<table>
<thead>
<tr>
<th><strong>BID/RFO NUMBER:</strong></th>
<th>RFB20125</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY BRIEFING</strong></td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td><strong>CLOSING DATE:</strong></td>
<td>07 DECEMBER 2015</td>
</tr>
<tr>
<td><strong>CLOSING TIME:</strong></td>
<td>11:00 AM</td>
</tr>
<tr>
<td><strong>BID VALIDITY PERIOD:</strong></td>
<td>90 days (commencing from the RFB Closing Date)</td>
</tr>
<tr>
<td><strong>DESCRIPTION OF BID:</strong></td>
<td>A STUDY ON CUTTING RED TAPE IN PUBLIC SECTOR PROCUREMENT OF CONSTRUCTION WORKS</td>
</tr>
<tr>
<td><strong>BID DOCUMENTS DELIVERY ADDRESS:</strong></td>
<td>SABS Campus; Block N &amp; R; 2 Dr Lategan Road; Groenkloof; Pretoria; 0001</td>
</tr>
<tr>
<td><strong>For Attention:</strong></td>
<td>Mr Ulizwi Mngoma</td>
</tr>
<tr>
<td><strong>NB:</strong></td>
<td>Bidders must insert the bids into the Tender Box situated at Reception, which is accessible from 08:00 to 16:30 during weekdays.</td>
</tr>
<tr>
<td><strong>NAME OF BIDDER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CONTACT PERSON</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMAIL ADDRESS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TELEPHONE NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FAX NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BIDDER’S STAMP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BID PRICE</strong></td>
<td>R</td>
</tr>
</tbody>
</table>
CONTENT

PART 1: THE TENDER

Part 1.1: Tendering procedures

1.1.1 Tender notice and invitation to bid (SBD1)

Part 1.2: Returnable documents

1.2.1 Checklist of returnable documents and schedules
1.2.2 Compulsory Questionnaire
1.2.3 Returnable schedules and documents

PART 2: THE CONTRACT

Part 2.1: Agreements and Contract data (To be signed with the winning bidder)

2.1.1 Form of offer and acceptance
2.1.2 Contract data
   1. The Contract (General and Special Conditions of Contract)
   2. Schedule of Deviations

Part 2.2: Scope of work

2.2 Scope of work

Part 2.3: Pricing data

2.3.1 Pricing Instruction
2.3.2 Pricing schedule
INVITATION TO BID

The cidb is a schedule 3A public entity established in terms of cidb Act, 38 of 2000, to provide leadership to stakeholders and to stimulate sustainable growth, reform and improvement of the construction sector for effective delivery and the industry's enhanced role in the country's economy.

Experienced and interested service providers are hereby invited to bid for the following:

<table>
<thead>
<tr>
<th>Bid No</th>
<th>RFB20125</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Description</td>
<td>A STUDY ON CUTTING RED TAPE IN PUBLIC SECTOR PROCUREMENT OF CONSTRUCTION WORKS</td>
</tr>
<tr>
<td>Compulsory Clarification Meeting</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Evaluation Method</td>
<td>Two-staged evaluation [1. Functionality; 2. Price and BEE (80/20)]</td>
</tr>
</tbody>
</table>

Functionality Evaluation Criteria

| Functionality will be evaluated and scored out of 100 points. Bidders shall score a minimum of 80 evaluation points on functionality in order to move on to the next stage where they will be evaluated on Price and B-BEEE |

Quality Criteria

<table>
<thead>
<tr>
<th>Description of quality criteria and sub criteria</th>
<th>Maximum number of tender evaluation points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>METHODOLOGY</strong></td>
<td>Approach paper (please provide an execution Plan)</td>
</tr>
<tr>
<td></td>
<td>(Refer to table B below)</td>
</tr>
<tr>
<td><strong>BIDDER EXPERIENCE</strong></td>
<td>Relevant experience of the organisation in policy and regulatory frameworks of the public sector procurement</td>
</tr>
<tr>
<td></td>
<td>(Please provide company profile)</td>
</tr>
<tr>
<td></td>
<td>The service provider will be allocated points based on the following sliding scale:</td>
</tr>
<tr>
<td></td>
<td>10 years and above =30 points; 9 years =25 points; 8 years =20 points; 7 years =15 points; 6 years =10 points; 5 years and less =5 points</td>
</tr>
<tr>
<td></td>
<td>Please provide at least two contactable references and 5 points will be allocated for each reference with a positive outcome.</td>
</tr>
<tr>
<td><strong>EXPERIENCE OF KEY PERSONNEL</strong></td>
<td>Relevant experience of key personnel in policy and regulatory frameworks of the public sector procurement</td>
</tr>
<tr>
<td></td>
<td>(Please provide CVs illustrating the key personnel’s experience)</td>
</tr>
<tr>
<td></td>
<td>The service provider will be allocated points based on the following sliding scale:</td>
</tr>
<tr>
<td></td>
<td>10 years and above =30 points; 9 years =25 points; 8 years =20 points; 7 years =15 points; 6 years =10 points; 5 years =5 points and less than 5 years =0 points</td>
</tr>
</tbody>
</table>

Total evaluation points for quality (W_q) 100

| B-BEEE | Failure to submit BBBEE certificate and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming for preferential points. |
| Pre-qualification Criteria | In order to be eligible for evaluation bidders must: |
| | 1. Submit all compulsory returnable schedules and valid returnable documents |

Enquiries

| Name: | Mr Ulizwi Mngoma |
| Email: | ulizwim@cidb.org.za |
| Tel: | 012 482 7368 |
| Fax: | 086 886 9142 |

Bid Closing

| Date: | 07 December 2015 |
| Time: | 11:00am |
| Venue: | cidb Head Office; SABS Campus Block M and R; 2 Dr Lategan Road; Groenkloof |

NOTE

Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, shall not be considered.

For verification, cidb reserves the right to conduct site visits and interview officials whose CVs have been submitted as part of this bid.

Late, Faxed or emailed bids or part thereof, shall not be considered.
CHECKLIST OF RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below, the documents and schedules that form part of your response
- Ensure that the following documents are completed and signed where applicable:
- Use the prescribed sequence in attaching the annexes that complete the Bid Document
- Should all of these documents not be included, the bidder may be disqualified on the basis of non-compliance/non-responsiveness

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>THE BID / REQUEST FOR QUOTATION RETURNABLE SCHEDULE OR DOCUMENT</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Invitation to Bid</td>
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<tr>
<td></td>
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<td>SBD2: Valid and original Tax Clearance Certificate</td>
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<td></td>
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<td>Pricing schedule as per proposal</td>
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<td></td>
<td></td>
<td>SBD4: Declaration of Interest form</td>
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<tr>
<td></td>
<td></td>
<td>SBD6.1: Preference Claim Forms in terms of Preferential Procurement Regulations AND accredited and Valid BEE certificates. SBD6.1 must be completed when claiming for BEE points.</td>
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<td></td>
<td>SBD8: Declaration of Bidder’s Past Supply Chain Practices</td>
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<td>SBD9: Certificate of Independent Bid Determination</td>
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<td>Record of Addenda issued to bidders before the bid closing date (To be completed only if cidb issued addenda)</td>
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<td>Annexure A: Certified copies (Copy with original stamp) of your CIPC company registration documents listing all members with percentages, in case of a CC or Pty</td>
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<td>Annexure B: Certified copies of South African Identity Documents or Valid Passports of Members. Directors / owner (In a case of a sole proprietor or Partnership)</td>
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<td>Annexure C: Certified copies (Copy with original stamp) of all latest share certificates, in case of a company</td>
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<td>Annexure D: A partnership letter/ Partnership agreement (In case of a Partnership)</td>
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<td>Annexure E: A Joint Venture Agreement in case of a Joint Venture</td>
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<td>Annexure F: List of traceable references of previous and present clients, (Company name, department, branch, contact person with office telephone number, website and email address)</td>
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<td>Annexure G: Relevant Academic Qualifications, CV’s of key personnel and Company Profile</td>
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<tr>
<th>YES</th>
<th>NO</th>
<th>THE CONTRACT</th>
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<td></td>
<td></td>
<td>Pricing Data (Pricing Instruction and Pricing Schedule)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scope of Work (with Special Declarations)</td>
</tr>
</tbody>
</table>
RETURNABLE DOCUMENTS AND SCHEDULES

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category, and attach their Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents to the page provided at the end of this form.

<table>
<thead>
<tr>
<th>(I) COMPANY</th>
<th>(II) CLOSE CORPORATION</th>
<th>(III) PARTNERSHIP</th>
<th>(IV) JOINT VENTURE</th>
<th>(V) SOLE PROPRIETOR</th>
</tr>
</thead>
<tbody>
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</table>

(I) CERTIFICATE FOR COMPANY

I, ...................................................... chairperson of the Board of Directors of ........................................ hereby confirm that by resolution of the Board (Copy attached) taken on .......... 20......, Mr/Ms acting in the capacity of , was authorized to sign all documents in connection with the tender for Contract No............... and any contract resulting from it, on behalf of the company.

Chairman:

As Witnesses: 1. __________________________ 
2. __________________________

Date: __________________________

(II) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as ........................................ hereby authorize Mr./Ms ................................................ acting in the capacity of, to sign all documents in connection with the tender for Contract No ............... and any contract resulting from it, on our behalf.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>SIGNATURE</th>
<th>DATE</th>
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</table>

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.
(III) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as hereby authorize Mr./Ms………………………………………acting in the capacity of ………………………………… to sign all documents in connection with the tender for Contract No ……………………………… and any contract resulting from it, on our behalf.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
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</table>

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

(IV) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms …………………………………… authorized signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract No …………………………………… and any contract resulting from it, on our behalf. This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

<table>
<thead>
<tr>
<th>NAME OF FIRM</th>
<th>ADDRESS</th>
<th>AUTHORISING SIGNATURE, NAME AND CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Note: This certificate/Agreement is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

(V) CERTIFICATE FOR SOLE PROPRIETOR

I, ______________________________________, hereby confirm that I am the sole owner of the business trading as ____________________________

Signature of Sole owner:
As Witnesses:
1. ____________________________________
2. ____________________________________
**RECORD OF ADDENDA TO TENDER DOCUMENTS**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Title or Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>7.</td>
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<td>8.</td>
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<td>9.</td>
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<td>10.</td>
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</tbody>
</table>

**SIGNATURE:** ............................................................... **DATE:** ................

(of person authorized to sign on behalf of the Tenderer)
TAX CLEARANCE CERTIFICATE

TAX CLEARANCE CERTIFICATE REQUIREMENTS

1. It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

2. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate requirements are also applicable to foreign bidders/individuals who wish to submit bids.

3. SARS shall furnish the bidder with a Tax Clearance Certificate that shall be valid for a period of one (1) year from the date of approval.

4. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate shall result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate shall not be acceptable.

5. In bids where Consortia / Joint Ventures / subcontractors are involved, each party must submit a separate Tax Clearance Certificate.


7. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers shall need to register with SARS as eFilers through the website www.sars.gov.za.
ATTACH ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE ON THIS PAGE
**TAX CLEARANCE**

Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option

- Tenders
- Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**

<table>
<thead>
<tr>
<th>Name/Legal name (Initials &amp; Surname or registered name)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading name (if applicable)</td>
<td></td>
</tr>
<tr>
<td>ID/Passport no</td>
<td>Company/Close Corp. registered no</td>
</tr>
<tr>
<td>Income Tax ref no</td>
<td>PAYE ref no 7</td>
</tr>
<tr>
<td>VAT registration no</td>
<td>SDL ref no L</td>
</tr>
<tr>
<td>Customs code</td>
<td>UIF ref no U</td>
</tr>
<tr>
<td>Telephone no</td>
<td>CODE NUMBER</td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Physical address</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
</tbody>
</table>

**Particulars of representative (Public Officer/Trustee/Partner)**

| Surname                                              | |
| First names                                          | |
| ID/Passport no                                       | Income Tax ref no |
| Telephone no                                         | CODE NUMBER |
| E-mail address                                       | |
| Physical address                                     | |
Particulars of tender (If applicable)

Tender number

Estimated Tender amount

Expected duration of the tender

Particulars of the 3 largest contracts previously awarded

<table>
<thead>
<tr>
<th>Date started</th>
<th>Date finalised</th>
<th>Principal</th>
<th>Contact person</th>
<th>Telephone number</th>
<th>Amount</th>
</tr>
</thead>
</table>

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO

IF "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct: to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Notes:

1. It is a serious offence to make a false declaration.
   (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
   (b) without just cause shown by him, refuses or neglects to
      (i) furnish, produce or make available any information, documents or things;
      (ii) reply to or answer truly and fully, any questions put to him ...
   As and when required in terms of this Act - shall be guilty of an offence ...

2. SARS shall, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
3. Your Tax Clearance Certificate shall only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

1.1 the bidder is employed by the state; and/or

1.2 the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: ………………………………………………………………

2.2 Identity Number: …………………………………………………………………………………………………………………...

2.3 Position occupied in the Company (director, trustee, shareholder²): …………………………………………………

2.4 Company Registration Number: ……………………………………………………………………………………………

2.5 Tax Reference Number: ………………………………………………………………………………………………………

2.6 VAT Registration Number: …………………………………………………………………………………………………

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: ………………………………………………………

Name of state institution at which you or the person connected to the bidder is employed: ………………………………………………………………………………………………………………………………………………….

Position occupied in the state institution: …………………………………………………………………………………

Any other particulars: ……………………………………………………………………………………………………………

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

……………………………………………………………………………………………………………………………………………….

2.8 Did you or your spouse, or any of the company’s directors /trustees /shareholders /members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

……………………………………………………………………………………………………………………………………………………

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and/or a adjudication of this bid? YES/NO

²"Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

¹"State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.
2.9.1 If so, furnish particulars.

…………………………………………………………………………………………………………………………..

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

…………………………………………………………………………………………………………………………..

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

…………………………………………………………………………………………………………………………..

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Reference Number</th>
<th>Tax Number</th>
<th>State Employee Number / Personal Number</th>
<th>Employee Number</th>
</tr>
</thead>
<tbody>
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4 DECLARATION

I, THE UNDERSIGNED (NAME) ___________________________________________________________ CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

______________________________  ______________________________
Signature                                      Date

______________________________  ______________________________
Position                                      Name of bidder

For club                                Witness

Bidder                                Witness
PPPFA CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS
1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
1.2 The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
1.3 Preference points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contribution.
1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>80</td>
</tr>
<tr>
<td>20</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100.

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS
2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
2.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;
2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.
2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

\[
P_s = 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

\( P_s \) = Points scored for comparative price of bid under consideration

\( P_t \) = Comparative price of bid under consideration

\( P_{\text{min}} \) = Comparative price of lowest acceptable bid
Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
<th>Bidder’s Score (Mark with an X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
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<tr>
<td>6</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ……………………………... = ………………… (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?  YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? …………………………………………………%  
(ii) the name of the sub-contractor? …………………………………………………………………………
(iii) the B-BBEE status level of the sub-contractor? ……………………………………………………………………
(iv) whether the sub-contractor is an EME?  YES / NO (delete which is not applicable)
9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

____________________________________________________________________________________________________

9.6 COMPANY CLASSIFICATION

[TICK APPLICABLE BOX]

☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business? _______________________

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-B BEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-B BEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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 forward the matter for criminal prosecution

WITNESSES:

1. ____________________________

2. ____________________________

SIGNATURE(S) OF BIDDER(S)

DATE: _________________________

ADDRESS:

_____________________________

_____________________________
[The tenderers BEE Verification Certificate must be inserted here]
DECLARATION OF BIDDER’S PAST SCM PRACTICES

SBD 8

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)........................................................................................................................................
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

_____________________________________________  ________________________________________________
Signature                                                                                          Date

_____________________________________________  ________________________________________________
Position                                                                                           Name of Bidder

For cidb                                                                                           Witness

Bidder                                                                                           Witness
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Study of the drivers of construction costs for the cidb, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Name of Bidding Company)

that:

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

........................................................................
Signature
........................................................................
Date

........................................................................
Position
........................................................................
Name of Bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
PERFORMANCE RECORD IN SIMILAR WORK

PLEASE FURNISH US WITH AT LEAST FIVE REFERENCES IN THE BELOW TABLE AS THERE ARE POINTS ALLOCATED FOR EACH REFERENCE

<table>
<thead>
<tr>
<th>EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER</th>
<th>NATURE OF SERVICE</th>
<th>CONTRACT VALUE (INCLUSIVE of VAT)</th>
<th>DATE COMPLETED OR EXPECTED TO BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**SIGNATURE:**  .................................................................  **DATE:**  .................................................................
(of person authorized to sign on behalf of the Tenderer)
THE CONTRACT

NOTE:
THE CONTRACT WILL BE ENTERED INTO WITH THE WINNING BIDDER.
THE OFFER IS SUBJECT TO THE SUBMISSION OF THIS BID TO THE CIDB.

CERTIFICATE OF INCORPORATION

REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT (in a case of a Sole Proprietor)

[Important note to Tenderer: Registration Certificates for Companies, Close Corporations and
Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents for
Sole Proprietors, all as referred to in the List of Compulsory Returnable Schedules and
Documents, must be inserted here]
COMPANY PROFILE (PLEASE ATTACH YOUR COMPANY PROFILE HERE)
1. Client’s / employer’s objectives

To appoint a service provider to conduct a study that will assist to simplify and reduce regulatory costs in public sector procurement, delivery and building of construction works, while maintaining integrity in procurement and value for money to client departments.

2. Description of the services and brief

The project will:

a) review relevant prescripts and practices impacting on procurement, delivery and building of construction works with the objective of reducing red tape and costs by identifying inefficient, ineffective and/or overlapping regulations and requirements;

b) recommend possible regulation amendments and changes in practices to reduce red tape and costs, while maintaining integrity in procurement and value for money to client departments; and

c) recommend process improvements to reduce red tape and costs, such as through the increased use of electronic procurement and documents, single point warehouses for common information requirements etc.

The project must take cognisance of relevant national, provincial, local regulations and by-laws within the construction procurement environment, as well as Supply Chain Management (SCM) prescripts and practices implemented by government organisations.

The successful service provider must submit a project plan which will be discussed with the cidb project team.

3. Extent of the services

It is to develop a study to simplify and reduce regulatory costs in public sector procurement, delivery and building of construction works, while maintaining integrity in procurement and value for money to client departments.

It is estimated that the project can be undertaken within a time period of 8 months after the appointment date, and must be supported by a report documenting the findings and recommendations.

4. Use of reasonable skill and care

a) Reasonable Skills:

- The service provider must have substantive knowledge, experience and expertise in the policy and regulatory frameworks of the Public sector procurement.

b) Care:

- The service provider must adhere to cidb confidentiality codes.

5. Approvals

The responsible Project Management Team (PMT) will grant approval for the progress and final report:

Contract Managers: Construction Industry Performance and Procurement and Delivery Management

6. Procurement

There will be a two-stage evaluation process for this RFB. The initial evaluation will be on quality; thereafter, bidders who score a minimum of 80 points will be evaluated on Price and BEE, using the 80/20 principle.

Below is the procedure for the evaluation of responsive bidders
“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service. When functionality is utilised as an evaluation criterion, below must be adhered to.

Quality shall be scored by not less than three evaluators in accordance with the criteria and maximum scores as depicted in the table below:

<table>
<thead>
<tr>
<th>Quality Criteria</th>
<th>Description of quality criteria and sub criteria</th>
<th>Maximum number of tender evaluation points</th>
</tr>
</thead>
<tbody>
<tr>
<td>METHODOLOGY</td>
<td>Approach paper (please provide an execution Plan) (Refer to table B below)</td>
<td>30</td>
</tr>
<tr>
<td>BIDDER EXPERIENCE</td>
<td>Relevant experience of the organisation in policy and regulatory frameworks of the public sector procurement (Please provide company profile)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>The service provide will be allocated points on a sliding scale of 5 points per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 years and above =30points; 9 years =25points; 8years=20points;7 years=15points; 6years=10points 5 years and less=5points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please provide at least two contactable references and 5 points will be allocated for each reference with a positive outcome.</td>
<td>10</td>
</tr>
<tr>
<td>EXPERIENCE OF KEY PERSONNEL</td>
<td>Relevant experience of key personnel in policy and regulatory frameworks of the public sector procurement (Please provide CVs illustrating the key personnel's experience)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>The service provide will be allocated points on a sliding scale of 5 points per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 years and above =30points; 9 years =25points; 8years=20points;7 years=15points; 6years=10points 5 years and less=5points</td>
<td></td>
</tr>
<tr>
<td>Total evaluation points for quality (WQ)</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Only the qualifying bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be allocated for price and 20 points will be allocated for BBBEE status level contribution score card.

Based on the firm bidder price provided, the following formula will be used to award points on price evaluation.

\[
P_{s} = 90 \left(1 - \frac{P_{t} - P_{min}}{P_{min}}\right) \quad \text{OR} \quad P_{s} = 80 \left(1 - \frac{P_{t} - P_{min}}{P_{min}}\right)
\]

Where

- \(P_{s}\) = Points scored for price of bid under consideration
- \(P_{t}\) = Rand value of bid under consideration
- \(P_{min}\) = Rand value of lowest acceptable bid

1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R1 million or
2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R1 million

7. Planning and programming

Planning and implementing programme will be discussed and agreed on with the client (cidb) once appointment has been confirmed.

8. Format of the report

The service provider is expected to produce and submit to the cidb an MS Word and a PDF document in electronic format.

9. Quality management

- The service provider is expected to specify the quality control measures that will be put in place;
- The service provider must ensure that the report has been proof read and that the document has been correctly formatted.
- The cidb will also conduct its own quality check of the report.

10. Format of communications

Electronic mail, Face to Face meetings and Telephony are the preferred forms of communication with the cidb.

11. Key personnel

- The service provider must submit a schedule of key personnel.
- The service provider must also submit a schedule of contact particulars of key personnel.
- This schedule must be enclosed in the tender document.

12. Management meetings

Management meetings are to be conducted as and when necessary at the service providers' premises and/or at the cidb head office at the SABS Campus, No 2 Dr Lategan Road, Groenkloof, Pretoria. Service providers will be encouraged to call meeting with cidb when so required.

13. Electronic payments and payment certificates

Payments will be made on receipt of and approval of work done through an invoice. The overall budget is not to be exceeded without the prior written approval.

14. Use of documents by the employer

The request for bid document as well as all the supporting returnable documents will be used by the cidb solely for the purpose of evaluating the bid. The cidb undertakes to treat such documents with strict confidentiality.

The produced documents shall remain the property of the cidb.
ANNEXES
List by title
In order to demonstrate their capacity and score points with respect to the criteria, bidders should provide the following supporting documentation.

a. Executive Summary;
b. Project plan with description of proposed methodology and schedule of work;
c. Cost proposal with pricing for project components as appropriate;
d. Proof of company experience in carrying out similar projects (please provide company profile and information demonstrating relevant experience; illustrating the organization’s experience in each listed outcome);
e. Bidders shall provide 2 contactable references for work requiring similar knowledge and capacity. Contact information for each of the 2 references shall be provided, this should include organisation name, contact person and contact numbers;
f. Proof of experience illustrating the organization’s experience in each listed outcome and appropriate skills of the key personnel (Personnel curriculum vitae);
g. Proof of the qualifications of the personnel assigned to the project (Include certified copies of qualifications);
h. A valid tax clearance certificate must be provided to the cidb with the proposal. Failure to produce a valid original tax clearance certificate will result in the bid being deemed as non-responsive;
i. A valid B-BBEE certificate obtained through accredited verification agencies or exemption certificates compliant with National Treasury regulations;
j. The Bid is valid for 90 days.

**TABLE B: Scoring for the Approach Paper**

<table>
<thead>
<tr>
<th>Scoring (evaluator to score between 0 – 30)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor Score between 0 – 7</td>
<td>The technical approach, methodology and/or workplan is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing</td>
</tr>
<tr>
<td>Satisfactory Score between 8-15</td>
<td>The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, project deliverables and the proposed approach.</td>
</tr>
<tr>
<td>Good Score between 16-23</td>
<td>The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The work plan fits the approach paper well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan</td>
</tr>
<tr>
<td>Very good Score between 24-30</td>
<td>Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs. The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies.</td>
</tr>
</tbody>
</table>
15. Pricing Instruction and Pricing schedule

Pricing Instructions

1. The tender offer must be all inclusive with no unspecified costs to arise
2. As part of the proposal, the bidder must provide a breakdown of the tendered price
3. The bid price must be inclusive of VAT.