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BID DOCUMENT

PANEL OF CONTRACTORS:

APPOINTMENT OF SUITABLY QUALIFIED CONTRACTORS TO BE INCLUDED IN A PANEL OF CONTRACTORS FOR 3GB, 4GB, 5GB AND 6GB GENERAL BUILDING WORKS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR THE FREE STATE DEPARTMENT OF EDUCATION TO ASSIST THE DEPARTMENT WITH THE CONSTRUCTION, RENOVATIONS AND REFURBISHMENT WORKS OF VARIOUS INFRASTRUCTURE PROJECTS ON AN AS-AND-WHEN REQUIRED BASIS.

PERIOD: THREE YEARS FROM DATE OF APPOINTMENT

BID NUMBER:	E7/2026/2027
CLOSING DATE:	04 DECEMBER 2026
TIME:	11:00
VALIDITY PERIOD:	180 DAYS
BRIEFING SESSIONS:	No briefing session will be conducted.

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DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION 1

STANDARD BID DOCUMENT/FORMS:

- SBD 1: Invitation to Bid
- SBD 4: Declaration of Interest
- SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022
  (Not relevant at this stage: This form will be issued with each project to service providers successfully appointed on the Panel in order to claim points.)

SECTION 2

- **STANDARD CONDITIONS OF BID**
- **GENERAL CONDITIONS OF CONTRACT (GCC)**

SECTION 3

- **TERMS OF REFERENCE**:
  - Section 1: Summary of brief
  - Section 2: Project description
  - Section 3: Project purpose/objectives
  - Section 4: Scope of work, Appointment on panel of contractors work allocation disclaimer, Remuneration of contractors, Service level agreement/contract
  - Section 5: Joint Ventures – not allowed
  - Section 6: Specific Requirements and Special Conditions
  - Sectiom 7: Functionality requirements

SECTION 4

- Dividers for attachments
- Checklist

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LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
Bid Document Name
SBD 1: Invitation to Bid
SBD 4: Declaration of Interest

SBD 6.1: Preference Points Claim Form in terms of the PPR 2022 *(Not relevant at this stage: This form will be issued with each project to service providers successfully appointed on the Panel in order to claim points.)*

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation for evaluation on Functionality Criteria
Documentation as requested in Special Requirements and Special Conditions
CIDB printout report
CSD printout report

Name of Bidder	**Signature**	**Date**

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SECTION 1

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**E7/2026/2027**	CLOSING DATE:	**04 DECEMBER 2026**	CLOSING TIME:	**11:00**
DESCRIPTION:	**PANEL OF CONTRACTORS:** **APPOINTMENT OF SUITABLY QUALIFIED CONTRACTORS TO BE INCLUDED IN A PANEL OF CONTRACTORS FOR 3GB, 4GB, 5GB AND 6GB GENERAL BUILDING WORKS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR THE FREE STATE DEPARTMENT OF EDUCATION TO ASSIST THE DEPARTMENT WITH THE CONSTRUCTION, RENOVATIONS AND REFURBISHMENT WORKS OF VARIOUS INFRASTRUCTURE PROJECTS ON AN AS-AND-WHEN REQUIRED BASIS.** **PERIOD: THREE YEARS FROM DATE OF APPOINTMENT**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

BID DOCUMENTS MAY BE COURIER TO **OR** DEPOSITED IN THE BID BOX SITUATED AT:

N8 Gateway Office Park, Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire, BLOEMFONTEIN, 9301
THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**K Rampai**	CONTACT PERSON	**Ms S De Kock**
TELEPHONE NUMBER	**051-4041873**	TELEPHONE NUMBER	
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za	E-MAIL ADDRESS	N.Mangali@fseducation.gov.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	**MAAA**.....

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER: **……**

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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**

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

SBD 4

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 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 consortium[2] 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.

3.5 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.

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

3.6 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.

3.7 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**

SBD 6.1 (THIS FORM WILL ONLY BE RELEVANT FOR THE INVITATION OF INFRASTRUCTURE PROJECTS TO THE APPROVED SERVICE PROVIDERS APPOINTED ON THE PANEL OF CONTRACTORS)

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

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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 To be completed by the organ of state

a) The applicable preference point system for this tender is the **90/10 preference point system.**

b) **However, either the 90/10 or 80/20 preference point system** will be applicable for projects invited from the approved service providers appointed on the Panel of Contractors. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for projects shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE (<u>will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in/registered on the Panel of Contractors</u>.	**90/80**
SPECIFIC GOALS <u>will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in/registered on the Panel of Contractors</u>.	**10 or 20**
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. *(Will only be required during time when Bill of Quantites are issued to successful service providers who are registered on the Panel of Contractors.)*

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

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to 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

3.1. 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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
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.

SPECIFIC GOALS **(The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the estimated amount of the project/lowest acceptable offer) will only apply during the time when BOQ is issued to service providers included in/appointed on the Panel of Contractors and will then be implemented as follows:**	**Maximum Number of points allocated (90/10 system)**	**Maximum Number of points allocated (80/20 system)**
HDI: Race: Black owned:	**Maximum 3 points** (Enterprise with ownership of 25%-50% black owned= 1 point Enterprise with ownership of 51% or more black owned = 3 points)	**Maximum 6 points** (Enterprise with ownership of 25%-50% black owned= 2 points Enterprise with ownership of 51% or more black owned = 6 points)
Gender (Women owned)	**Maximum 2 points** (Enterprise with ownership of 25%-50% women owned= 1 point Enterprise with ownership of 51% or more women owned = 2 points)	**Maximum 4 points** Enterprise with ownership of 25%-50% women owned= 2 points Enterprise with ownership of 51% or more women owned = 4 points)
The promotion of enterprises located in a specific province(Free State based) for to be done or services to be rendered in that province.	**5 points**	**10 Points**
TOTAL POINTS FOR SPECIFIC GOALS	**10**	**20**

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. 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]

4.6. 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;

(a) 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 –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.

…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME: ……
DATE: ……
ADDRESS: ……

SECTION 2

STANDARD BID CONDITIONS

1. PRICES SBD 3.1/ Bill of quantities (Not applicable at this stage)

1.1 The bidders will be evaluated on functionality to qualify to be included in the Panel of Contractors contract (E7/2026/2027).

1.2 Successful service providers included in/registered on the Panel of Contractors (E7/2026/2027) will be invited to price on a Bill of Quantity when a need arises and will then be evaluated on either the 90/10 or 80/20 preference point system. The estimated amount/lowest acceptable offer will be used to determine the accurate and applicable preference point system once offers are received.

1.3 The 90/80 points for price and the 10/20 points for specific goals will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in the Panel of Contractors.

1.4 The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the amount of the project) will only apply during the time when BOQ is issued to service providers included in/registered on the Panel of Contractors.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.

2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4.

2.3 **SBD 6.1: (*WILL BE APPLICABLE WHEN PRICES ARE REQUESTED FROM SERVICE PROVIDERS INCLUDED IN/REGISTERED ON THE PANEL)***

The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022 will be applicable and should be completed and signed by service provider/s if points are clairmed: *This form will only be taking into consideration during time of pricing on the BoQ by the successful service providers included in/registered on the Panel.)*

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B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS AND PRICES

2.4 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable** and **will invalidate your bid.**

2.5 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.

2.6 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

C. BID FORMS

2.7 The bid forms should not be redrafted.

2.8 Only the bid documents issued by the Department of Education Free State must be used.

2.9 Bid documents to be completed in full.

2.10 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

2.11 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.

2.12 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

2.13 Bidders must ensure that bids are delivered timeously to the **correct address**.

2.14 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.

3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

4. NO BRIEFING SESSION WILL BE CONDUCTED.

5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

** Bidders scoring less than the minimum score of **60 points for Grade 3GB and 70 points for Grade 4, 5 and 6 GB,** will automatically be disqualified and therefore not form part of the panel.

6. EVALUATION ON PRICE AND PREFERENCE (80/20 OR 90/10 preference point system)

The 90/10-point system would be relevant for this bid because the total estimated value on this panel is expected to exceed R50 million for the three-year period. Note should however be taken that no evaluation on the 90/10-point system will be done during the evaluation to establish a Panel as no prices are involved at this stage. However, when Bill of Quantities are issued for individual projects from appointed service providers on the approved Panel of Contractors (E7/2026/2027), either the 90/10- or 80/20-point system will be used depending on the estimated value/lowest acceptable offer of the project.

Offers on Bill of Quantities will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.

7. SPECIFIC GOALS

Please note that the 90/80 points for price and the 10/20 points for specific goals will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in/registered on the Panel of Contractors.

The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the amount of the project) will only apply during the time when BOQ is issued to service providers appointed on the Panel of Contractors and will be implemented as follows:

The lowest acceptable offer will be used to determine the accurate and applicable preference point system.

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

SPECIFIC GOALS **(The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the estimated amount of the project/lowest acceptable offer) will only apply during the time when BOQ is issued to service providers included in/appointed on the Panel of Contractors and will then be implemented as follows:**	**Maximum Number of points allocated (90/10 system)**	**Maximum Number of points allocated (80/20 system)**	**Documentary evidence to claim the points for specific goals**
HDI: Race: Black owned	**Maximum 3 points** (Enterprise with ownership of 25%-50% black owned= 1 point Enterprise with ownership of 51% or more black owned = 3 points)	**Maximum 6 points** (Enterprise with ownership of 25%-50% black owned= 2 points Enterprise with ownership of 51% or more black owned = 6 points)	Valid sworn affidavit or valid accredited BBBEE certificate.
Gender (Women owned)	**2** (Enterprise with ownership of 25%-50% women owned= 1 point Enterprise with ownership of 51% or more women owned = 2 points)	**4** Enterprise with ownership of 25%-50% women owned= 2 points Enterprise with ownership of 51% or more women owned = 4 points)	Valid sworn affidavit or valid accredited BBBEE certificate.
The promotion of enterprises located in a specific province(Free State based) for to be done or services to be rendered in that province.	**5 Points**	**10 points**	Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address. OR Original/Original Certified Copy of Lease Agreement. OR Original/Original Certified Copy of Sub-Lease Agreement. (Proof that the bidder is sub - leasing a property with a main lease agreement must be submitted together with the sub – lease agreement.) If lease agreement/sub-lease agreement is submitted as proof, the following must be attached: Certified copies of invoices (from Lessor) for the last three consecutive months; and proof of Payments (from the Lessee) for the last three (3) consecutive months.
TOTAL POINTS FOR SPECIFIC GOALS	**10**	**20**	

8. JOINT VENTURE

No Joint Ventures will be evaluated.

9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

11. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(180 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

13. QUALIFICATIONS OF BIDDERS

13.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.

13.2 The department **will disqualify** any bid from a bidder whose **name appears on the national list of restricted bidders/suppliers/persons.**

13.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.

14. COMPLIANCE TO CONTRACT

14.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.

14.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

15. JOB CREATION

15.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

15.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid: _____

15.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid: _____

15.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ **NO** ☐ **[TICK APPLICABLE BOX)**

16. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

17. LOCAL CONTENT

Service providers are being encouraged to make use of local production and local content.

18. MAXIMUM DELIVERY PERIOD

As indicated in specification.

19. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

20. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensured that the income tax number and VAT number (where applicable) are indicated on the Invoice.

21. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED

A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

Acccording to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

22. VALID TAX MATTERS

It is a requirement that the Tax matters of the successful contractor/s appointed on the Panel are in order when awarded a mobile facility project.

23. SUPPLIER DUE DIILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misreprensentation thereof may disqualify the bid in whole or parts thereof.

24. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

25. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____in my capacity as _____ of _____(Company), hereby certifies that I take note and accept the above-mentioned Standard Conditions, Special Conditions of the Contract and the General Conditions of a Contract as reflected on National Treasury website. I further declare that the information submitted is correct.

_____

SIGNATURE

Contact person of company: _____

Tel. of company: (____)_____ Fax of company: (____)_____

education
Department of Education
FREE STATE PROVINCE

GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

PLEASE READ THE CONDITIONS ON THE NATIONAL TREASURY WEBSITE

www.treasury.gov.za

http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf

SECTION 3

education
Department of Education
FREE STATE PROVINCE

DEPARTMENT OF EDUCATION, FREE STATE

BID NO.: E7/2026/2027

EXPRESSION OF INTEREST

APPOINTMENT OF SUITABLY QUALIFIED CONTRACTORS TO BE INCLUDED IN A PANEL OF CONTRACTORS FOR

3GB, 4GB, 5GB, 6GB GENERAL BUILDING WORKS

FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR THE FREE STATE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS, STARTING FROM DATE OF APPOINTMENT, TO ASSIST THE DEPARTMENT WITH THE CONSTRUCTION, RENOVATIONS AND REFURBISHMENT WORKS OF VARIOUS INFRASTRUCTURE PROJECTS ON AN AS-AND-WHEN REQUIRED BASIS.

TERMS OF REFERENCE

It is the intention of the Free State Department of Education (FSDoE) to establish a panel of contractors that will carry out the services described hereunder. The Terms of Reference and the Service Provider's registration will form the basis of the Panel of contractors.

Panel of contractors are designed to allow the employer to invite bids from contractors to carry out work on an as-and-when instructed basis over a set term.

The essential elements of a Panel of contractors are:

- The panel of contractors will be issued with Bills of Quantities on a rotational basis to competitively bid.
- Contractors may only proceed with work associated with a project when an official appointment letter has been issued to do so.
- Contractors will be remunerated by the employer for work completed by the contractor.
- Employers are not permitted to issue an appointment letter after the end date of the term of the Panel of Contractors.
- Any appointment issued before the end of the term of the Panel of Contractors may continue until the project has been completed.
- Inclusion of bidders on the panel of registered contractors does not automatically lead to an appointment of a project, competitive bidding process will be followed on a project need basis.

The above-mentioned processes, methods and procedures will be provided in detail in SECTION 4.

Enquiries : Mrs. S De Kock
E-mail : S.Dekock@fseducation.gov.za

SECTION 1: SUMMARY OF BRIEF

Expression of Interest to be included in the Panel of Contractors for 3GB, 4GB, 5GB and 6GB General Building Works Panel of Contractors are requested from CIDB registered service providers. Service providers must have experience and qualifications to undertake implementation of construction, renovations, refurbishment, and other related projects for the Free State Department of Education.

SECTION 2: PROJECT DESCRIPTION

2.1 BACKGROUND

The Free State Department of Education seeks to accelerate delivery of education infrastructure and related services to improve access and meet its objective of providing quality education to all learners in the province. The Free State has approximately 919 Public Ordinary & Farms Schools (Primary, Intermediate, Combined, and Secondary) in five (5) districts of the province.

Inequalities inherited from the past have resulted in wide disparities in the state of schools in the province with historically underprivileged areas typically overcrowded and in poor condition. Most school facilities are either dilapidated and need urgent refurbishment, lack basic services to meet the norms and standard requirements or there is a need of additional facilities which has resulted in overcrowding that impacts negatively on quality teaching and learning. Due to insufficient funding of education infrastructure in the previous financial years, preventative maintenance was neglected resulting in further deterioration of the conditions of facilities.

It is against this background that the Free State Department of Education is seeking to establish a Panel of Contractors, for the implementation of infrastructure projects for period of three (3) years starting from date of appointment.

SECTION 3: PROJECT PURPOSE / OBJECTIVES

The Department of Education intends to establish a Panel of Contractors providers capable of implementing construction, renovations, refurbishment, maintenance, and other related projects in the Free State Province. To ensure that the Department consistently meets its service delivery targets as communicated through IAMP development processes, sufficient resources and effective measures need to be put in place. To achieve this, the Department needs to have a readily available pool of contractors which can be called upon to assist in the roll out of infrastructure projects as and when requested. The FSDoE would like to invite contractors to be included in the Panel of contractors' contract, with no guarantee of any quantum of work. The objective is to have a readily available pool of contactors which can be called upon to quote for work in the general building (GB) class of work of construction works on an as-and-when basis.

SECTION 4:

4.1 SCOPE OF WORK

The Department has various infrastructure projects that need to be implemented. The scope of work shall cover the following:

General Building Works (3GB, 4GB, 5GB, 6GB)

Construction works that are primarily concerned with development, extension, installation, renewal, renovation, alteration or dismantling of a permanent shelter for its occupants or contents; or cannot be categorized in terms of the definitions provided for civil engineering works, electrical works, mechanical engineering works, or specialist works.

4.2 APPOINTMENT ON THE PANEL OF CONTRACTORS WORK ALLOCATION DISCLAIMER:

Appointment to the Panel of Contractors shall not constitute a contract, framework agreement, guarantee of work, or commitment by the Department to allocate projects to any contractor. The Panel serves solely as a database of pre-qualified contractors eligible to participate in project-specific procurement processes.

Projects identified for implementation during the thirty-six (36) month validity period of the Panel will be allocated through a secondary competitive bidding process. For each project, a minimum of seven (7) contractors from the Panel, with the appropriate CIDB grading designation, will be invited to submit price proposals based on the project-specific scope of work and Bill of Quantities.

All submissions received will be evaluated in accordance with the applicable procurement legislation and prescribed preference point system, including price and specific goals. The Department reserves the right to verify the contractor's CIDB registration status, tax compliance status, and any other mandatory requirements at the time of project-specific procurement and prior to award.

4.3 REMUNERATION OF CONTRACTORS

No remuneration shall be payable to contractors solely by virtue of their inclusion on the Panel of Contractors. Payment shall only become due once a contractor has been appointed to execute a specific project through the secondary procurement process. The appointed contractor shall be remunerated for work satisfactorily completed, measured and certified in accordance with the approved priced Bill of Quantities and the applicable conditions of contract. All claims for payment shall be subject to verification and certification by the Employer's delegated Project Manager, Principal Agent, Quantity Surveyor, or other authorised representative, as applicable.

4.4 SERVICE LEVEL AGREEMENT / CONTRACT

In the event that a contractor is appointed for a specific project through the bidding process after inclusion in the panel of contractors, the service provider shall enter JBCC (edition will be included in the bid document & appointment letter) contract with the employer. Such document must be made available to the employer at no additional cost.

SECTION 5: JOINT VENTURES

NO JOINT VENTURES WILL BE ALLOWED.

SECTION 6: SPECIFIC REQUIREMENTS AND SPECIAL CONDITIONS

VERY IMPORTANT

PLEASE ENSURE THAT YOUR BID DOCUMENT IS CLEARLY LABELLED AND PROFESSIONALLY STRUCTURED, WITH ALL INFORMATION ORGANIZED INTO CLEARLY DEFINED SECTIONS FOR EASE OF REFERENCE AND EVALUATION.

IT IS RECOMMENDED THAT THE BID DOCUMENT IS SECURELY BOUND TO PREVENT PAGES FROM BECOMING LOOSE OR SEPARATED. AS FAR AS POSSIBLE, USE SECURE BINDING METHODS THAT MAINTAIN THE INTEGRITY OF THE BID DOCUMENT

PLEASE SELECT THE LEVEL OF GRADING YOU ARE APPLYING FOR IN THE TABLE BELOW.

FAILURE TO COMPLETE THE TABLE BELOW WILL DEEM YOUR SUBMISSION TO BE NON-RESPONSIVE.

COMPULSORY TABLE

HIGHEST LEVEL APPLYING FOR	RANGE OF WORK		CIDB REGISTRATION NUMBER	GB
	MINIMUM	MAXIMUM		
3	1 000 001	3 000 000		
4	3 000 001	6 000 000		
5	6 000 001	10 000 000		
6	10 000 001	20 000 000		

CIDB PE status shall not apply to this bid, as the procurement relates to the establishment of the panel of contractors.

THE SELECTED GRADING MUST CORRESPOND WITH YOUR CIDB GRADING APART FROM LEVEL 7, 8 OR 9. The selected grading must be supported by a valid CIDB printout as a proof that you are registered for the grading and category and class of work that you are applying for. CIDB status must be valid at the time of closing of the bid.

CONTRACTORS THAT ARE LEVEL 7, 8 & 9, WHO WILL BE TENDERING TO BE INCLUDED IN THE PANEL OF CONTRACTORS, WILL ONLY BE ALLOWED TO APPLY FOR GRADE 6GB.

THE CIDB GRADING LEVEL WILL REMAIN FIXED FOR THE FULL DURATION OF THE 36 MONTH TERM OF THE PANEL.

IF THE CIDB STATUS EXPIRE OR IS SUSPENDED OR DOWNGRADED DURING THE 3 YEAR PERIOD, SUCH A CONTRACTOR MAY NOT BE APPOINTED ON A SPECIFIC PROJECT.

Section 7. FUNCTIONALITY

7.1 MINIMUM REQUIREMENTS

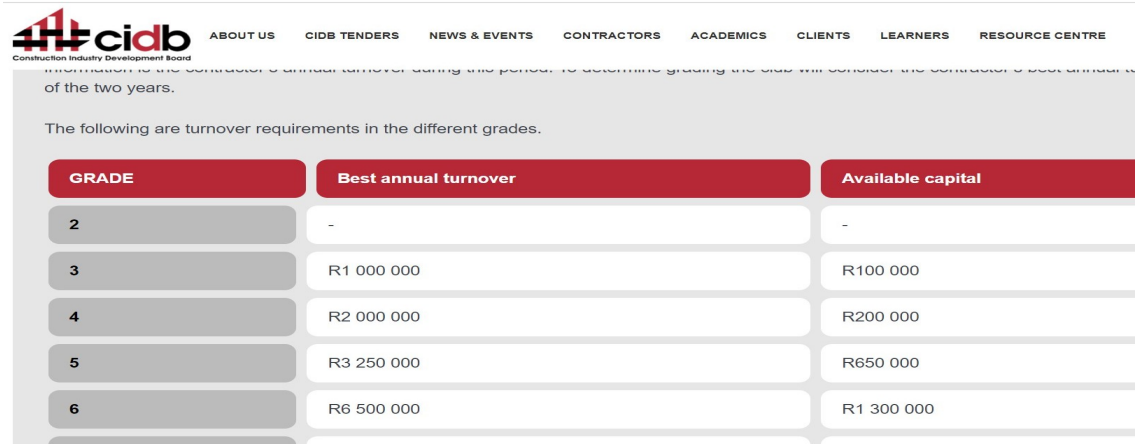
Minimum requirements will be based on the evaluation criteria as mentioned per tables below for functionality per grade.

PLEASE NOTE THAT THERE IS A SEPARATE FUNCITONALITY REQUIREMENT FOR EACH GRADE. You are therefore requested to familiarize yourself with the requirements for the grade you are applying for and align your supporting evidence accordingly

The bidders will be assessed for the qualification to form part of the panel as set out in the tables below. Failure to comply with the requirements mentioned will lead to points being forfeited.

Bidders scoring less than the minimum score of **60 points for Grade 3GB and 70 points for Grade 4, 5 and 6 GB,** will automatically be disqualified and therefore not form part of the panel:

The department reserves the right to draw up its own additional functionality based on historical performance of the previous panel of contractors, but is it based on CIDB requirements.



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of the two years.

The following are turnover requirements in the different grades.

GRADE	Best annual turnover	Available capital
2	-	-
3	R1 000 000	R100 000
4	R2 000 000	R200 000
5	R3 250 000	R650 000
6	R6 500 000	R1 300 000

IMPORTANT NOTICE:

All information and documentation submitted by the bidder must be materially true, accurate, complete, and not misleading in any respect. Any misrepresentation, omission, or submission of false information may result in the bidder's disqualification, blacklisting from future procurement opportunities, and may lead to civil and/or criminal proceedings where applicable.

FUNCTIONALITY (CIDB Grading 3): MINIMIUM FUNCTIONALITY THRESHOLD 60 POINTS

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects (where one project covers more than one grading, i.e. CE and GB, the cost per scope must be clearly identified on the appointment letters, contractual agreements or purchase orders,	40	Number of projects completed in the past in a class of work: • Maximum Two (2) appointment letters or contractual agreements or purchase orders, with a combined value of R1 000 000 or more = **20 pts** • One (1) appointment letter or contractual agreement or purchase order of R1 000 000 or more = **25 pts** • Two (2) appointment letters or contractual agreements or purchase orders, each equaling R1 000 000 or more = **30 pts** • Three (3) or more appointment letters or contractual agreements or purchase orders, each equaling to R1 000 000 or more = **40 pts**	Specify when, where, and for which institutions the projects were undertaken within the last **3 (THREE) years** Provide proof of one of the following: • signed contractual agreements, • signed purchase orders or • signed appointment letters which must include the following minimum information: • Contactable reference • Date of appointment • Scope of work • Value of work/project, which must be a minimum of CIDB grading for which you are tendering. The value of work per project must be a minimum of **R1 000 000** for each letter submitted except in cases where 2 letters are required equating to a combined value of R1million.
1.2 Quality	40	Corresponding Reference letters AND Completion Certificates for the same projects listed in 1.1 (Experience in similar projects within building services): ▪ Maximum Two (2) reference letters **=10pts** and 2 completion certificates of appointments as per bullet one in 1.1 = **10 pts [20pts]** ▪ One (1) reference letter = **12,5pts** and One completion certificate as per bullet two in 1.1 = **12,5 pts [25pts]** ▪ Two (2) reference letters as per bullet three in 1.1 = **15pts** and Two (2) completion certificates **=15pts [30pts]** - Three (3) reference letters as per bullet four = **20pts** and Three (3) completion certificates = **20pts [40 pts]**	Corresponding signed reference letters *(Similar to template provided in this document)* **AND** completion certificates of projects included in item 1.1 Reference letter submitted must include the following minimum information for consideration: - contactable reference - value of work done - indication if work was completed successfully - Letter should be signed.
1.3 Proof of financial capability of the bidder equivalent to the CIDB grading	20	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R1,000,000 in

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
		R1,000,000 in any of the two preceding years **AND** • Stamped bank statements from a registered South African commercial bank covering a continuous period of three (3) consecutive months up to the month of the tender closing date. NB: Bank statements (last three months) confirming available capital in line with CIDB available capital requirement of at least R100,000. (**20 points)** **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R1,000,000 in any of the two preceding years. **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to you in line with CIDB available capital requirement of at least R100,000. **(20 points)** • No support attached; or below minimum threshold: **0 points**	any of the two preceding years. **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant must appear on the financial statements. • Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Stamped bank statements from a registered South African commercial bank covering a continuous period of three (3) consecutive months up to the month of the tender closing date. **Please note the following on bank statements**: • The **lowest closing balance** must meet the threshold as per sub-criterion to score points. • Three stamped bank statements for three consecutive months must be submitted in order to score points. **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R1,000,000 in any of the two preceding years **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant must appear on the financial statements. • Statements for the last two years

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
			should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to your company. **Please note the following in order to score points for** the credit letter: • Proof must be attached that the credit provider is registered with NCR. • Contactable reference must appear on letter. • Amount must meet the threshold as per sub-criterion to score points. • Letter should be signed.
TOTAL SCORE	**100 points**		

* The Department reserves the right to request a presentation should the need arise for this bid.
A bidder who scored less than **60 on the total functionality points will automatically be disqualified.

FUNCTIONALITY (CIDB Grading 4 - MINIMIUM FUNCTIONALITY THRESHOLD 70 POINTS):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects(where one project covers more than one grading, i.e. CE and GB, the cost per scope must be clearly identified on the appointment letter/purchase order/contractual agreement)	40	Number of projects completed in the past in a class of work: • One (1) appointment letter or contractual agreement or purchase order of R2,000,000 or more = **20 pts** • Two (2) appointment letters or contractual agreements or purchase orders, each equaling to R2,000,000 or more = **30 pts** • Three (3) or more appointment letters or contractual agreements or purchase orders, each equaling to R2,000,000 or more = **40 pts**	Specify when, where, and for which institutions the projects were undertaken within the last **3(THREE) years** Provide proof of one of the following: • signed contractual agreements, • signed purchase orders or • signed appointment letters which must include minimum the following information: • Contactable reference • Date of appointment • Scope of work • Value of work/project, which must be a minimum of CIDB grading for which you are tendering. • The value of work per project must be a minimum of **R2,000,000** for each letter submitted.
1.2 Quality	40	Corresponding Reference letters AND Completion Certificates for the same projects listed in 1.1 (Experience in similar projects within building services): ▪ One (1) reference letter = **10 pts** and One completion certificate as per bullet one in 1.1 = **10 pts [20pts]** ▪ Two (2) reference letters as per bullet two in 1.1 = **15 pts** and Two (2) completion certificates **=15 pts [30pts]** ▪ Three (3) reference letters as per bullet three = **20pts** and Three (3) completion certificates =**20pts [40pts]**	Corresponding signed reference letters (Similar to template provided in this document) **AND** completion certificates of projects included in item 1.1 Reference letter submitted must include the following minimum information for consideration: ▪ contactable reference ▪ value of work done ▪ indication if work was completed successfully ▪ Letter should be signed.
1.3 Proof of financial capability of the bidder equivalent to the CIDB grading	20	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R2,000,000 in any of the two preceding years **AND** • Stamped bank statements from a registered South African commercial bank covering a	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R2,000,000 in any of the two preceding years. **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant must appear on the financial statements.

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
		continuous period of three (3) consecutive months up to the month of the tender closing date. NB: Bank statements (last three months) confirming available capital in line with CIDB available capital requirement of at least R200,000. (**20 points)** **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R2,000,000 in any of the two preceding years **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to you in line with CIDB available capital requirement of at least R200,000. **(20 points)** • No support attached; or below minimum threshold: **0 points**	• Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Stamped bank statements from a registered South African commercial bank covering a continuous period of three (3) consecutive months up to the month of the tender closing date. **Please note the following on bank statements**: • The **lowest closing balance** must meet the threshold as per sub-criterion to score points. Three stamped bank statements for three consecutive months must be submitted in order to score points **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R2,000,000 in any of the two preceding years **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant must appear on the financial statements. • Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to your company.

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
			Please note the following in order to score points for the credit letter : • Proof must be attached that the credit provider is registered with NCR. • Contactable reference must appear on letter. • Amount must meet the threshold as per sub-criterion to score points. • Letter should be signed.
TOTAL SCORE	**100 points**		

* The Department reserves the right to request a presentation should the need arise for this bid.
A bidder who scored less than **70 on the total functionality points will automatically be disqualified.

FUNCTIONALITY (CIDB Grading 5 - MINIMIUM FUNCTIONALITY THRESHOLD 70 POINTS):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects (where one project covers more than one grading, i.e. CE and GB, the cost per scope must be clearly identified on the appointment letter/purchase order/contractual agreement)	40	Number of projects completed in the past in a class of work: • One (1) appointment letter or contractual agreement or purchase order of R3,250,000 or more = **20 pts** • Two (2) appointment letters or contractual agreements or purchase orders, each equaling to R3,250,000 or more = **30 pts** • Three (3) or appointment letters or contractual agreements or purchase orders, each equaling to R3,250,000 or more = **40 pt**s	Specify when, where, and for which institutions the projects were undertaken within the last **3 (THREE) years.** Provide proof of one of the following: • signed contractual agreements, • signed purchase orders or • signed appointment letters which must include minimum the following information: • Contactable reference • Date of appointment • Scope of work • Value of work/project, which must be a minimum of CIDB grading for which you are tendering. - The value of work per project must be a minimum of **R3,250,000** for each letter submitted.
1.2 Quality	40	Corresponding Reference letters **AND** Completion Certificates for the same projects listed in 1.1 (Experience in similar projects within building services): - One (1) reference letter =**10 pts** and One completion certificate as per bullet one in 1.1 = **10 pts [20pts]** - Two (2) reference letters as per bullet two in 1.1 = **15 pts** and Two (2) completion certificates **=15 pts [30pts]** - Three (3) reference letters as per bullet three = **20pts** and Three (3) completion certificates = **20pts [40pts]**	Corresponding signed reference letters *(Similar to template provided in this document*) **AND** completion certificates of projects included in item 1.1 Reference letter submitted must include the following minimum information for consideration: - contactable reference - value of work done - indication if work was completed successfully - Letter should be signed.
1.3 Proof of financial capability of the bidder equivalent to the CIDB grading	20	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R3,250,000 in any of the two preceding years **AND** • Stamped bank statements from a registered South African commercial	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R3,250,000 in any of the two preceding years. **Please note the following in order to score points for Financial Statements:**

		bank covering a continuous period of three (3) consecutive months up to the month of the tender closing date. NB: Bank statements (last three months) confirming available capital in line with CIDB available capital requirement of at least R650,000. (**20 points)** **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R3,250,000 in any of the two preceding years **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to you in line with CIDB available capital requirement of at least R650,000. (**20 points)** • No support attached; or below minimum threshold: **0 points**	• Registration number of registered accountant/Chartered Accountant must appear on the financial statements. • Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Stamped bank statements from a registered South African commercial bank covering a continuous period of three (3) consecutive months up to the month of the tender closing date. **Please note the following on bank statements**: • The **lowest closing balance** must meet the threshold as per sub-criterion to score points. • Three stamped bank statements for three consecutive months must be submitted in order to score points. **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R3,250,000 in any of the two preceding years **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant must appear on the financial statements. • Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND**

			• Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to your company. **Please note the following in order to score points for** the credit letter : • Proof must be attached that the credit provider is registered with NCR. • Contactable reference must appear on letter • Amount must meet the threshold as per sub-criterion to score points. • Letter should be signed.
TOTAL SCORE	**100 points**		

* The Department reserves the right to request a presentation should the need arise for this bid.
A bidder who scored less than **70 on the total functionality points will automatically be disqualified.

FUNCTIONALITY (CIDB Grading 6 - MINIMIUM FUNCTIONALITY THRESHOLD 70 POINTS):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
11.1 Experience in similar projects(where one project covers more than one grading, i.e. CE and GB, the cost per scope must be clearly identified on the appointment letter/purchase order/contractual agreement),	40	Number of projects completed in the past in a class of work: ▪ One (1) appointment letter or contractual agreement or purchase order of R6,500,000 or more = **20 pts** ▪ Two (2) appointment letters or contractual agreements or purchase orders, each equaling to R6,500,000 or more = **30 pts** ▪ Three (3) or appointment letters or contractual agreements or purchase orders, each equaling to R6,500,000 or more = **40 pts**	Specify when, where, and for which institutions the projects were undertaken within the last **3 (THREE) years.** Provide proof of one of the following: • signed contractual agreements, • signed purchase orders or • signed appointment letters which must include minimum the following information: • Contactable reference • Date of appointment • Scope of work • Value of work/project, which must be a minimum of CIDB grading for which you are tendering. ▪ The value of work per project must be a minimum of **R6,500,000** for each letter submitted.
1.2 Quality	40	Corresponding Reference letters **AND** Completion Certificates for the same projects listed in 1.1 (Experience in similar projects within building services): ▪ One (1) reference letter = **10 pts** and One completion certificate as per bullet one in 1.1 = **10 pts [20pts]** ▪ Two (2) reference letters as per bullet two in 1.1 = **15 pts** and Two (2) completion certificates **= 15pts [30pts]** ▪ Three (3) reference letters as per bullet three = **20pts** and Three (3) completion certificates = **20pts [40pts]**	Corresponding signed reference letters *(Similar to template provided in this document)* **AND** completion certificates of projects included in item 1.1 Reference letter submitted must include the following minimum information for consideration: ▪ contactable reference ▪ value of work done ▪ indication if work was completed successfully ▪ Letter should be signed.
1.3 Proof of financial capability of the bidder equivalent to the CIDB grading	20	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R6,500,000 in any of the two preceding years **AND** • Stamped bank statements from a registered South African commercial bank covering a continuous period	• Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R6,500,000 in any of the two preceding years. **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant

		of three (3) consecutive months up to the month of the tender closing date. NB: Bank statements (last three months) confirming available capital in line with CIDB available capital requirement of at least R1,300,000. (**20 points)** **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R6,500,000 in any of the two preceding years **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to you in line with CIDB available capital requirement of at least R1,300,000. (**20 points)** - No support attached; or below minimum threshold: **0 points**	must appear on the financial statements. • Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Stamped bank statements from a registered South African commercial bank covering a continuous period of three (3) consecutive months up to the month of the tender closing date. **Please note the following on bank statements**: • The **lowest closing balance** must meet the threshold as per sub-criterion to score points. • Three stamped bank statements for three consecutive months must be submitted in order to score points **OR** • Signed financial statements prepared by Qualified and Accredited Accountant or a registered Chartered accountant for last 2 years indicating an annual turnover of at least R6,500,000 in any of the two preceding years **Please note the following in order to score points for Financial Statements:** • Registration number of registered accountant/Chartered Accountant must appear on the financial statements. • Statements for the last two years should be attached. • Should be signed. • Should comply with specified annual turnover for at least one of the two years. **AND** • Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to

			your company. **Please note the following in order to score points for** the credit letter : • Proof must be attached that the credit provider is registered with NCR. • Contactable reference must appear on letter • Amount must meet the threshold as per sub-criterion to score points. • Letter should be signed.
TOTAL SCORE	**100 points**		

* The Department reserves the right to request a presentation should the need arise for this bid.
A bidder who scored less than **70 on the total functionality points will automatically be disqualified.

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TEMPLATE: REFERENCE LETTER – it is not compulsory to use this template

Insert Letter Head

Client Contact Name ……..

Telephone ……

To Whom it may Concern

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A PROJECT FOR TENDER RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

This is to confirm that _____(**Contractor**) delivered the following service to

_____(name of organization/client):

Project Name & Scope:……..

Contract Amount ……..…..

Contract Duration including Start and End Date……

Performance	**Time**		**Quality**	
Very Good	5		5	
Good	4		4	
Satisfactory	3		3	
Poor	2		2	
Not Acceptable	1		1	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

……

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Client Signature: ……..

Date:……

STAMP

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SECTION 4

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ATTACH:

- ***PROOF OF REGISTRATION ON CSD***

PRINT OUT REPORT OF CSD

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ATTACH CIDB PRINT OUT THAT REFLECTS YOUR GRADING

(See Section 6 of Terms of Reference.)

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1.1 FUNCTIONALITY

ATTACH:

Annexure A:
APPOINTMENT LETTERS/
CONTRACTUAL
AGREEMENTS/
PURCHASE ORDERS

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1.2 FUNCTIONALITY

Annexure B:

ATTACH:

REFERENCE LETTERS AND COMPLETION CERTIFICATES THAT CORRESPOND WITH APPOINTMENT LETTERS

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1.3 FUNCTIONALITY

Annexure C:

ATTACH:

- Signed Financial statements (for last 2 years) prepared by a registered Chartered accountant
  or
- Signed Financial statements (for last 2 years) prepared by registered accountant

AND

- Bank statements (last three months)
  or
- Signed agreement letter from credit provider stipulating the credit amount that can be accessible to *your* company. The credit provider should be registered with NCR.

The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.

The registration number of the registered accountant/registered chartered accountant should be reflected/indicated.

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ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF INCORPORATION/CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT ETC.

2) ID DOCUMENTS OF DIRECTORS/OWNERS

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CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:			
SBD FORM	**DESCRIPTION**	**TO BE COMPLETED BY**	**COMMENTS ON COMPLIANCE BY SERVICE PROVIDER**
STANDARIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 6.1	Preference points claim form		**This form is not relevant at this stage.** Point system will only be applicable as and when a Bill of Quantity is issued to successful service providers appointed on the Panel of Contractors.
CIDB REQUIREMENT			
Attach a printout of the grading of your company and ensure that compulsory table under Section 6 is completed.			
CSD REPORT			
Ensured that it is attached.			
FUNCTIONALITY SUPPORTING DOCUMENTS			
Ensure that all documentation to evaluate functionality criteria is attached.			
SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS			
Ensure that all documentation as requested is attached.			