay penalties and/or damages to ECDC; and

The aggregate liability of the bidder to ECDC, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

21. Contact and Communication

A nominated official of the bidder(s) can make enquiries in writing, to the specified person on the table below. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

The delegated office of ECDC, Procurement Department, may communicate with Bidder(s) where clarity is sought in the bid proposal.

Any communication to an official or a person acting in an advisory capacity for ECDC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

All communication between the Bidder(s) and ECDC must be done in writing.

Details	Bidding Procedure
Department	Procurement Department
Contact person	Ms P Chasa
Telephone number	043 704 5600
E-mail address	tenders@ecdc.co.za or pchasa@ecdc.co.za

ETHICS & FRAUD HOTLINE REPORTING CHANNELS



HOTLINE DETAILS

HOTLINE DETAILS	
Hotline Name:	ECDC Ethics & Fraud Hotline
Contact Number:	0800 116 665
WhatsApp Number:	0860 004 004
Dedicated Email Address:	ecdc@behonest.co.za aidc@behonest.co.za
SMS Number:	48691
Free Post	BNT165, Advance Call Pty (Ltd), Brooklyn Square, 0075
Website Link	www.behonest.co.za
Chat	www.behonest.co.za

Whilst all due care has been taken in connection with the preparation of this bid, ECDC makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. ECDC, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by ECDC (other than minor clerical matters), the Bidder(s) must promptly notify ECDC in writing of such discrepancy, ambiguity, error or inconsistency in order to give ECDC an opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by ECDC will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

SECTIONS C
TERMS OF REFERENCE / BID SPECIFICATIONS

1. ABOUT ECDC

Vision

To be an innovative leader in promoting sustainable economic growth and development of the Eastern Cape.

2. Mission

To promote sustainable economic development in the Eastern Cape through focused:

- a) Provision of innovative development finance
- b) Leveraging of resources, strategic alliances, investment and partnerships.

Your Growth is our satisfaction

3. Legislative Mandate

ECDC draws its mandate directly from the Eastern Cape Development Corporation Act (Act 2 of 1997) and is led by the economic development priorities of the provincial government, as detailed in the Provincial Growth and Development Plan (PGDP), Eastern Cape Provincial Industrial Development Strategy (PIDS), the policy statement and budget speech of the Member of the Executive Council (MEC) of Economic Development, Environment Affairs and Tourism (DEDEAT).

Section 3 of the ECDC Act states that the Corporation shall “plan, finance, co-ordinate, market, promote and implement development of the Province and its people in the field of industry, commerce, agriculture, transport and finance”.

4. Scope of Services Required

Eastern Cape Development Corporation (ECDC) wishes to engage with competent **Professional Service Providers** for implementation of projects by the ECDC in the Eastern Cape Province. The portfolio of projects implemented by ECDC consists of residential projects (Flats), commercial/leisure and industrial properties, agricultural projects, civil projects, building projects, electrical projects; etc.

Consulting teams will be required to liaise closely with relevant staff of the ECDC both at its head office and relevant regional offices. Engagement with other relevant authorities may also be required including the surveyor general, municipalities and other government departments.

The successful bidder may be appointed for any and or all of the **Six Stages** of the project which are:

● Inception	: 5
● Concept and Viability	: 15
● Design Development	: 20
● Procurement and Documentation	: 20
● Construction	: 35
● Close Out	: 5

a. Stage 1 – Inception

- Establish in conjunction with the client all relevant authorities the site characteristics necessary for the proper design and approval of the intended project.
- Assist the client in procurement of the necessary and appropriate sub-consultants (per provisional sums) including clear definition of their roles, responsibilities and liabilities.
- Manage the integration of the preliminary design to form the basis of the initial viability assessment of the project
- Prepare, coordinate and monitor the project initiation programme
- Facilitate the preparation of the preliminary viability assessment of the project
- Facilitate client approval of all stage 1 documentation

b. Stage 2 - Concept and Viability (Preliminary Design)

- Planning for the refurbishment (including management of visitors and public where applicable),
- Agree documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into the design.
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Coordinate design interfaces with other consultants involved.
- Prepare preliminary process designs, preliminary designs, and related documentation for approval by statutory authorities and client and suitable for costing.
- Provide cost estimates and comment on life cycle costs as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.
- Further consultation with public and stakeholder groups will be required at this stage of the project.

c. Stage 3: Design Development

- Agree and implement communication processes and procedures for the design development of the project.
- Assist the client in the procurement of the necessary other consultants including the clear definition of their roles and responsibilities.
- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate other consultants' designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction cost.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved including occupational health and safety consultant.
- Submit the necessary design documentation to local and other authorities for approval.

d. Stage 4: Documentation and Procurement:

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documents if necessary to remain within budget.
- Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Call for tenders and/or negotiation of prices and/or assist the principal consultant where relevant.
- Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- Evaluate tenders.
- Prepare contract documentation for signature
- Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.
- Assess samples and products for compliance and design intent.
- Furthermore, it will be required that the creation of employment for the communities around the site of construction work be prioritised. Important consideration wherever practicable, should be given to items/tasks of work that could be completed using labour intensive technologies and should be incorporated into the design and specified in the contract document. The Service Provider shall establish the requirements of the Employer in this regard.
- The Service Provider shall attend a Bid Specification Committee meeting prior to the finalisation of the contract document and advertising of tenders. All comments of the committee shall be incorporated into the final contract documents. A draft contract document shall be submitted to the

Employer for scrutiny at least two weeks prior to the Bid Specification Committee meeting taking place.

- Once the contract document has been finalised, the Service Provider shall supply the Employer with an electronic copy of the document and one hard copy for approval.
- The Service Provider shall be responsible for providing the Employer with the required number of copies of plans and tender documents for tender purposes (both hard copy and on compact disc).
- The Service Provider shall, during the tender period, attend a tender clarification meeting, and respond to all queries received during this period through ECDC's procurement specialist assigned to the project.
- Once tenders close, the Service Provider shall evaluate or assist with the evaluation of all valid tenders received and shall prepare a tender evaluation report (which shall include a recommendation) for consideration by the Employer's Bid Evaluation Committee (BEC). If required,
- the Service Provider shall present the evaluation to the BEC, respond to any queries the committee may arise, and follow up on any issues requiring the Service Provider's attention/action.
- Once approved by the Employer, the Service Provider shall facilitate the signing-off of the construction contract.

e. Stage 5: Contract Administration Services (Construction)

- Attend site handover.
- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Review the Contractor's quality control programme and advise and agree a quality assurance plan.
- Inspect the works for quality and conformity to contract documentation, on average once every 2 weeks during the course of the works as described in more detail in 3.3.2 for Level 1: periodic construction monitoring.
- Review the outputs of quality assurance procedures and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued by the principal agent.
- Instruct, witness and review all tests and mock-ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.

- Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals

f. Stage 6 : Close Out Services

- Co-ordinate and monitor rectification of defects.
- Manage procurement of operations and maintenance manuals, guarantees and warranties.
- Manage preparation and submission of as-built drawings and documentation to the Employer in electronic format (preferably .dwg, otherwise .dxf) as well as one complete set of paper prints.
- Manage procurement of outstanding statutory certificates.
- Monitor, review and issue payment certificates.
- Issue completion certificates.
- Manage agreement of final account(s).
- Prepare and present the project close-out report.
- The Service Provider shall also compile a project close-out report for submission to the Employer, which includes, inter alia, technical details of the project, the project team, project cost, completion dates, construction details and design changes, delays and the reasons thereof, problems encountered and the solution thereof, conclusions and recommendations.

g. Additional Services

a. Targeted Procurement

- The Service Provider shall provide all services related to targeted procurement in respect of the construction contract including, but not limited to, incorporation of targeted participation goals, the measuring of key participation indicators, and auditing compliance by the construction contractor (including the receiving and collation of documentary evidence submitted by the Contractor in this regard).

The **social facilitator** is responsible for providing but not limited to the following services:

- Conceptualization and familiarization with project and project area.
- Community mobilization
- Establishment of Communication Structures
- Facilitate appointment of Community Liaison Officers (CLOs)
- Training and Capacity Building of the Project steering Committees (PSCs) and Community Liaison Person
- Monitor and Evaluate PSCs
- Handover of completed works to client and community at large

5. Responsiveness Criteria

Service providers that do not meet the responsiveness criteria will not qualify to be registered onto the accredited list or panel of professional service providers until full registration requirements are met. Deficient applications will be returned to the applicant.

6. REQUIRED CAPACITY, QUALIFICATIONS, EXPERIENCE & TRACK RECORD

Interested Service Providers must demonstrate the following in their proposal

6.1. Capacity – Bidders/Interested Service Providers must demonstrate that:

6.1.1. It has adequate professional human resources and personnel to dedicate to the needs of the panel.

6.1.1.1. Team Leader to be professionally registered with the relevant statutory body.

Submit Organogram consisting of roles and responsibilities of the Team and professional registration.

6.2. Qualifications – Interested Service Providers /Bidders must demonstrate that:

6.2.1. The team member/s assigned to this Bid/Interested Service Providers has the necessary or related qualifications for the service that they are responding to.

6.3. Experience & Track Records , Locality – Bidders/Interested Service Providers must demonstrate that:

6.3.1. Team Leader has demonstrated a minimum of 1 year post qualification experience in the field to which this Bid/Expression of Interest relates.

6.3.2. It has a track record of Building/Civil/Mechanical/Electrical projects of at least 3 completed projects- demonstrated by the submission list of projects and contactable references.

6.3.3. Service Provider's work is satisfactory.

1. Responsibilities and duties

Notwithstanding the fact that a description of the services have been provided above, ECDC shall be entitled to request additional services related to deliverables required to ensure the successful completion of the services set out above on such further terms and conditions as may be agreed between the parties in writing.

The service provider shall at all times faithfully and timeously carry out and perform the Services and shall use its best endeavours to properly conduct, improve, extend and develop the business of ECDC in the provisioning of the services.

The Services shall as part of his duties, attend such meetings as may be required by ECDC from time to time and submit weekly or monthly progress reports on the services as may be required and requested by ECDC.

2. Obligation to perform and sub-contracting

The bidder shall notify ECDC in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the bidder from any liability or obligation under the contract. **N/A**

The bidder shall not assign, in whole or in part, its obligations to perform under the contract, except with ECDC's prior written consent.

3. Performance guarantee – (Not Applicable)

Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to ECDC the performance security of the amount specified above.

The proceeds of the performance security shall be payable to ECDC as compensation for any loss resulting from the bidder's failure to complete his obligations under the contract.

The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to ECDC and shall be in one of the following forms:

A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in South Africa, acceptable to ECDC, in the form provided in the bid documents or another form acceptable to ECDC; or

A cashier's or certified cheque

The performance security will be discharged by ECDC and returned to the bidder not later than thirty (30) days following the date of completion of the bidder's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

Notwithstanding the provisions above, the bidder shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

4. Anti-dumping and countervailing duties and rights

When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, ECDC is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to ECDC or ECDC may deduct such amounts from moneys (if any) which may

otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

5. ECDC facilities

Unless otherwise agreed in writing by ECDC, the Service Provider will work from its own office and provide its own facilities, such as transport, telephone, cell phone, fax and computer facilities to perform the services.

The service provider may use certain facilities made available by ECDC to assist in performing the services, including but not limited to computer facilities, telephone and fax facilities and stationery. In this regard the service provider agrees to:

Abide by the health, safety and security measures as prescribed by ECDC from time to time;

To use such accommodation and facilities entirely at his own risk and ECDC shall not be liable for any loss or damage whatsoever and howsoever caused arising out of or in connection with the use of these items, other than loss or damage caused as a result of ECDC's own wilful misconduct.

6. Force majeure

If a force majeure situation arises, the bidder shall promptly notify ECDC in writing of such condition and the case thereof. Unless otherwise directed by ECDC in writing, the bidder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

7. Spare parts (Not Applicable)

The bidder may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the bidder:

Such spare parts as ECDC may elect to purchase from the bidder, provided that this election shall not relieve the bidder of any warranty obligations under the contract; and In the event of termination of production of the spareparts:

Advance notification to ECDC of the pending termination, in sufficient time to permit ECDC to procure needed requirements; and

Following such termination, furnishing at no cost to ECDC, the blueprints, drawings, and specifications of the spare parts, if requested.

8. Insurance

The Professional Service Provider shall provide **Professional Indemnity insurance** cover shall be twice the fees payable to the consulting entity for a specific project appointed for.

9. Responsibility to perform

Delivery of the goods and performance of services shall be made by the bidder in accordance with the time schedule prescribed by ECDC in the contract.

If at any time during performance of the contract, the bidder or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the bidder shall promptly notify ECDC in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the bidder's

notice, ECDC shall evaluate the situation and may at his discretion extend the bidder's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

ECDC reserves the right to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the bidder's point of supply is not situated at or near the place where the supplies are required, or the bidder's services are not readily available.

A delay by the bidder in the performance of its delivery obligations may render the bidder liable to the imposition of penalties, unless an extension of time is agreed upon without the application of penalties.

ECDC shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

ECDC may also consider termination of the contract.

10. Duration of the contract

It is anticipated that the appointment will be made in March 2025 and the service provider will be placed on a panel of consultants for a period of three (3) years.

The successful Bidder shall be required to complete and submit the signed and duly completed **client recommended Service Level Agreement**.

A specific Project to be allocated to the bidder will be structured as work packages that clearly define the scope, proposed timeframes, expected duration, and expected deliverables amongst inter alia.

Upon any delay beyond the delivery period in the case of a supplies contract, ECDC shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution

of the goods not supplied in conformity with the contract and to return any goods delivered later at the bidder's expense and risk,
or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the bidder. **(N/A to this Bid)**

11. Payments and tax

Payments shall only be made in accordance with the fees as quoted in this documentation. Prices charged by the bidder for goods delivered and services performed under the contract shall not vary from the prices quoted by the bidder in this bid, with the exception of any price adjustments authorized at ECDC's request for bid validity extension, as the case may be.

ECDC will evaluate and approve all claims submitted by the service provider.

ECDC will reimburse the service provider for expenses and disbursements incurred subject to the submission of satisfactory proof that such expenses and disbursements have been incurred and subject to it being within the budget as indicated in this documentation.

The service provider shall from time to time during this contract duration furnish ECDC with a VAT compliant tax invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. Each invoice must be accompanied by a detailed timesheet and expense claim forms substantiating the amount claimed.

Payments shall be made promptly by ECDC in Rand, but in no case later than thirty (30) days after submission of a VAT compliant tax invoice and supporting documentation by the service provider if the services have been properly executed as agreed.

The service provider shall retain all proof of expenditure and maintain such accounts and records as are reasonable necessary, claimed above, should ECDC require an audit to substantiate that expenditure and allows ECDC's own personnel or an independent auditor access to those records.

Should the above audit reveal that ECDC has been overcharged, the Service Provider will re-imburse the ECDC the amount overcharged within 30 days inclusive of interest calculated at prime plus 2% per annum;

A foreign bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Republic of South Africa.

A local bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to ECDC.

SECTION D

ANNEXURE A: SUPPLIER INFORMATION

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive.

Legal Name of Bidder : (Same as CSD)			
Trading Name of Bidder: (Same as CSD)			
Registration Number (Same as CSD)			
Physical Address			
Postal Address			
Contact Person			
Title/Position in the Firm			
Mobile Number			
Bidder Telephone Number			
Facsimile Number			
Email Address of Contact Person			
Email Address of Bidder			
VAT Registration Number (Same as CSD)			
Central Supplier Database Number	MAAA		
B-BBEE STATUS VERIFICATION			
<p>Very Important: (Attach B-BBEE Status Verification from Accredited Service Provider or B-BBEE Sworn Affidavit (for EME's and QSEs) must be submitted in order to qualify for preference points for B-BBEE)</p>			
Are 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)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Entity have a branch in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Entity have any source of income in the RSA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>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 (SARS) and if not register</p>		
<p><u>VERY IMPORTANT</u></p> <p>NO QUOTATIONS/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 PERSONS IN THE SERVICE OF THE STATE.</p>		

SERVICE PROVIDER ACKNOWLEDGEMENT OF REQUEST AND TERMS AND CONDITIONS:

I..... (NAME) HEREBY ACCEPT THE TERMS OF THIS REQUEST FOR QUOTATION AND ACKNOWLEDGE

THAT I AM APPROPRIATELY DELEGATED TO RESPOND ON BEHALF OF (ATTACH DELEGATION OF AUTHORITY)

.....
....

(NAME OF BIDDER).

Print Name

Date

Designation

Signature

Annexure B: Location		
1	Where is the Bidder's main office?	
	Architect offices:	
	Quantity Surveyor Offices:	
	Civil Engineer Offices:	
	Structural Engineer Offices:	
	Electrical Engineer Offices	
	Mechanical Engineer Offices	
	Natural Scientist (Environmental) Offices	
	Town Planners Offices	

	Health and Safety Agent's Offices	
	Social Facilitator's Offices	

Note: Bidder to submit proof of physical address in terms of Municipal Accounts/Telephone Accounts/Tax Clearance/lease Agreement/Telephone Account

B-1 Preferred area of operation

We would prefer that we only get invited to projects which are taking place in the following areas, indicated in the table below:

Please tick to select (one or more)	Area of operation
Eastern Cape Districts	
<input type="checkbox"/>	1. Sarah Baartman
<input type="checkbox"/>	2. Amatole
<input type="checkbox"/>	3. Chris Hani
<input type="checkbox"/>	4. Joe Gqabi
<input type="checkbox"/>	5. OR Tambo
<input type="checkbox"/>	6. Alfred Nzo
<input type="checkbox"/>	7. Nelson Mandela Bay Metro
<input type="checkbox"/>	8. Buffalo City Metro

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 bidder are within my personal knowledge and are to the best of my knowledge both true and correct.

(NAME OF BIDDER).

Print Name

Date

Designation

Signature

Annexure E: Pricing Schedule Professional Services

Bidders are required to expressly cover their proposed fee/price and disbursement structure based on the activities they propose undertaking to provide the services requested in this call for proposals.

The ECDC reserves the right to negotiate any aspect of the proposed fees/pricing and disbursements with the preferred Bidder and shall not be bound to the fees/pricing and disbursements submitted by any Bidder.

The Bid Fees/Prices must remain valid for a period of 180 days (6 months) from date of closure of bid.

ECDC reserves the right to request the Bidder's latest audited financial statements in order to ascertain financial stability of the Bidder prior to award of the bid. Failure by the Bidder to provide the latest audited financial statements will invalidate the bid.

KINDLY NOTE THAT A FAILURE TO EXPRESSLY COVER THIS IN YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION

PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

PROJECT MANAGEMENT SERVICES

SCHEDULE E.1		CONSULTANCY - FEE CALCULATION FOR PROJECT MANAGERS							
Stages	Description of the Stage	% for estimated Construction cost as per categories below							
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m	
Stage 1	Inception								
Stage 2	Concept and Viability								
Stage 3	Design Development								
Stage 4	Document and Procurement								
Stage 5	Construction								
Stage 6	Close Out								
Total % offered per Category									
		(Use value per category to calculate the %)							

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted % on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

QUANTITY SURVEYING SERVICES

SCHEDULE E.2		CONSULTANCY - FEE CALCULATION FOR QUANTITY SURVEYORS								
Stages	Description of the Stage	% for estimated Construction cost as per categories below								
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m - R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m		
Stage 1	Inception									
Stage 2	Concept and Viability									
Stage 3	Design Development									
Stage 4	Document and Procurement									
Stage 5	Construction									
Stage 6	Close Out									
Total % offered per Category										
(Use value per category to calculate the %)										

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted % on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

ARCHITECTURAL SERVICES

SCHEDULE E.3		CONSULTANCY - FEE CALCULATION FOR ARCHITECTS									
Stages	Description of the Stage	% for estimated Construction cost as per categories below									
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m - R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m			
Stage 1	Inception										
Stage 2	Concept and Viability										
Stage 3	Design Development										
Stage 4	Document and Procurement										
Stage 5	Construction										
Stage 6	Close Out										
Total % offered per Category											
(Use value per category to calculate the %)											

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted % on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

STRUCTURAL ENGINEERING SERVICES

SCHEDULE E.4		CONSULTANCY - FEE CALCULATION FOR STRUCTURAL ENGINEER							
Stages	Description of the Stage	% for estimated Structural cost as per categories below							
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m	
Stage 1	Inception								
Stage 2	Concept and Viability								
Stage 3	Design Development								
Stage 4	Document and Procurement								
Stage 5	Construction								
Stage 6	Close Out								
Total % offered per Category									
(Use value per category to calculate the %)									

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted % on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE AUTHORITY	OF DELEGATED	DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

CIVIL ENGINEERING SERVICES

SCHEDULE E.5		CONSULTANCY - FEE CALCULATION FOR CIVIL ENGINEER							
Stages	Description of the Stage	% for estimated Civil Works cost as per categories below							
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m	
Stage 1	Inception								
Stage 2	Concept and Viability								
Stage 3	Design Development								
Stage 4	Document and Procurement								
Stage 5	Construction								
Stage 6	Close Out								
Total % offered per Category									
(Use value per category to calculate the %)									

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted rates/% on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

ELECTRICAL SERVICES

SCHEDULE E.6		CONSULTANCY - FEE CALCULATION FOR ELECTRICAL ENGINEER							
Stages	Description of the Stage	% for estimated Electrical Work cost as per categories below							
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m	
Stage 1	Inception								
Stage 2	Concept and Viability								
Stage 3	Design Development								
Stage 4	Document and Procurement								
Stage 5	Construction								
Stage 6	Close Out								
Total % offered per Category									
(Use value per category to calculate the %)									

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted rates/% on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE AUTHORITY	OF	DELEGATED		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

MECHANICAL ENGINEERING SERVICES

SCHEDULE E.7		CONSULTANCY - FEE CALCULATION FOR MECHANICAL ENGINEER								
Stages	Description of the Stage	% for estimated Mechanical Work cost as per categories below								
		R0 – R2m	R2m – R8m	R8m – R16 m	R 16m R32m	R32m – R64m	R64 m – R128 m	R128 m – R246m		
Stage 1	Inception									
Stage 2	Concept and Viability									
Stage 3	Design Development									
Stage 4	Document and Procurement									
Stage 5	Construction									
Stage 6	Close Out									
Total % offered per Category										
(Use value per category to calculate the %)										

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted rates/% on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE AUTHORITY	OF	DELEGATED		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

OCCUPATIONAL HEALTH AND SAFETY SERVICES

SCHEDULE E.8		FEE CALCULATION FOR HEALTH AND SAFETY AGENT							
Stages	Description of the Stage	% for estimated construction cost as per categories below							
		R0 R10m	-	R10m R20m	-	R20m - R30 m	R30m R40m	R40m - R80m	R80 m - R160 m
Stage 1	Inception								
Stage 2	Concept and Viability								
Stage 3	Design Development								
Stage 4	Document and Procurement								
Stage 5	Construction								
Stage 6	Close Out								
Total % offered per Category									
(Use value per category to calculate the %)									

NOTE: The tendered percentage (%) will be fixed and used for any adjustments during implementation. Bidders to provide their preferred discounted rates/% on the table above. Adjustment of fee rates will be applicable if the gazetted fee structure changes.

SIGNATURE AUTHORITY	OF DELEGATED	DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

ENVIRONMENTAL SERVICES

SCHEDULE E.9		FEE CALCULATION FOR ENVIRONMENTAL CONSULTANT				
Stages	Description of the Stage	Hourly Rate as per categories below				
		Lead EAP & ECO	Assistant EAP	Terrestrial and Aquatic Biodiversity Specialist	Palaeontological Specialist	Archaeology and Heritage Specialist
PHASE 1 – PRE-CONSTRUCTION	EA and EMP review & Audit Checklist					
	Baseline Audit					
PHASE 2 - CONSTRUCTION	Compliance Monitoring (auditing)					
PHASE 3 – POST CONSTRUCTION	Close Out Audit					
Total Hourly Rates						

NOTE: The tendered hourly rates will be fixed and used for any adjustments during implementation.

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

TOWN PLANNING SERVICES

SCHEDULE E.10		CONSULTANCY - FEE CALCULATION FOR TOWN PLANNER				
Stages	Description of the Stage	Hourly Rate as per categories below				
		Director/ Principal	Town Planner	Planning Technician	Administrative Staff	
Stage 1	Confirmation of Appointment of Planning Practitioners					
Stage 2	Submission of Application to Authorities					
Stage 3	Closure of Notification/Public Participation Process					
Stage 4	Procuring Decision of Authority					
Stage 5	Promulgation /Registration					
Total Hourly Rate						

NOTE: The tendered hourly rates will be fixed and used for any adjustments during implementation.

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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PRICING SCHEDULE FOR THE PANEL OF PROFESSIONAL SERVICE PROVIDERS

SOCIAL FACILITATION SERVICES

SCHEDULE E.11	SOCIAL FACILITATOR - FEE CALCULATION			
Description	Unit	Quantity	Rate ®	Amount ®
Conceptualization and familiarization with project and project area.	Hour	1		RATE ONLY
Community mobilization	Hour	1		RATE ONLY
Establishment of Communication Structures	Hour	1		RATE ONLY
Facilitate appointment of Community Liaison Officers (CLOs)	Hour	1		RATE ONLY
Training and Capacity Building of the Project steering Committees (PSCs) and Community Liaison Person	Hour	1		RATE ONLY
Monitor and Evaluate PSCs	Hour	1		RATE ONLY
Handover of completed works to client and community at large	Hour	1		RATE ONLY
NOTE: The tendered hourly rates will be fixed and used for any adjustments during implementation.				

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Project Manager			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Quantity Surveyor			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Architect			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Civil Engineer			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Structural Engineer			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Electrical Engineer			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Mechanical Engineer			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Environmental Practitioner			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Town Planner			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Social Facilitator			
VAT AMOUNT				
RATE INCLUDING VAT				

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR (YEAR 1)	RATE PER HOUR (YEAR 2)	RATE PER HOUR (YEAR 3)
	Health & Safety Agent			
VAT AMOUNT				
RATE INCLUDING VAT				

SCHEDULE E.12: DISBURSEMENTS**Note:** Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive.

Item nr	Description				Bid Price in ZAR inclusive of all applicable taxes ¹
1.	Disbursements (Printing and Travelling)	Unit	QTY	Rate	
	Printing				
	Printing A1	No	1		RATE ONLY
	Printing A2	No	1		RATE ONLY
	Printing A3	No	1		RATE ONLY
	Printing / Copy A4	No	1		RATE ONLY
	Binding	No	1		RATE ONLY
	CD	No	1		RATE ONLY
	Traveling	Per Km	1		RATE ONLY

SIGNATURE OF DELEGATED AUTHORITY		DATE	
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¹ all applicable taxes includes value-added-tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Annexure F: Bidder's Disclosure (SBD 4)

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive.

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 interest² 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 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

² 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.

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 consortium³ 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 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

³ 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.

ANNEXURE G: STATEMENT OF CONSENT TO DATA PROCESSING

In terms of the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

1. I, _____(full names of the **client/applicant**),
 Identitynumber _____(**“the applicant”**)
 do hereby grant my consent to the Eastern Cape Development Corporation (“the ECDC”) and its appointed processor to process my personal data for the purpose of any or all of the undermentioned actions, being the legitimate reasons for processing and/or using my personal data.
2. I accept that my personal information will only be utilized for the purposes it was collected, that the information will only be retained for as long as is necessary and required by law, and that I have the right to view such information at any time, as well as requested correction or deletion of my personal information held by the ECDC.
3. I am aware that I may withdraw my consent at any time by using the relevant Data Subject Consent Withdrawal Form.
4. I herewith consent to the ECDC official / staff member / employee or agent collecting and having access to my personal information.
5. I expressly consent to the ECDC official / staff member / employee or agent to collect and process this information for the purpose of **considering my application for funding / leasing / employment alternatively for considering our bid document.**
6. I expressly consent to the ECDC or its official / staff member / employee or agent having access to my personal information contained in my application for lease, employment, funding, my bid document or any other administrative document required by the ECDC for processing.
7. I expressly consent to the ECDC or its official / staff member / employee or agent using my personal information to communicate with me in person / via telephone / email / video call / fax / WhatsApp / any form of social media.
8. I expressly consent that the ECDC or its official / staff member / employee or agent may discuss any of my personal information with any of its officials / staff members / employees or agents that may at any stage of my application be involved in considering same and forward any such information to any ECDC relevant committee or forum.
9. I expressly consent to the ECDC or its official / staff member / employee or agent **handing over any outstanding accounts to debt collection third parties (applicable to properties/development finance and business support unit).**
10. I expressly consent to the ECDC or its official / staff member / employee or agent handing over my personal information for purposes of verification of my credit profile or record, references or any purpose required in terms of the law.

SIGNATURE of the DELEGATED AUTHORITY		DATE	
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ANNEXURE H: CLIENT REFERENCE FOR COMPLETED PROJECTS

PANEL FOR BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF 3 YEARS - ECDC/INFRA/41/122024

SERVICE PROVIDER:

.....

CLIENT:

.....

PROJECT:

.....

CONTRACT AMOUNT: CONTRACT DURATION:

PROJECT SCOPE (DESCRIPTION OF WORKS):

.....
.....
.....

SERVICE PROVIDER'S ROLE (SCOPE OF SERVICES PROVIDED):

.....
.....

Description / Performance	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
1. Knowledgeable in the field in which the Bidder is tendering for					
2. Quality Performance					
3. Time Performance					

- An average score of 3 points will be deemed to be satisfactory.

I declare that for deliverables were.....

Remarks:

.....
.....

NAME & DESIGNATION:

TEL: FAX:

SIGN.....



ANNEXURE H: CLIENT REFERENCE FOR COMPLETED PROJECTS

PANEL FOR BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF 3 YEARS - ECDC/INFRA/41/122024

SERVICE PROVIDER:

.....

CLIENT:

.....

PROJECT:

.....

CONTRACT AMOUNT: CONTRACT DURATION:

.....

PROJECT SCOPE (DESCRIPTION OF WORKS):

.....

.....

.....

SERVICE PROVIDER'S ROLE (SCOPE OF SERVICES PROVIDED):

.....

.....

.....

Description / Performance	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
1. Knowledgeable in the field in which the Bidder is tendering for					
2. Quality Performance					
3. Time Performance					

- An average score of 3 points will be deemed to be satisfactory.

Remarks:

.....

.....

.....

.....

NAME & DESIGNATION:

TEL: FAX:

SIGN.....



ANNEXURE H: CLIENT REFERENCE FOR COMPLETED PROJECTS

PANEL FOR BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF 3 YEARS - ECDC/INFRA/41/122024

SERVICE PROVIDER:

.....

CLIENT:

.....

PROJECT:

.....

CONTRACT AMOUNT: CONTRACT DURATION:

PROJECT SCOPE (DESCRIPTION OF WORKS):

.....

.....

SERVICE PROVIDER'S ROLE (SCOPE OF SERVICES PROVIDED):

.....

.....

.....

Description / Performance	Poor (1 point)	Fair (2 points)	Good (3 points)	Very Good (4 points)	Excellent (5 points)
1.Knowledgeable in the field in which the Bidder is tendering for					
2.Quality Performance					
3.Time Performance					

- An average score of 3 points will be deemed to be satisfactory.

Remarks:

.....

.....

NAME & DESIGNATION:

TEL:FAX.....

SIGN.....



ANNEXURE H: CLIENT REFERENCE FOR COMPLETED PROJECTS

PANEL FOR BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF 3 YEARS - ECDC/INFRA/41/122024

SERVICE PROVIDER:

.....

CLIENT:

.....

PROJECT:

.....

CONTRACT AMOUNT: CONTRACT DURATION:

PROJECT SCOPE (DESCRIPTION OF WORKS):

.....

.....

SERVICE PROVIDER'S ROLE (SCOPE OF SERVICES PROVIDED):

.....

.....

.....

Description / Performance	Poor (1 point)	Fair (2 points)	Good (3 points)	Very Good (4 points)	Excellent (5 points)
1.Knowledgeable in the field in which the Bidder is tendering for					
2.Quality Performance					
3.Time Performance					

- An average score of 3 points will be deemed to be satisfactory.

Remarks:

.....

.....

NAME & DESIGNATION:

TEL:FAX.....

SIGN.....



ANNEXURE H: CLIENT REFERENCE FOR COMPLETED PROJECTS

PANEL FOR BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF 3 YEARS - ECDC/INFRA/41/122024

SERVICE PROVIDER:

.....

CLIENT:

.....

PROJECT:

.....

CONTRACT AMOUNT: CONTRACT DURATION:

PROJECT SCOPE (DESCRIPTION OF WORKS):

.....

.....

SERVICE PROVIDER'S ROLE (SCOPE OF SERVICES PROVIDED):

.....

.....

Description / Performance	Poor (1 point)	Fair (2 points)	Good (3 points)	Very Good (4 points)	Excellent (5 points)
1.Knowledgeable in the field in which the Bidder is tendering for					
2.Quality Performance					
3.Time Performance					

- An average score of 3 points will be deemed to be satisfactory.

Remarks:

.....

.....

NAME & DESIGNATION:

TEL:FAX:.....

SIGN.....

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **Principle applicable for this tender /quotation is:**

- a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
51% and above black owned enterprise	10
Eastern Cape Based Supplier	05
51 % and above woman owned enterprises.	03
51 % and above youth owned enterprises	02
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

“**tender**” means a written offer in the form determined by an organ of state in response to an invitation to

- (a) provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable

- taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

2.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

2.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable

preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SPECIFIC GOALS				
51% and above black owned enterprises		10		
Eastern Cape Based Supplier		05		
51 % and above woman owned enterprises.		03		
51 % and above youth owned enterprises		02		

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3. Name of company/firm.....

3.4. Company registration number:

3.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

3.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4

and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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