
	<p align="center"><b>VOLUME 1 OF 3</b></p> <p align="center"><b>JBCC</b></p> <p align="center"><b>TENDERING PROCEDURES</b></p>	<p><b>Tender No. RFP253/2021</b></p> <p><b>APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE)</b></p>
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<b>PART A</b>	<b>INVITATION TO BID</b>	<b>SBD1</b>
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<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>					
BID NUMBER:	<b>RFP253/2021</b>	CLOSING DATE:	<b>25 October 2021</b>	CLOSING TIME:	<b>23:55 TELKOM TIME</b>
DESCRIPTION:	<b>APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE)</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
<b>Tender Box folder for RFP's listed herein via Microsoft One Drive as per Link to be provided once intention to bid is indicated.</b>					
FOR ATTENTION: SCM OFFICIAL – <b>TEBOGO SAUDI, PROCUREMENT &amp; TENDER OFFICER</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER:					
POSTAL ADDRESS:					
STREET ADDRESS:					
TELEPHONE NUMBER:	CODE:		NUMBER:		
CELLPHONE NUMBER:					
FACSIMILE NUMBER:	CODE:		NUMBER:		
E-MAIL ADDRESS:					
VAT REGISTRATION NUMBER:					
	TCS PIN:		<b>AND/OR</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

	<p><b>VOLUME 1 OF 3</b></p> <p><b>JBCC</b></p> <p><b>TENDERING PROCEDURES</b></p>	<p><b>Tender No. RFP253/2021</b></p> <p><b>APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE)</b></p>
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**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[IF YES ENCLOSE PROOF]</i>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[IF YES ANSWER PART B:3 BELOW]</i>
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED ( <i>Attach proof of authority to sign this bid; e.g. resolution of directors, etc.</i> )			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY:	DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED		
CONTACT PERSON:	As per Tender Notice & Invitation	CONTACT PERSON:	As per Tender Notice & Invitation
TELEPHONE NUMBER:		TELEPHONE NUMBER:	
FACSIMILE NUMBER:		FACSIMILE NUMBER:	
E-MAIL ADDRESS:		E-MAIL ADDRESS:	



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.  
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33  
Email : [dbsa@whistleblowing.co.za](mailto:dbsa@whistleblowing.co.za)  
Free Post : Free Post KZN 665 | Musgrave | 4062  
SMS : 33490

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**SBD1**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT MICROSOFT ONE DRIVE FOLDER AS PER LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 (PPR2017), THE **JBCC PRINCIPAL BUILDING AGREEMENT**, and **EDITION 4.1 CODE2101 MARCH 2005** AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



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Email : [dbsa@whistleblowing.co.za](mailto:dbsa@whistleblowing.co.za)  
Free Post : Free Post KZN 665 | Musgrave | 4062  
SMS : 33490

## VOLUME 1 OF 3

## THE TENDER

**TENDER NO. RFP's RFP253/2021**

# DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED


**Client: FREE STATE DEPARTMENT OF EDUCATION (FSDOE)**

<b>Implementing Agent:</b>  <b>Development Bank of Southern Africa Limited</b> 1258 Lever Road <u><b>Midrand (Johannesburg)</b></u> Gauteng 1685  <b>Contact: As per Tender Notice and Invitation</b>	<b>Project Manager:</b>  <b>Mamohau Nkosi</b> 1258 Lever Road <u><b>Midrand (Johannesburg)</b></u> Gauteng 1685  <b>Contact: As per Tender Notice and Invitation</b>
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## TABLE OF CONTENTS

VOLUME 1 OF 3			
SECTION	DESCRIPTION	APPLICABLE	PAGE
	SUMMARY FOR TENDER OPENING PURPOSES	Y	1
	THE TENDER	Y	4
<b>PART T1</b>	<b>TENDERING PROCEDURES</b>	Y	9
T1.1	Tender Notice and Invitation to Tender	Y	11
T1.2	Tender Data	Y	13

VOLUME 2 OF 3			
SECTION	DESCRIPTION	APPLICABLE	PAGE
	RETURNABLE DOCUMENT CHECK LIST		
<b>PART T2</b>	<b>RETURNABLE DOCUMENTS</b>		
<b>T2.1</b>	<b>Forms, Certificates and Schedules required for Evaluation of Tender Responsiveness</b>		<b>5</b>
T2.1.1	Tender Briefing / Site Inspection Attendance Certificate	Y	6
T2.1.2	Certificate of Authority for Signatory	Y	7
T2.1.3	Registration Certificates / Agreements / Identity Documents	Y	11
T2.1.4	Joint Venture Consortium / Disclosure Form	Y	12
T2.1.5	Tax Clearance Requirements	Y	21
T2.1.6	Proof of Registration with CIDB	Y	22
T2.1.7	Proof of Workmen's Compensation Registration	Y	23
<del>T2.1.8</del>	<del>Proof of full Agreement Certificate for Modular Building System</del>	<del>N</del>	<del>24</del>
T2.1.9	Declaration of Non-Performance and Termination	Y	25
<b>T2.2</b>	<b>Other Forms, Certificates and Schedules that will be Incorporated into the Contract</b>		<b>27</b>
T2.2.1	Record of Addenda to Tender documents	Y	28
T2.2.2	Local Employment & Sourcing	Y	29
T2.2.3	Unemployment Insurance Fund (UIF) – Registration Certificate (Act 4 of 2002)	Y	30
T2.2.4	Form Concerning Fulfilment of the Construction Regulations, 2014	Y	31
T2.2.5	Declaration of Interest	Y	35
T2.2.6	Declaration of Tenderers past Supply Chain Management Practices	Y	39

	<p align="center"><b>VOLUME 1 OF 3</b></p> <p align="center"><b>JBCC</b></p> <p align="center"><b>TENDERING PROCEDURES</b></p>	<p><b>Tender No. RFP253/2021</b></p> <p><b>APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE)</b></p>
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T2.2.7	Certification of Independent Tender Determination	Y	42
T2.2.8	Service Provider Code of Conduct	Y	46
T2.2.9	RFP Declaration Form	Y	48
T2.2.10	Compulsory Enterprise Questionnaire	Y	50
T2.2.11	Certificate of Acquaintance with Tender Document	Y	53
<b>T2.3</b>	<b>Documentation, Forms and Schedules Required for Tender Evaluation Purposes</b>		<b>55</b>
T2.3.1	Related Experience of Tenderer	Y	56
T2.3.2	Management and CV's of Key Persons	Y	58
T2.3.3	Schedule of Plant and Equipment	Y	59
T2.3.4	Schedule of Proposed Sub-Contractors/ Consultants	Y	61
T2.3.5	Programme	Y	62
T2.3.6	Financial Standing / Bank Rating	Y	63
T2.3.7	Quality Plan	Y	64
T2.3.8	Health and Safety	Y	65
T2.3.9	Capacity and Ability to meet Delivery Schedule	Y	66
T2.3.10	Statement of Technical Compliance	N	67
<b>T2.4</b>	<b>Other Documentation, Forms and Schedules required for Tender Evaluation Purposes</b>		<b>68</b>
T2.4.1	Form of the Performance Guarantee	Y	69
T2.4.2	PPPFA Prequalify & Subcontracting Schedule	Y	74
T2.4.3	Broad-based Black Economic Empowerment Status Level Certificate	Y	82
T2.4.4	Declaration Certificate For Local Production And Content For Designated Sectors	Y	87

VOLUME 3 OF 3			
SECTION	DESCRIPTION	APPLICABLE	PAGE
	<b>THE CONTRACT</b>		
<b>PART C1:</b>	<b>AGREEMENT AND CONTRACT DATA</b>		<b>4</b>
C1.1	Form of Offer and Acceptance	Y	5
C1.2	Contract Data	Y	9
C1.3	Performance Guarantee	Y	20
<b>PART C2:</b>	<b>PRICING DATA</b>		<b>24</b>
C2.1	Pricing Instructions	Y	25

C2.2	Bill of Quantities	Y	27
C2.3	Amendments, Qualifications and Alternatives by Tenderer	Y	28
<b>PART C3:</b>	<b>SCOPE OF WORK</b>		<b>29</b>
C3.1	Project Specifications	Y	30
C3.2	Particular Specifications	Y	42
C3.3	List of Drawings	Y	43
<b>PART C4:</b>	<b>SITE INFORMATION</b>		<b>44</b>
C4.1	Site Location	Y	45
C4.2	Information & Map	Y	45
<b>PART C5:</b>	<b>SITE INFORMATION</b>		<b>46</b>
C5.1	Layout Plans	Y	
C5.2	Detail Drawings	Y	

## THE TENDER

<b>T1</b>	<b>:</b>	<b>TENDERING PROCEDURES</b>
<b>T1.1</b>	<b>:</b>	<b>TENDER NOTICE AND INVITATION TO TENDER</b>
<b>T1.2</b>	<b>:</b>	<b>TENDER DATA</b>



## PART T1: TENDERING PROCEDURES

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<b>T1.1 TENDER NOTICE AND INVITATION TO TENDER</b>	<b>10</b>
<b>T1.2 TENDER DATA</b>	<b>13</b>

## T1.1 TENDER NOTICE AND INVITATION TO TENDER

The Development Bank of Southern Africa Limited (DBSA) invites tenders for **TENDER NO. RFP253/2021: APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE).**

The Tender Document and Supporting Documents are attached to this email invitation to tender. DBSA will email addendums and responses to any queries related to this tender via the DBSA Commercial contact person below and only written correspondence will be accepted.

Queries may only be addressed to:

SCM: TEBOGO SAUDI, PROCUREMENT & TENDER OFFICER @ [tebogoscsm@dbsa.org](mailto:tebogoscsm@dbsa.org)

The cut-off date for tender enquiries is **as detailed in the table on page 11.**

MIN. CIDB GRADING REQUIRED	COMPULSORY TENDER BRIEFING	
	VENUE	DATE & TIME
CIDB 8GB or higher	LIVE EVENT: Via Microsoft Teams (as per link provided in the Invitation)	12 October 2021 @ 10H00

The closing time for receipt of tenders is **23:55 (Telkom time) on 25 October 2021** at the designated ***Tender Box folder for RFP253/2021 via Microsoft One Drive as per Link provided.*** (reflected on the cover of this document – see page 11 for Link request process).

Tenders may only be submitted on the tender documentation that has been issued. Telegraphic, telephonic, telex, facsimile and late tenders will **not** be accepted. Tenderers should ensure that Bids are delivered timeously and to the correct address (reflected on the cover of this document). If the bid is late, or not submitted in the designated **ON-LINE** tender box, it will not be considered for evaluation.

- i. Tenderers are required to meet the minimum stipulated threshold or Local Production and Content as per **T2.4.4 of Volume 2** of the Tender Document.
- ii. Tenderers are to ensure that they submit a completed and signed *SBD 6.2 Form* and its *Annexures C, D & E* (as per **T2.4.4 of Volume 2** of the Tender Document).
  - o Annexure C **must** contain every product as listed in the Designated Sectors referred to under *Tender Volume 2, T2.4.4 – SBD6.2 Local Production and Content*.
  - o See Stage 1 Responsiveness – non-adherence results in immediate disqualification.

**Instructions for TENDER BRIEF:**

- Bidders are required to follow the link as provided in the email Invitation.

**Instructions for TENDER SUBMISSION:**

- Bidders are required to issue Tender Submission Link requests and all other enquiries to [tebogoscsm@dbsa.org](mailto:tebogoscsm@dbsa.org) **ONLY**;
- Request must specify the relevant tender number of this specific tender (RFP253/2021).
- Tender Submission Link requests will **NOT** be accepted after **11h00 on the date of Tender Closing**. Any requests after the stipulated date and time will be disregarded.
- Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically, no later than **11h00 on the date of Tender Closing**.
- Bidders to ensure the documents being loaded are correct and accurate – once they are loaded, they could possibly not be accessed again or deleted.
- If incorrect documents are loaded and could not be deleted, the new documents loaded must include the wording **"Corrected"**
- **Only Files can be loaded**, not folders
  - As such, Folders with all its required content should be created on the bidder's system, then be converted to either a **Compressed or Zipped Folder**.
  - This will allow bidders to load the whole Compressed / Zipped Folder **as a file format** to the ***Tender Submission Link***
- Once documents have been loaded, the Bidder will receive a confirmation email of the upload.
- Uploading of submission **must be in the structure and order** as prescribed in this tender.
- Bidders are requested to not create and submit excessively large files, but rather to break it up into its components.

**KEY DATES AND ACTIVITIES**

No	Description	Date/Time
1.	Advertisement as open tender	05 October 2021
2.	There will be a Compulsory Briefing Session	12 October 2021 @ 10H00 AM
3.	Bidders to submit written questions/ clarifications. <ul style="list-style-type: none"> <li>• Each bidder is encouraged to submit <b>one (01) consolidated</b> questions/ clarifications <b>email</b>.</li> <li>• <b>No</b> questions will be entertained post the stipulated date.</li> </ul>	23 October 2021 @ 16H00
4.	DBSA to respond to written questions/ clarifications posed by bidders not prior to this date. <ul style="list-style-type: none"> <li>• Such response will be issued via email to all invited tenderers.</li> <li>• Bidders are required to stay updated with such communications for any additional communications / addenda being issued.</li> </ul>	23 October 2021 @ 16:00
5.	Bidders submit their Tender Submission Link request	23 October 2021 @

		<b>16H00</b>
<b>6.</b>	Bidders to receive the OneDrive Link to upload tender submission documents electronically	<b>23 October 2021 @ 13H00</b>
<b>7.</b>	Tenders <b>Closing Date and Time</b>	<b>25 October 2021 @ 23:55</b>

## **T.1.2 TENDER DATA**


The Conditions of Tender applicable to this contract are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Construction Procurement (August 2019) as published in Government Gazette No. 42622, Department of Public Works Notice 423 & SANS 10845. (See [www.cidb.org.za](http://www.cidb.org.za)), to which tenderers are referred to for their information purposes in relation to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this Tender. The Tender Data shall have preference in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of Tender Data given below is cross-referenced to the relevant clause in the Standard Conditions of Tender to which it mainly applies.

All references to the terms: "Tender" and "Tenders" and/or "Tenderer" and "Tenderers" in these documents and the Conditions of Tender shall have the same meaning as each other and shall be of equal force.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:

<b>Clause number</b>	<b>Tender Data</b>
C.1.1	The employer for this Contract is <b>Development Bank of Southern Africa Limited</b> .
C.1.2	<p>The Tender Documents issued by the Employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b> (Volume 1 of 3)  T1.1 - Tender notice and invitation to tender  T1.2 - Tender data</p> <p><b>Part T2: Returnables documents</b> (Volume 2 of 3)  T2.1 - List of returnable documents  T2.2 - Returnable schedules</p> <p><b>THE CONTRACT</b> (Volume 3 of 3)</p> <p><b>Part C1: Agreements and Contract data</b>  C1.1 - Form of offer and acceptance  C1.2 - Contract data  C1.3 - Performance Guarantee</p> <p><b>Part C2: Pricing data</b>  C2.1 - Pricing instructions  C2.2 - Bill of Quantities  C2.3 - Amendments, Qualifications and Alternatives by Tenderer</p> <p><b>Part C3: Scope of work</b>  C3.1 - Project Specifications  C3.2 - Particular Specifications  C3.3 - Drawings</p> <p><b>Part C4: Site information</b>  C4.1 - Site information</p>

	<p style="text-align: center;"><b>VOLUME 1 OF 3</b></p> <p style="text-align: center;"><b>JBCC</b></p> <p style="text-align: center;"><b>TENDERING PROCEDURES</b></p>	<p><b>Tender No. RFP253/2021</b></p> <p><b>APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE)</b></p>
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C.1.4	<p>The Employer is :</p> <p><b>Name:</b> Development Bank of Southern Africa Limited</p> <p><b>Address:</b> 1258 Lever Road, Headway Hill, Midrand, Gauteng, 1685</p> <p><b>Tel:</b> (011) 313 3911</p> <p><b>Attention is drawn to the fact that verbal information given by the Employer or any other person prior to the close of tenders will not be regarded as binding on the Employer. Only information issued formally by the employer in writing to tenderers will be regarded as amending the tender documents.</b></p>
C.1.5	<p>The employer reserves the right to reject award to the highest scoring tenderer (as calculated according to Clause C.3.11 should the offer pose a commercial and/ or delivery risk to the successful completion of the project and the Employer, or in line with PPR 2017 Other Objective Criteria as detailed.</p>
C.1.6.2	<p>The competitive negotiation procedure <b>shall not be</b> applied.</p>
F.1.6.3	<p>A two-stage system will not be followed.</p>
C.2.1	<p>The following tenderers who are registered with the CIDB, or are capable of being so registered <b>prior to the evaluation of submissions</b>, are eligible to have their tenders evaluated:</p> <ol style="list-style-type: none"> <li>contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a <b>8GB</b> class or higher of construction work;</li> <li>submit an offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with the employer</li> <li>the tenderer is registered on the National Treasury Central Supplier Data Base (<a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>)</li> <li>the tenderer accepts that documents that have correction fluid on them will be deemed non-responsive and the documents must remain intact</li> <li>tenderers adhere to the pre-qualification criteria stated in the tender document, if any.</li> <li><del>contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above and who satisfy the following criteria:</del> <ol style="list-style-type: none"> <li><del>the employer is satisfied that such a contractor has the potential to develop and qualify to be registered in that higher grade as determined in accordance with the provisions of the CIDB Specification for Social and Economic Deliverables in Construction Works Contracts; and</del></li> <li><del>the employer agrees to provide the financial, management or other support that is considered appropriate to enable the contractor to successfully execute that contract.</del></li> </ol> </li> </ol> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>the entity is registered as a JV, on the approved DBSA panel invited from, if not advertised in the open market;</li> <li>every member of the joint venture is registered with the CIDB in the General Building (GB) class of work;</li> <li><del>the lead partner has a contractor grading designation in the 8GB or higher class of construction work; and</del></li> <li>the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a <b>8GB</b> or higher class of construction work or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations</li> <li>The members / parties have signed a joint venture agreement</li> <li>A consolidated B-BBEE verification certificate or sworn affidavit in the name of the joint venture must be submitted in order to qualify for the preference points</li> </ol>
C.2.7	<p>The arrangements for a <b>compulsory</b> clarification meeting are as stated in the Tender Notice and Invitation to Tender.</p> <p>Tenderers must sign the attendance register in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>

C.2.8	Request clarification in line with the dates stipulated under “ <i>KEY DATES AND ACTIVITIES</i> ” on <b>page 11</b> .
C.10.3	Rates and prices are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.
C.2.12	Alternative tender offers <b>will not be</b> considered.
C.2.12	<p><del>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer.</del></p> <p><del>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</del></p> <p><del>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</del></p> <p><del>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs in confirming the acceptability of the detailed design.</del></p>
C.2.13.1	Where the tendering entity is a joint venture, it is recommended that the standard CIDB Joint Venture Agreement document be used.

C.2.13.3

Parts of each tender offer communicated on paper shall be submitted to the Microsoft One Drive Tender Box folder in the **following specific format only**:

- i. Your RFP submission must be **filed in the exact order** as stipulated in the below table.
- ii. All forms must be properly completed and signed as required and the document shall not be taken apart or altered in any way whatsoever.
- iii. All forms must be duly completed in black ink as required.
- iv. ~~"Envelope"~~ in terms of hardcopy submissions, here now refers to a **"Folder"** as per required online submissions.
- v. ~~No "price document" may be visible in the Envelope 1 Folder.~~

Section	Description Contents & Order for RFR Submission
<b>1.</b>	<b><u>Folder</u></b> – file clearly named " <i>RFP# - Bidder Name</i> ".
<b>1.1</b>	Complete <b>Volume 1</b> separately in own folder – file clearly named " <i>RFP# - Volume 1 – Bidder Name</i> ".
<b>1.2</b>	Complete <b>Volume 2</b> separately in own folder – file clearly named " <i>RFP# - Volume 2 – Bidder Name</i> ".
<b>1.3</b>	<b>B-BBEE Certificate</b> – file clearly named " <i>RFP# - B-BBEE – Bidder Name</i> ".
<b>1.4</b>	<b>Supporting Evidence File with Index</b> – file clearly named " <i>RFP# - Supporting Evidence – Bidder Name</i> ".
<b>1.4.1</b>	Document order to be exactly as per <b><u>Table of Contents</u></b> in <b>Volume 2</b> – accurate Content List required.
<b>1.4.2</b>	Tenderer may not scan submission in order other than specified in Volume 2.
<b>1.4.3</b>	All supporting documents to evaluation criteria to be included here as well.
<b>2.1</b>	Complete <b>Volume 3</b> separately in own folder – file clearly named " <i>RFP# - Volume 3 – Bidder Name</i> ".
<b>2.2</b>	BoQ's to be loaded as Excel version, fully priced and populated, plus the same in PDF format, signed.

**NB: FAILURE TO SUBMIT IN THE FORMAT/ ORDER REQUIRED MAY RENDER THE BID INVALID.**

C.2.13.4

The tender shall be signed by a person duly authorized to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning.

C.2.13.5

The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:

**Location of tender box:** Designated tender folder as per link provided.

**Physical address:** Microsoft One Drive

**Identification details:** Tenderers full name

C.2.13.6


A two-envelope system **is not** required.

**Non-adherence to this will disqualify the submission.**

C.2.13.9

Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.



	<p style="text-align: center;"><b>VOLUME 1 OF 3</b></p> <p style="text-align: center;"><b>JBCC</b></p> <p style="text-align: center;"><b>TENDERING PROCEDURES</b></p>	<p><b>Tender No. RFP253/2021</b></p> <p><b>APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF THE NEW MATLA 2 PRIMARY SCHOOL ON BEHALF OF FREE STATE DEPARTMENT OF EDUCATION (FSDOE)</b></p>
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C.2.14	By signing the offer part of C1.1 Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is true and correct.
C.2.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
C.2.16	The tender offer validity period is <b>90 days</b> from the closing time for submission of Tenders.
C.2.18	The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.19	Access shall be provided for inspections and testing by personnel acting on behalf of the Employer.
C.2.20	The tenderer is required to submit with his tender a letter of intent from an approved insurer or financial institution undertaking to provide the <b>Performance Bond</b> to the format included in <b>Part T2.2</b> of this procurement document.
C.2.23	<p>The tenderer is <u>required to submit</u> with his tender:</p> <ul style="list-style-type: none"> <li>a) A valid and active Tax Compliance Status Pin issued by the South African Revenue Services.</li> <li>b) An original or certified Copy of the B-BBEE Certificate/ Affidavit.</li> <li>c) A copy of the entity's Professional Indemnity Insurance (<i>where applicable</i>).</li> <li>d) A Valid Copy of the Tenderer's Workmen's Compensation Certificate, Act 4 of 2002.</li> <li>e) A Valid Copy of the Tenderer's Unemployment Insurance Certificate, Act 4 of 2002.</li> <li>f) A Valid Copy of the Certificate of Incorporation (if Tenderer is a Company); or</li> <li>g) A Valid Copy of the Founding Statement (if Tenderer is a Closed Corporation); or</li> <li>h) A Valid Copy of the Partnership Agreement (if Tenderer is a Partnership); or</li> <li>i) A Valid Copy of Identity Document (if Tenderer is a Sole Proprietor); or</li> <li>j) A signed Joint Venture Agreement (if Tenderer is a Joint Venture).</li> <li>k) Letter of Intent for Performance Bond.</li> </ul>
C.3.1.1	The Employer will respond to requests for clarification received up to <b>three (3) working days</b> before the tender closing time.
C.3.4	Tenders will not be opened in public. Tenders will be opened immediately after the closing time (23:55hrs Telkom Time) for receipt of tenders as stated in the Tender Notice and Invitation to Tender, or as stated in any Addendum extending the closing date.
C.3.11.	<p>The procedure for the evaluation of responsive tenders is <b>Method 1: Price and Preference</b>.</p> <p>Evaluation will be in <b>three</b> stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017, namely:</p> <ul style="list-style-type: none"> <li>• <b>Stage 1:</b> Responsiveness Evaluation</li> <li>• <b>Stage 2:</b> Financial Offer and Preference Evaluation</li> <li>• <b>Stage 3:</b> Objective Criteria &amp; Risk Analysis</li> </ul>
F.3.11.3	<p><del>The procedure for the evaluation of responsive tenders is <b>Method 2: Functionality, Price and Preference</b>.</del></p> <p><del>Evaluation will be in <b>four</b> stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017, namely:</del></p> <ul style="list-style-type: none"> <li><del>• <b>Stage 1:</b> Responsiveness Evaluation</del></li> <li><del>• <b>Stage 2:</b> Functionality Evaluation</del></li> <li><del>• <b>Stage 3:</b> Financial Offer and Preference Evaluation</del></li> <li><del>• <b>Stage 4:</b> Objective Criteria &amp; Risk Analysis</del></li> </ul>

### **Stage 1: Responsiveness Evaluation**

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited criteria selected in below table.

**A.** Tenderers who do not adhering to those criteria listed as **PRE-QUALIFIER**, will be **disqualified immediately**:

	<b>Responsiveness Criteria</b>	<b>Prequalifying Criteria</b>	<b>Applicable to this Tender (Y/N)</b>
1	Attendance for Online Compulsory Briefing via teams.	<b>Pre-Qualifier</b>	Y
2	Completion of the Form of Offer (Price included & fully signed)	<b>Pre-Qualifier</b>	Y
3	Compliance with <b>T.2.4.4 SBD6.2 Local Content</b> & applicable <b>Annexures</b>	<b>Pre-Qualifier</b>	Y
4	<del>Valid &amp; Active CIDB contractor grading designation of 8GB or higher. – refer F2.1 of the Tender Data and Returnable T2.1.6.</del>	<b>Pre-Qualifier</b>	Y
5	<b>CV's for Construction Resources Required</b> (Min. 10 years' experience for the Contract Manager and Site Agent. 5 years' experience for health and safety officer.	<b>Pre-Qualifier</b>	Y

**B.** Tenderers who do not adhere to the response time indicated for clarification inquiries by the Employer **will be deemed non-responsive** and not be evaluated further.

	<b>Responsiveness Criteria</b>	<b>Clarification Time</b>	<b>Applicable to this Tender (Y/N)</b>
1.	Standard Conditions of Tender as required	48 hours	Y
2.	Returnable Documents completed and signed	48 hours	Y
3.	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be fully registered & compliant in order to do business with the DBSA.	48 hours	Y
4.	A valid and active <b>Tax Compliance Status Pin</b> issued by SARS	48 hours	Y
5.	Valid original/certified letter of good standing (COIDA)	48 hours	Y
6.	<b>Valid &amp; Active CIDB</b> Contractor grading designation of <b>8GB</b> or higher. – refer F2.1 of the Tender Data and Returnable <b>T2.1.6</b> .	48 hours	Y
7.	Proof of Letter of Intent for Performance Guarantee to the value of <b>10% of the Contract Sum</b> . – refer to <b>Volumes 2 &amp; 3</b>	48 hours	Y
8.	Latest 2 Years (3-year view) Audited Financial Statements or Financial Statements signed off by an Accountant.	48 hours	Y

### **Stage 2: Financial Offer and Preference Evaluation**

With reference to the PPPFA 2017, the evaluation shall be based on the **90/10** Principle and the points for evaluation criteria are as documented.

Evaluation Criteria		Points
1.	Price	90
2.	Broad Based Black Economic Empowerment	10
3.	Total	100

- The contract may be awarded to a tenderer that did not score the highest points, in accordance with **section 2(1)(f) of the PPPFA 2017**.

### **Stage 3: Objective Criteria & Risk Analysis**

- a) Firstly, in addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed as "**Other Objective Criteria**" in terms of the PPPFA Regulations of 2017, in order to ascertain suitability for award.
- If having passed Responsiveness, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services.
  - Fully compliant and registered with the National Treasury Central Supplier Database.
  - No misrepresentation in the tender information submitted.
  - The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
  - The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
  - Convicted by a court of law for fraud and corruption
  - Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.
  - Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency).
  - Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted. The market average of received bid prices excluding Outliers, as well as the DBSA QS estimate will be used as a guide to indicate financial risk.
  - In terms of unduly high Tendered amounts in the Tender offer, refer to the PPR2017.
  - PEP Check and Procure Check to be initiated and if negative, may result in exclusion.
  - As per **Additional Conditions of Tender**.
- b) Secondly, a further risk analysis may be performed on the Tenderers having the highest ranking / number of points to ascertain if any of the following, as relevant, presents an unacceptable commercial risk to the employer in terms of:
- The contents of project specific tender returnable will be assessed.
  - The placement of tendered resources will be assessed to ensure that resources indicated by CV's and tendered to work on the program will indeed work on the program and will not be replaced by more junior or less competent resources, if Main Contractor.
  - DBSA QS confirmation on value for money on project and activity list pricing received from bidder.

C.3.11.1 The financial offer may be reduced to a comparative basis using the Tender Assessment Schedule.

C.3.17 The number of paper copies of the signed contract to be provided by the employer is **one (1)**.

### **The Additional Conditions of Tender are:**

- The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- The subsequent Appointment/ Contract if successful, will be the full & final offer.

	<p>c) In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.</p> <p>d) Bidders are not guaranteed to be invited again, subject to the DBSA Rotation Principles.</p> <p>e) The decision to award will be based on best commercial offer and value for money principle for the DBSA.</p> <p>f) All subcontractors need to be from the Local area, i.e. Free State Province to be sourced through a localised procurement process post award. Such subcontractors must be in line with the Preferential Procurement Regulations 2017, Regulation 6(5), 7(5) and 12(3).</p> <p>g) SMMEs locality must be prioritized from the immediate locality of the project, i.e. ward/village, expanding to the local municipality, to district and then to province.</p>
	<p><b>The following circumstances may deem a bid invalid if not addressed:</b></p> <p>a) If the tender offer is not submitted on the Form of Offer and Acceptance bound into this tender document (form C1.1, Part C1: Agreements and Contract Data);</p> <p>b) If the tender is not completed in non-erasable ink;</p> <p>c) If the Form of Offer and Acceptance has not been signed;</p> <p>d) If the Form of Offer and Acceptance is signed, but the name of the tenderer is not stated or is indecipherable.</p>
	<p><b>Negotiations with preferred tenderers</b></p> <p>The Employer may negotiate the final terms of a contract with tenderers identified through the competitive tendering process as preferred tenderers, provided that such negotiation:</p> <p>a) does not allow any preferred tenderer a second or unfair opportunity;</p> <p>b) is not to the detriment of any other tenderer; and</p> <p>c) Does not lead to a higher price than the tender as submitted.</p> <p>Minutes of any such negotiations shall be kept for record purposes.</p>

The following documents are relevant to this Tender and Tenderers are advised to obtain their own copies thereof:

#	Document	Applicable (Y/N)
1	"JBCC Series 2000 Principal Building Agreement (Edition 4.1 Code2101 March 2005)" issued by the Joint Building Contracts Committee Inc. (including amendments).	Y
2	Standardized Specifications for Civil Engineering Construction SANS 1200	Y
3	Code of Practice for the application of the National Building Regulations" SABS 0400-1990	Y
4	The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, Construction Regulations 2014, Disaster Management Act, 2002 Regulations issued in terms of section 27 (2) of the Disaster Management Act, 2002 Regulations as amended and Consolidated Directions on Occupational Health and Safety at Certain work places.	Y
5	Safety, Health, Environmental and Quality Policy for Construction and Maintenance Programmes, Health and Safety Baseline Specification and Baseline Risk Assessment including amendments to COVID-19 requirements.	Y
6	The Standard Conditions of Tender to follow is obtained from Annexure C of CIDB Standard for Uniformity in Construction Procurement, Board Notice 423 Government Gazette No. 42622 of 8 August 2019, which contains references to the Tender Data for details that apply specifically to the Tender.	Y
7	In addition, Tenderers are advised, in their own interest, to obtain their own copies of the following acts, regulations and standards referred to in the this document as they are essential for the Tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.	Y
7.1	The Construction Industry Development Board Act No 38 of 2000 and the Regulations in terms of the CIDB Act 38/2000, Government Gazette Notice No 38960 of 10 July 2015	Y
7.2	SANS 1921:2004 Construction and Management:	Y
7.2.1	Part 1 : General Engineering and Construction Works;	Y

7.2.2	Part 2 : Accommodation of Traffic on Public Roads occupied by the Contractor;	Y
7.2.3	Part 3 : Structural Steelwork;	Y
7.2.4	Part 5 : Earthworks Activities which are to be performed by hand.	Y
7.3	Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations as published in the Government Gazette No. 40553 of 20 January 2017	Y