

PART A		INVITATION TO BID		SBD1	
<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>					
BID NUMBER:	<b>RFP213/2024</b>	CLOSING DATE:	<b>31 January 2025</b>	CLOSING TIME:	<b>23h55</b>
DESCRIPTION:	<b>THE APPOINTMENT OF A DESIGN BUILD CONTRACTOR FOR THE RENOVATIONS AND REFURBISHMENT OF OFFICES AT 90 PLEIN STREET BUILDING: 3rd, 8th, 9th and 10th FLOORS IN CAPE TOWN, WESTERN CAPE</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE SUBMITTED AT:					
<b>Tender Box folder for RFP via Microsoft One Drive (Detailed on pg. 11)</b>					
FOR ATTENTION: QTELO MPANZA, <b>PROCUREMENT &amp; TENDER OFFICER</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER:					
POSTAL ADDRESS:					
STREET ADDRESS:					
TELEPHONE NUMBER:	CODE:		NUMBER:		
CELLPHONE NUMBER:					
FACSIMILE NUMBER:	CODE:		NUMBER:		
E-MAIL ADDRESS:					
VAT REGISTRATION NUMBER:					
		TCS PIN:		<b>AND/OR</b>	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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



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

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

**PART B**

**TERMS AND CONDITIONS FOR BIDDING  
SBD1**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT MICROSOFT ONE DRIVE FOLDER AS PER LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR **ONLINE**
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 (PPR2022), THE **NEC 3 ENGINEERING AND CONSTRUCTION CONTRACTS I.E. OPTION A: PRICED CONTRACT WITH ACTIVITY SCHEDULE OF APRIL 2013 (INCLUDING AMENDMENTS) AND NEC3 TERM SERVICES AGREEMENT (MAINTENANCE)** AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

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

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

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

## VOLUME 1 OF 3

## THE TENDER

**TENDER NO. RFP213/2024**

# DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

**CLIENT: PORSA**

**Implementing Agent:**

Development Bank of Southern Africa Limited  
1258 Lever Road  
Midrand Johannesburg  
Gauteng  
1685

**Contact:**  
As per Tender Notice and Invitation

**Tender Officer:**

Qetelo Mpanza – Tender Officer  
Development Bank of Southern Africa Limited  
1258 Lever Road  
Midrand Johannesburg  
Gauteng  
1685

**Contact:**  
As per Tender Notice and Invitation

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**THE TENDER**

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**PART T1: TENDERING PROCEDURES**

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### T1.1 TENDER NOTICE AND INVITATION TO TENDER

The Development Bank of Southern Africa Limited (DBSA) invites tenders for **RFP213/2024: THE APPOINTMENT OF A DESIGN BUILD CONTRACTOR FOR THE RENOVATIONS AND REFURBISHMENT OF OFFICES AT 90 PLEIN STREET BUILDING: 3rd, 8th, 9th and 10th FLOORS IN CAPE TOWN, WESTERN CAPE**

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

Queries may only be addressed to:

Procurement & Tender Officer: [QeteloSCM@dbsa.org](mailto:QeteloSCM@dbsa.org)

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

MIN. CIDB GRADING REQUIRED	COMPULSORY TENDER BRIEFING	
	VENUE	DATE & TIME
9GB or Higher	Compulsory Online Briefing session via Microsoft Teams  <a href="#">Join the meeting now</a>	16 January 2025 @ 11:00am
	Compulsory Site Inspection Session @ 90 Plein Street, Parliament Precinct Cape Town. Attendee to bring RSA ID Document for registration, failure will result in no entry.	20 January 2025 @ 11:00am

The closing time for receipt of tenders is **23H55 (Telkom time) on 31 January 2025** at the designated **Tender Box folder for RFP213/2024 via Microsoft One Drive.**

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

- i. Tenderers are required to submit a fully populated and signed 6.2 (Declaration Certificate for Local Content) as per **T2.4.4 of Volume 2** of the Tender Document.
- ii. Tenderers are to ensure that they have a fully completed and signed Annexures C to the SBD6.2 fully populated and signed in line with the Designated Sectors stipulated in SBD6.2.
  - a. Annexure C to contain every product as listed in the Designated Sectors referred to under Tender Volume 2, T2.4.4 – SBD6.2 Local Production and Content.

**Instructions for TENDER BRIEF:**

- Bidders to use the briefing session link provided on 10 to attend the compulsory online briefing and
- Bidders to ensure on time arrival at site for the site walk. Representative must be sufficiently qualified, to accurately relay and communicate brief discussions for the compulsory site walk.

**Instructions for TENDER SUBMISSION:**

- Bidders are required to issue Tender Submission Link requests and all other enquiries to [geteloscm@dbsa.org](mailto:geteloscm@dbsa.org) **ONLY**;
- Request must specify the relevant tender number of this specific tender (**RFP213/2024**)
- Tender Submission Link requests will **NOT** be accepted after **11h00 on the date of Tender Closing**. Any requests after the stipulated date and time will be disregarded.
- Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically, no later than **11h00 on the date of Tender Closing**.
- Bidders to ensure the documents being loaded are correct and accurate – once they are loaded, they could possibly not be accessed again or deleted.
- If incorrect documents are loaded and could not be deleted, the new documents loaded must include the wording **“Corrected”**
- **Only Files can be loaded**, not folders
  - As such, Folders with all its required content should be created on the bidder's system, then be converted to either a **Compressed or Zipped Folder**.
  - This will allow bidders to load the whole Compressed / Zipped Folder **as a file format** to the ***Tender Submission Link***
- Once documents have been loaded, the Bidder will receive a confirmation email of the upload.
- Uploading of submission **must be in the structure and order** as prescribed in this tender.
- Bidders are requested to not create and submit excessively large files, but rather to break it up into its components.

**KEY DATES AND ACTIVITIES**

No	Description	Date/Time
1.	Advertisement via CIDB, DBSA Website, National Treasury E-tender Portal,	<b>13 December 2025</b>
2.	There will be a Compulsory Online Briefing Session	<b>16 January 2025 @ 11:00</b>
	There will be a Compulsory Site Inspection Session	<b>20 January 2025 @ 11:00</b>
3.	Bidders to submit written questions/ clarifications. <ul style="list-style-type: none"> <li>• Each bidder is encouraged to submit <b>one (01) consolidated</b> questions/ clarifications <b>email</b>.</li> <li>• <b>No</b> questions will be entertained post the stipulated date.</li> </ul>	<b>24 January 2025 @ 16:00</b>
4.	DBSA to respond to written questions/ clarifications posed by bidders not prior to this date. <ul style="list-style-type: none"> <li>• Such response will be issued via email to all invited tenderers.</li> <li>• Bidders are required to stay updated with such communications for any additional communications / addenda being issued.</li> </ul>	<b>28 January 2025 @ 16:00</b>
5.	Bidders submit their Tender Submission Link request	<b>29 January 2025 @ 11:00</b>
6.	Bidders to receive the OneDrive Link to upload tender submission documents electronically	<b>30 January 2025 @ 16:00</b>
7.	Tenders <b>Closing Date and Time</b>	<b>31 January 2025 @ 23:55</b>

### **T.1.2 TENDER DATA**

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

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

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

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

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

	•
C.1.4	<p>The Employer is:</p> <p><b>Name:</b> Development Bank of Southern Africa Limited</p> <p><b>Address:</b> 1258 Lever Road, Headway Hill, Midrand, Gauteng, 1685</p> <p><b>Tel:</b> (011) 313 3911</p> <p><b>Attention is drawn to the fact that verbal information given by the Employer or any other person prior to the close of tenders will not be regarded as binding on the Employer. Only information issued formally by the employer in writing to tenderers will be regarded as amending the tender documents.</b></p>
C.1.5	The employer reserves the right to reject award to the highest scoring tenderer (as calculated according to Clause C.3.11 should the offer pose a commercial and/ or delivery risk to the successful completion of the project and the Employer, or in line with PPR 2022 and Other Objective Criteria as detailed.
C.1.6	The competitive negotiation procedure <b>shall not be</b> applied.
C.1.7	A two-stage system <b>will not be</b> applied.
C.2.1	<p>The following tenderers who are registered with the CIDB, or are capable of being so registered <b>prior to the evaluation of submissions</b>, are eligible to have their tenders evaluated:</p> <ol style="list-style-type: none"> <li>contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) and 25(7A) of the Construction Industry Development Board Regulations, for a <b>9 GB</b> class or higher of construction work; and</li> <li>submit an offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with the employer</li> <li>the tenderer is registered on the National Treasury Central Supplier Data Base (<a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>)</li> <li>the tenderer accepts that documents that have correction fluid on them will be deemed non-responsive and the documents must remain intact</li> <li>tenderers adhere to the pre-qualification criteria stated in the tender document, if any.</li> <li><del>contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above and who satisfy the following criteria:</del> <ol style="list-style-type: none"> <li><del>the employer is satisfied that such a contractor has the potential to develop and qualify to be registered in that higher grade as determined in accordance with the provisions of the CIDB Specification for Social and Economic Deliverables in Construction Works Contracts; and</del></li> <li><del>the employer agrees to provide the financial, management or other support that is considered appropriate to enable the contractor to successfully execute that contract.</del></li> </ol> </li> </ol> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>the entity is registered as a JV, on the approved DBSA panel invited from, if not advertised in the open market;</li> <li>every member of the joint venture is registered with the CIDB in the General Building (GB) class of work;</li> <li>the lead partner has a contractor grading designation in the <b>9 GB</b> class or higher of construction work; and</li> <li>the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a <b>9 GB</b> class or higher of construction work or a value determined in accordance with Regulation 25 (1B) and 25(7A) of the Construction Industry Development Regulations</li> <li>The members / parties have signed a joint venture agreement</li> <li>A consolidated B-BBEE verification certificate in the name of the joint venture must be submitted in order to qualify for the preference points</li> </ol>
C.2.7	The arrangements for a <b>Compulsory Clarification Meeting</b> are as stated in the <b>Tender Notice and Invitation to Tender</b> .

	<del>Tenderers must sign the attendance register in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</del>																						
C.2.8	Request clarification in line with the dates stipulated under "KEY DATES AND ACTIVITIES" on <b>page 11</b> .																						
C.10.3	Rates and prices are the lump sum prices for each activity on the Activity Schedule unless later changed in accordance with this contract.																						
C.2.12	Alternative tender offers or Qualified tenders will <b>not be</b> considered.																						
C.2.12	<p><del>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer.</del></p> <p><del>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</del></p> <p><del>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</del></p> <p><del>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs in confirming the acceptability of the detailed design.</del></p>																						
C.2.13.1	Where the tendering entity is a joint venture, it is recommended that the standard CIDB Joint Venture Agreement document be used.																						
C.2.13.3	<p>Parts of each tender offer communicated on paper shall be submitted to the <b>Microsoft One Drive Tender Box</b> in the <b><u>following specific format only:</u></b></p> <ol style="list-style-type: none"> <li>Your RFP submission must be filled in the exact order as stipulated in the below table.</li> <li>All forms must be properly completed and signed as required and the document shall not be taken apart or altered in any way whatsoever.</li> <li>All forms must be duly completed and signed as required.</li> </ol> <table border="1"> <thead> <tr> <th>Section</th><th>Description Contents &amp; Order for RFP Submission</th></tr> </thead> <tbody> <tr> <td><b>1.</b></td><td><b><u>Submission Folder Structure</u></b></td></tr> <tr> <td><b>1.1</b></td><td>Complete <b>Volume 1</b> – file clearly named</td></tr> <tr> <td><b>1.2</b></td><td>Complete <b>Volume 2</b> – file clearly named</td></tr> <tr> <td><b>1.3</b></td><td>Complete <b>Volume 3</b> – file clearly named</td></tr> <tr> <td><b>1.4</b></td><td><b>B-BBEE Certificate</b> – file clearly named</td></tr> <tr> <td><b>1.5</b></td><td><b>Supporting Evidence for Volume 2 with Index</b> – file clearly named</td></tr> <tr> <td><b>1.5.1</b></td><td>Document order to be exactly as per <b>Table of Contents</b> in <b>Volume 2</b> – accurate Content List required.</td></tr> <tr> <td><b>1.5.2</b></td><td>Tenderer may not scan submission in order other than specified in Volume 2.</td></tr> <tr> <td><b>1.5.3</b></td><td>All other supporting documents for evaluation criteria to be included here as well.</td></tr> <tr> <td><b>1.6</b></td><td><b>Activity Schedule</b> – file clearly named</td></tr> </tbody> </table>	Section	Description Contents & Order for RFP Submission	<b>1.</b>	<b><u>Submission Folder Structure</u></b>	<b>1.1</b>	Complete <b>Volume 1</b> – file clearly named	<b>1.2</b>	Complete <b>Volume 2</b> – file clearly named	<b>1.3</b>	Complete <b>Volume 3</b> – file clearly named	<b>1.4</b>	<b>B-BBEE Certificate</b> – file clearly named	<b>1.5</b>	<b>Supporting Evidence for Volume 2 with Index</b> – file clearly named	<b>1.5.1</b>	Document order to be exactly as per <b>Table of Contents</b> in <b>Volume 2</b> – accurate Content List required.	<b>1.5.2</b>	Tenderer may not scan submission in order other than specified in Volume 2.	<b>1.5.3</b>	All other supporting documents for evaluation criteria to be included here as well.	<b>1.6</b>	<b>Activity Schedule</b> – file clearly named
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	<b>NB: FAILURE TO SUBMIT IN THE FORMAT/ ORDER REQUIRED MAY RENDER THE BID INVALID.</b>
C.2.13.4	The tender shall be signed by a person duly authorized to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning.
C.2.13.5	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:  <b>Location of tender Folder:</b> Designated tender folder as per link provided.  <b>Physical address:</b> Microsoft One Drive  <b>Identification details:</b> Tenderers full name
C.2.13.6	A two-envelope system <b>is not</b> required.
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.14	By signing the offer part of C1.1 Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is true and correct.
C.2.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
C.2.16	The tender offer validity period is <b>90 days</b> from the closing time for submission of Tenders.
C.2.18	<del>The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.</del>
C.2.19	Access shall be provided for inspections and testing by personnel acting on behalf of the Employer.
C.2.20	The tenderer is required to submit with his tender a letter of intent from an approved insurer or financial institution undertaking to provide the <b>Performance Bond</b> to the format included in <b>Part T2.2</b> of this procurement document.
C.2.23	The tenderer is <b>required to submit</b> with his tender: <ul style="list-style-type: none"> <li>a) A valid and active Tax Compliance Status Pin issued by the South African Revenue Services.</li> <li>b) An original/copy of the B-BBEE Certificate/ Affidavit.</li> <li>c) A copy of the entity's Professional Indemnity Insurance (<i>where applicable</i>).</li> <li>d) A Valid Copy of the Tenderer's Workmen's Compensation Certificate, Act 4 of 2002.</li> <li>e) A Valid Copy of the Tenderer's Unemployment Insurance Certificate, Act 4 of 2002.</li> <li>f) A Valid Copy of the Certificate of Incorporation (if Tenderer is a Company); or</li> <li>g) A Valid Copy of the Founding Statement (if Tenderer is a Closed Corporation); or</li> <li>h) A Valid Copy of the Partnership Agreement (if Tenderer is a Partnership); or</li> <li>i) A Valid Copy of Identity Document (if Tenderer is a Sole Proprietor); or</li> <li>j) A signed Joint Venture Agreement (if Tenderer is a Joint Venture).</li> <li>k) Letter of Intent for Performance Bond.</li> </ul>
C.3.1.1	The Employer will respond to requests for clarification received as stipulated on <b>page 11</b> before the tender closing time.



C.3.4	Tenders will not be opened in public. Tenders will be opened immediately after the closing time (23:55hrs Telkom Time) for receipt of tenders as stated in the Tender Notice and Invitation to Tender, or as stated in any Addendum extending the closing date.																				
C.3.11	<p>The procedure for the evaluation of responsive tenders is <b>Method 1: Price and Preference</b></p> <p>Evaluation will be in <b>three</b> stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022, namely:</p> <ul style="list-style-type: none"><li>• <b>Stage 1:</b> Responsiveness Evaluation</li><li>• <b>Stage 2:</b> Financial Offer and Preference Evaluation</li><li>• <b>Stage 3:</b> Objective Criteria &amp; Risk Analysis</li></ul>																				
C.3.11.3	<p>The procedure for the evaluation of responsive tenders is <del><b>Method 2: Functionality, Price and Preference.</b></del></p> <p><del>Evaluation will be in <b>four</b> stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 namely:</del></p> <ul style="list-style-type: none"><li><del>• <b>Stage 1:</b> Responsiveness Evaluation</del></li><li><del>• <b>Stage 2:</b> Functionality Evaluation</del></li><li><del>• <b>Stage 3:</b> Financial and Preferential Evaluation</del></li><li><del>• <b>Stage 4:</b> Risk Analysis &amp; Objective Criteria</del></li></ul>																				
	<p><b><u>Stage 1: Responsiveness Evaluation</u></b></p> <p>The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited criteria selected in below table.</p> <p><b>A. Tenderers who do not adhering to those criteria listed as <b>PRE-QUALIFIER</b>, will be <u>disqualified immediately</u>;</b></p> <table><tr><th colspan="2">Responsiveness Criteria</th><th>Prequalifying Criteria</th><th>Applicable to this Tender (Y/N)</th></tr><tr><td>1</td><td>Attendance of <b>Compulsory Online Briefing</b> session</td><td>Pre-Qualifier</td><td>Y</td></tr><tr><td>2</td><td>Attendance of <b>Compulsory Site Inspection</b> session</td><td>Pre-Qualifier</td><td>Y</td></tr><tr><td>3</td><td><b>Only South African citizen owned companies and directors. (Country of Birth/SA)</b> (Proof must be attached with tender submissions ID Copies for Directors)</td><td>Pre-Qualifier</td><td>Y</td></tr><tr><td>4</td><td>Tenderer must have successfully completed a minimum of <b>3 Projects of similar nature (General Building) in the last 10 years</b>, with a contract award value of <b>R 100 million and above per project</b>.  The tenderer must submit the following documents for each completed project:<ul style="list-style-type: none"><li>• Letter of Appointment on the client's letterhead, dated, signed showing appointment value and</li><li>• Completion Certificate of the same project (certificate must be dated, signed and emanating from the contract awarded in the Letter of Appointment)</li></ul></td><td>Pre-Qualifier</td><td>Y</td></tr></table>	Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)	1	Attendance of <b>Compulsory Online Briefing</b> session	Pre-Qualifier	Y	2	Attendance of <b>Compulsory Site Inspection</b> session	Pre-Qualifier	Y	3	<b>Only South African citizen owned companies and directors. (Country of Birth/SA)</b> (Proof must be attached with tender submissions ID Copies for Directors)	Pre-Qualifier	Y	4	Tenderer must have successfully completed a minimum of <b>3 Projects of similar nature (General Building) in the last 10 years</b> , with a contract award value of <b>R 100 million and above per project</b> .  The tenderer must submit the following documents for each completed project: <ul style="list-style-type: none"><li>• Letter of Appointment on the client's letterhead, dated, signed showing appointment value and</li><li>• Completion Certificate of the same project (certificate must be dated, signed and emanating from the contract awarded in the Letter of Appointment)</li></ul>	Pre-Qualifier	Y
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	<p><b>CVs with detailing experience and qualifications where applicable are Pre-Qualifiers, however the Proof of Registration with a recognized professional body/ institution are part of the Qualifications under Part B below)</b></p> <ol style="list-style-type: none"> <li>Professional Construction Project Manager registered with SACPCMP (Pr.CPM) – <b>5 years' post registration experience in the built environment as a Professional Construction Project Manager</b></li> <li>Professional Quantity Surveyor (registered with SACQSP – Pr.QS) - <b>5 years' post registration experience</b> in the built environment as a Professional Quantity Surveyor.</li> <li>Professional Engineer/Technologist Structural (registered with ECSA – Pr.Eng / Pr.Tech Eng) - <b>5 years' post registration experience in the built environment as a Professional Engineer/Technologist Structural</b></li> <li>Professional Engineer/Technologist Electrical (registered with ECSA – Pr.Eng / Pr. Tech Eng) – <b>5 years' post registration experience in the built environment as a Professional Engineer/Technologist Electrical.</b></li> <li>Professional Engineer/Technologist Mechanical (registered with ECSA – Pr.Eng / Pr. Tech Eng) – <b>5 years' post registration experience in the built environment as a Professional Engineer/Technologist Mechanical.</b></li> <li>Construction Health and Safety Agent (registered with SACPCMP – Pr.CHSA)- <b>5 years' experience in the built environment as a Construction Health and Safety Agent</b></li> <li>Professional Architect/ Professional Senior Architectural Technologist (registered with SACAP – Pr.Arch/ PrSArchT) - 5 years' post registration experience in the built environment as a Professional Architect/ Professional Senior Architectural Technologist.</li> </ol> <ul style="list-style-type: none"> <li>Bidders must clearly specify which resource CV is offered for the tender required discipline - CV will not be assessed for any other discipline.</li> <li>Only one (1) resource CV per discipline will be assessed.</li> </ul>	Pre-Qualifier	Y																																
	<p><b>B. Tenderers who do not adhere to the response time indicated for clarification inquiries by the Employer will be deemed non-responsive and not be evaluated further.</b></p> <table border="1"> <thead> <tr> <th data-bbox="209 1368 288 1473">1</th><th data-bbox="288 1368 1193 1473">Responsiveness Criteria</th><th data-bbox="1193 1368 1374 1473">Clarification Time</th><th data-bbox="1374 1368 1565 1473">Applicable to this Tender (Y/N)</th></tr> </thead> <tbody> <tr> <td data-bbox="209 1473 288 1541">1</td><td data-bbox="288 1473 1193 1541">Proof of Registration with a recognized professional body/ institution for each member of the listed Team</td><td data-bbox="1193 1473 1374 1541">48 hours</td><td data-bbox="1374 1473 1565 1541">Y</td></tr> <tr> <td data-bbox="209 1541 288 1608">2</td><td data-bbox="288 1541 1193 1608">Adherence to the <b>Standard Conditions of Tender</b> as required (No deviations, qualifications &amp; alternatives).</td><td data-bbox="1193 1541 1374 1608">48 hours</td><td data-bbox="1374 1541 1565 1608">Y</td></tr> <tr> <td data-bbox="209 1608 288 1653">3</td><td data-bbox="288 1608 1193 1653"><b>Returnable Documents</b> completed and signed</td><td data-bbox="1193 1608 1374 1653">48 hours</td><td data-bbox="1374 1608 1565 1653">Y</td></tr> <tr> <td data-bbox="209 1653 288 1753">4</td><td data-bbox="288 1653 1193 1753">Submission of Registration with <b>National Treasury Central Supplier Database (CSD) Summary Report</b>: - Bidder must be registered in order to do business with the DBSA.</td><td data-bbox="1193 1653 1374 1753">48 hours</td><td data-bbox="1374 1653 1565 1753">Y</td></tr> <tr> <td data-bbox="209 1753 288 1798">5</td><td data-bbox="288 1753 1193 1798">A <b>Tax Pin</b> issued by SARS.</td><td data-bbox="1193 1753 1374 1798">48 hours</td><td data-bbox="1374 1753 1565 1798">Y</td></tr> <tr> <td data-bbox="209 1798 288 1843">6</td><td data-bbox="288 1798 1193 1843">Valid letter of good standing (<b>COIDA</b>).</td><td data-bbox="1193 1798 1374 1843">48 hours</td><td data-bbox="1374 1798 1565 1843">Y</td></tr> <tr> <td data-bbox="209 1843 288 1957">7</td><td data-bbox="288 1843 1193 1957">Proof of Letter of Intent from a guarantor for Performance Guarantee to the value of <b>10% of the Contract Sum</b> for this project (RFP213/2024)– refer to Volume 2 &amp; 3.</td><td data-bbox="1193 1843 1374 1957">48 hours</td><td data-bbox="1374 1843 1565 1957">Y</td></tr> </tbody> </table>			1	Responsiveness Criteria	Clarification Time	Applicable to this Tender (Y/N)	1	Proof of Registration with a recognized professional body/ institution for each member of the listed Team	48 hours	Y	2	Adherence to the <b>Standard Conditions of Tender</b> as required (No deviations, qualifications & alternatives).	48 hours	Y	3	<b>Returnable Documents</b> completed and signed	48 hours	Y	4	Submission of Registration with <b>National Treasury Central Supplier Database (CSD) Summary Report</b> : - Bidder must be registered in order to do business with the DBSA.	48 hours	Y	5	A <b>Tax Pin</b> issued by SARS.	48 hours	Y	6	Valid letter of good standing ( <b>COIDA</b> ).	48 hours	Y	7	Proof of Letter of Intent from a guarantor for Performance Guarantee to the value of <b>10% of the Contract Sum</b> for this project (RFP213/2024)– refer to Volume 2 & 3.	48 hours	Y
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8	<b>Recent 2 Years (3 Year view)</b> Audited Financial Statements or Financial Statements signed off by an Accountant.	48 hours	Y
9	<b>Valid &amp; Active CIDB</b> Contractor grading designation of <b>9GB</b> or higher. Refer <b>C2.1</b> of the Tender Data and Returnable <b>T2.1.6</b>	48 hours	Y
10	<b>SANAS</b> approved <b>BBBEE Certificate/ Affidavit</b> . (Consortiums, Joint Venture Companies and Partnership must submit a <b>consolidated</b> BBBEE Certificate) Non-response to clarification will result in bidder <b>scoring 0 points for Price and preference</b>	48 hours	Y
11	Proof of Letter of Intent for Professional Indemnity Insurance to the value of <b>R 5 000 000.00</b>	48 hours	Y
12	Public liability insurance of R10 million.	48 hours	Y

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

With reference to the PPR2022, the evaluation shall be based on the **90/10** Principle and the points for evaluation criteria are as follows: ~~(Where it is unclear which preference point system will be applicable, either the 80/20 or 90/10 preference point system will apply, and the lowest acceptable tender will be used to determine the applicable preference point system).~~

Evaluation Criteria		Points
1.	Price	90
2.	Specific Goals (namely, BBBEE status level of contributor)	10
3.	<b>Total</b>	<b>100</b>

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

- a)** In addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed as “**Other Objective Criteria**” in terms of the PPR2022, in order to ascertain suitability for award – we reserve the right to clarify any aspects listed hereunder where applicable.
- If having passed Responsiveness, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services.
  - Fully compliant and registered with the National Treasury Central Supplier Database.
  - No misrepresentation in the tender information submitted.
  - The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
  - The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
  - Convicted by a court of law for fraud and corruption
  - Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.
  - Any bidder who has had a tender award terminated by the DBSA for non-performance during the 18 months preceding the closing date of this RFP will not be eligible for award under this RFP. In addition, any bidder who has received a written notice of non-performance in the twelve-month period preceding the award of this RFP, may in the discretion

	<p>of the DBSA, be excluded from recommendation for further awards until the non-performance, or the circumstance giving rise to the non-performance, has been remedied to the satisfaction of the DBSA</p> <p>ix) Financial health of the bidder <u>may be assessed if deemed necessary</u>, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable &amp; Payable Turnover, Liquidity &amp; Solvency).</p> <p>x) Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted. The market average of received bid prices <u>excluding Outliers</u>, as well as the DBSA QS estimate will be used as a guide to indicate financial risk.</p> <p>xi) PEP Check and Procure Check to be initiated and if negative, may result in exclusion.</p> <p>xii) As per <b>Additional Conditions of Tender, as stipulated in section 5 above</b>.</p> <p>xiii) Use of adherence to the stipulated requirement of <b>Local Content Declaration</b> and <b>Mandatory Subcontracting</b> as Objective Criteria as provided in Volume 2 of the tender pack.</p>
C.3.11.1	The financial offer may be reduced to a comparative basis using the Tender Assessment Schedule.
C.3.17	<p>The number of paper copies of the signed contract to be provided by the employer is <b>one (1)</b>.</p> <p>1. Application of Subcontracting as an <i>Objective Criteria</i>..</p> <p><b><u>Additional information to subcontracting requirement:</u></b></p> <p>i. It is the responsibility of the tenderer to select competent subconsultants that meet all the requirements of the tender. The fact that the DBSA/Employer may make a list of potential subcontractors available as registered on the National Treasury CSD or on a DBSA Client database does not result in any liability of the DBSA/Employer or a warranty that the listed suppliers are competent.</p> <p>ii. Subcontractors may not be allocated work which contradicts any regulations, regulatory body and/or compliance requirements relevant to the work being sub-contracted for i.e., requirements by CIDB Regulations, accreditations, and registrations to professional / regulatory institutions in the case of professional services etc.</p> <p>iii. The lead tenderer will be responsible for all due diligence on the selected subconsultants and will be held liable for any non-performance.</p> <p>iv. <u>A person awarded a contract may not subcontract 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 of contributor than the person concerned.</u></p> <ul style="list-style-type: none"> <li>• <u>"Unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract"</u>.</li> <li>• Or the tenderer <u>may not be awarded points for B-BBEE status level of contribution</u>.</li> </ul> <p><del>v. The Tenderer, if successful in this bid offer, will be provided a specific time stipulated in the Conditional Appointment Letter from communication of the Conditional Appointment Letter, to provide the Signed/ Proposed Subcontracting Agreement(s) and Supporting Documents, in line with the information detailed in this</del></p>

~~Returnable. Failure to adhere to this will result in the immediate retraction of the Conditional Appointment Letter, without an option to rectify.~~

~~vi. The successful tenderer is to provide the following documentation for each of the relevant subcontractors, as a minimum, in support of the Signed/ Proposed Subcontracting Agreement(s):~~

**Supporting Documents to Subcontracting Agreement/s**

~~Certified Copy of valid B-BBEE Certificate/ Affidavit.~~

~~Copy of valid/ active CIDB registration in the case of construction work.~~

~~Copy of valid/ active registration to application regulatory institutions (where stipulated) in the case of professional services work.~~

~~A valid and active Tax Compliance Status Pin issued by SARS.~~

~~Submission of National Treasury Central Supplier Database (CSD) Summary Report.~~

**Note:** It is incumbent and expected that the Tenderer will apply the same due care and diligence in selecting and managing its sub-consultants / joint venture partner as would have been the case in their own appointment.

**The Additional Conditions of Tender are:**

- i. The offer of award will be informed by the best Value for Money, Risk Allocation and Risk Profile of the bidder.
  - **Value for Money** = Improved total cost.
  - **Risk Allocation** = Considering other awards made, including the logistical allocation of other projects.
  - **Risk Profile** = Considering the profiles of entities, such as but not limited to Procure Check, PEP Checks, Directorship and DBSA Project non-performance concerns etc.
- ii. The DBSA reserves the right to not award any bidder that has a **total of three (3)** active awards/ orders with an outstanding value, if the outstanding value is 10% or less, indicating the project is nearing completion, or reached practical completion, the bidder may be recommended.
- iii. The following will be considered as one award: In the event that a bidder forms part of a Joint Venture/ Consortium, point "ii" based on their JV/ Consortium percentage participation will be considered as one award.
- iv. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.
- v. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- vi. In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.

**Additional Conditions of Contract**

- i. Not Applicable.

**The following circumstances may deem a bid invalid if not addressed:**

- a) If the tender offer is not submitted on the Form of Offer and Acceptance bound into this tender document (form C1.1, Part C1: Agreements and Contract Data);
- b) If the tender is not completed in non-erasable ink;
- c) If the Form of Offer and Acceptance has not been signed;
- d) If the Form of Offer and Acceptance is signed, but the name of the tenderer is not stated or is indecipherable.

#### **Negotiations with preferred tenderers**

The Employer may negotiate the final terms of a contract with tenderers identified through the competitive tendering process as preferred tenderers, provided that such negotiation:

- a) does not allow any preferred tenderer a second or unfair opportunity;
- b) is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

Minutes of any such negotiations shall be kept for record purposes.

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

#	Document	Applicable (Y/N)
1.1	<b>NEC 3 Engineering and Construction Contract Option A:</b> Priced Contract with Activity Schedule of April 2013 (including amendments).	Y
1.2	<b>NEC 3 Term Services Agreement</b>	Y
2	Standardized Specifications for Civil Engineering Construction SANS 1200	Y
3	Code of Practice for the application of the National Building Regulations" SABS 0400-1990	Y
4	The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, Edition 23 (latest edition) including the Code of Practice: Managing exposure to SARS-CoV-2 in the workplace.	Y
5	Safety, Health, Environmental and Quality Policy for Construction and Maintenance Programmes, Health and Safety Baseline Specification, Baseline Risk Assessment.	Y
6	The Standard Conditions of Tender to follow is obtained from Annexure F of CIDB Standard for Uniformity in Construction Procurement, Board Notice 136 Government Gazette No. 38960 of 10 July 2015, which contains references to the Tender Data for details that apply specifically to the Tender.	Y
7	In addition, Tenderers are advised, in their own interest, to obtain their own copies of the following acts, regulations and standards referred to this document as they are essential for the Tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.	Y
7.1	The Construction Industry Development Board Act No 38 of 2000 and the Regulations in terms of the CIDB Act 38/2000, Government Gazette Notice No 33239 of 28 May 2010	Y
7.2	SANS 1921:2004 Construction and Management:	Y
7.2.1	Part 1: General Engineering and Construction Works;	Y
7.2.2	Part 2: Accommodation of Traffic on Public Roads occupied by the Contractor;	N
7.2.3	Part 3: Structural Steelwork;	Y
7.2.4	Part 5: Earthworks Activities which are to be performed by hand.	Y
7.3	Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations as published in the Government Gazette No. 47452 of Vol. 689 4 November 2022	Y