

ENVELOPE A – TECHNICAL PROPOSAL  
VOL 2 of 2

**RETURNABLE DOCUMENTS**

TENDER NO: **EB/ASP2/03/18/Z1A**

**REQUEST FOR PROPOSAL (RFP) PACK**

**FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR THE  
DESIGN AND CONSTRUCTION OF A MANUFACTURING FACILITY IN ZONE 1A OF THE  
EAST LONDON INDUSTRIAL DEVELOPMENT ZONE**

**CHECKLIST FOR SUBMISSIONS**

ITEM	
<b>Supporting Documentation To Be Submitted</b>	
Original Cancelled Cheque / Bank Stamped Letter	
Accredited Valid Original or Certified B-BBEE Certificate	
Accredited Quality Management System	
Design software available for the project	
Proof of Locality – copy of municipal utility bill, lease agreement, title deed	
Proposed Implementation Methodology/Project Approach	
Professional Registration Certificates with Relevant Professional Discipline Associations	
A minimum of two signed and stamped reference forms (Provided herein) including company name, contact name, phone number, brief details of work done with dates and analysis of performance) should be submitted which can be verified	
CV's and Certified Qualification Certificates of proposed team members	
<b>Compulsory Documentation To Be Submitted</b>	
Valid Tax Clearance Certificate	
Company Registration Document accompanied by Share Certificates where applicable	
Completed and Signed ELIDZ Procurement Handbook	
JV Participation Documentation (If applicable)	
Proof of Professional Indemnity Insurance (Min R10 Million)	
Proof of Professional Registration of the Individuals (Project Team)	
Proof of registration with CSD / MAAA number	

**Original Cancelled Cheque / Bank Stamped Letter**

**Accredited Valid Original or Certified B-BBEE Certificate**

## Company Profile

## Accredited Quality Management System

**Design software available for the project**

**Proof of Locality – copy of municipal utility bill, lease agreement, title deed**



## Proposed Implementation Methodology/Project Approach

**Professional Registration Certificates with Relevant Professional  
Discipline Associations**

**A minimum of two signed and stamped reference forms (Provided herein) including company name, contact name, phone number, brief details of work done with dates and analysis of performance) should be submitted which can be verified**

## 1 ELIDZ Reference form – Details of Previous Similar Project Experience

- The respondent must complete part A of this form separately for each project listed on part B
- The respondent must forward Part B of this form for completion and signing by the Client, and then bind signed and stamped form with the submission. The ELIDZ will not give scores for uncompleted forms.

### PART A – To be completed by respondent for RFP submission

Company name of Respondent:			
Name of completed similar project:			
Name of project client:			
Location of project (town, district municipality, province, country)			
Total project value:		Project start date:	
Value of work under your appointment:		Project finish date:	
Brief description of work done on this project by your firm:			
Disciplines undertaken by your company			
Details of client for reference purposes:	Name:		
	Company name:		
	Contact details:		

## 1 ELIDZ Reference form – Details of Previous Similar Project Experience

### PART B – To be completed by reference and returned for evaluation team

Project Name Completed: .....

Value: R .....

Client Name: ..... Year :.....

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary:		Comments
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Please score and comment on the attributes listed below	Score out of 10	
Overall professional skills relevant to discipline		
Quality and completeness of documentation / drawings issued		
compliance with programme for issuing of information		
Application of resources to project		
Site inspections / administration		
Contractual acumen		
Willingness to work as a team with other consultants, contractor and client		
Provision of, and accuracy of AS-Built and contract records		
Total Score (sum of all scores)		

The reference to please provide a score (0 – poor, 5 – satisfactory, 7 – good, 10 – excellent, intermediate numbers may also be scored) and comment on the consultant’s performance on the listed project.

Referee name: ..... Referee signature: .....

Designation: ..... Date: .....

Tel: ..... Company/Client Stamp: .....

## 2 ELIDZ Reference form – Details of Previous Similar Project Experience

- The respondent must complete part A of this form separately for each project listed on part B
- The respondent must forward Part B of this form for completion and signing by the Client, and then bind signed and stamped form with the submission. The ELIDZ will not give scores for uncompleted forms.

### PART A – To be completed by respondent for RFP submission

Company name of Respondent:			
Name of completed similar project:			
Name of project client:			
Location of project (town, district municipality, province, country)			
Total project value:		Project start date:	
Value of work under your appointment:		Project finish date:	
Brief description of work done on this project by your firm:			
Disciplines undertaken by your company			
Details of client for reference purposes:	Name:		
	Company name:		
	Contact details:		

## 2 ELIDZ Reference form – Details of Previous Similar Project Experience

### PART B – To be completed by reference and returned for evaluation team

Project Name Completed: .....

Value: R .....

Client Name: ..... Year :.....

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary:		Comments
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Please score and comment on the attributes listed below	Score out of 10	
Overall professional skills relevant to discipline		
Quality and completeness of documentation / drawings issued		
compliance with programme for issuing of information		
Application of resources to project		
Site inspections / administration		
Contractual acumen		
Willingness to work as a team with other consultants, contractor and client		
Provision of, and accuracy of AS-Built and contract records		
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Referee name: ..... Referee signature: .....

Designation: ..... Date: .....

Tel: ..... Company/Client Stamp: .....

**CV's and Certified Qualification Certificates of proposed team members**



**Compulsory Documentation To Be Submitted**  
**Valid Tax Clearance Certificate**

**Compulsory Documentation To Be Submitted  
Company Registration Document accompanied by Share Certificates  
where applicable**

**Compulsory Documentation To Be Submitted  
JV Participation Documentation (If applicable)**

**Compulsory Documentation To Be Submitted  
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**Compulsory Documentation To Be Submitted  
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