



Tender

**CONSTRUCTION OF A MANUFACTURING
FACILITY IN ZONE 1A**

AT THE

**EAST LONDON INDUSTRIAL DEVELOPMENT
ZONE**

CONTRACT NO: EB/DF/02/18/Z1A

**CONSTRUCTION OF MANUFACTURING FACILITY IN
ZONE 1A**

**ENVELOPE A: RETURNABLE SCHEDULES
VOLUME 2 OF 2**

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VOLUME 2 OF 2: RETURNABLE SCHEDULES

PART T2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

T2.2: RETURNABLE DOCUMENTS

TAX CLEARANCE CERTIFICATE

**TENDERER TO ATTACH ORIGINAL TAX
CLEARANCE CERTIFICATE TO THIS PAGE**

**LETTER OF GOOD STANDING FROM WORKMEN'S
COMPENSATION OFFICER**

SIGNED DECLARATION OF FORM OF ACCEPTANCE

Declaration of Form of Offer and Acceptance

The Tenderer must declare that the Form of Offer and Acceptance in Envelope B “Financial Proposal” is completed and signed. Failure to complete and sign the declaration will render the tender non responsive

Tenderer:

Name of Representative:

Telephone number:

Fax number:

Designation:

I, the authorised signatory of the Tenderer, hereby declare that the Form of Offer and Acceptance in Envelope B “Financial Proposal” is completed and signed.

Signature of Tenderer :

Date :

PROOF OF COMPANY REGISTRATION

**TENDERER TO ATTACH PROOF OF COMPANY
REGISTRATION TO THIS PAGE**

**PROOF OF COMPANY REGISTRATION WITH CIDB
IN THE REQUIRED CATEGORY**

ELIDZ PROCUREMENT HANDBOOK



ELIDZ Procurement Hand-Book

Supplementary Information

Company Name:.....

Latest Annual Turnover: R.....

Net Profit after Tax from Latest Financial Statements: R.....

Declaration

I understand that should my business be awarded a contract, said contract offered will be subject to the information given on this form being correct.

Any misrepresentation of facts may lead to disqualifications. Should such misrepresentation be uncovered after commencement of contract work, the ELIDZ reserves the right to terminate the contract and recover all payments made to the business.

Full Name: Initials:

Signature _____

Date _____

**DECLARATION CERTIFICATE FOR LOCAL
PRODUCTION**

**NOTE: YOUR TENDERED PRICE MUST NOT BE
STATED ON THE DECLATION DOCUMENT**

**TENDERER TO ATTACH ORIGINAL OR CERTIFIED
COPY OF BBBEE VERIFICATION CERTIFICATE TO
THIS PAGE**

**Proposed SMME work package identification for
30% sub contracting portion.**

FORM P01: CONTRACTOR GENERAL INFORMATION

CONSTRUCTION OF A MANUFACTURING FACILITY IN ZONE 1A -
EB/ASP2/02/18/ZIA

FORM P01: CONTRACTOR GENERAL INFORMATION

Name of tendering entity:	
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Section 1 : Contact Details:

Address:	
Tel No:	()
Fax No:	()
E-mail address:	

Section 2 : Legal entity: (Mark with an X)

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint Venture	

(In the case of a Joint Venture, provide details on joint venture members:)

Joint Venture member	Type of entity (as defined above)

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)

Section 3 : General Particulars

Income Tax reference number:
(In the case of a joint venture, provide for all joint venture members.)

VAT registration number:
(In the case of a joint venture, provide for all joint venture members.)

District Municipality in which the enterprise is registered:
(In the case of a joint venture, provide for all joint venture members.)

Registration number at Department of Labour:
(In the case of a joint venture, provide for all joint venture members.)

Company or close corporation registration number:
(In the case of a joint venture, provide for all joint venture members.)

For joint ventures the following must be attached:

- Written power of attorney for authorised signatory
- Pro-forma of the joint venture agreement.
- The major partner to satisfy at least 40 percent of the turnover amount given in P04, and each other partner at least 25 percent of the amount.

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)

Section 4 : Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)

Section 5 : Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)

The undersigned, who warrants that he / she is duly authorised to do so on behalf on the enterprise:

- i) authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P02 : OWNERSHIP DETAILS

FORM P02: OWNERSHIP DETAILS

Details of proprietor, partners, close corporation members, or company directors.

Name	ID number	Relevant qualifications and experience	Years of relevant experience

(in the case of a joint venture, provide for all joint venture members)

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P03: CONTRACTOR FACILITIES

FORM P03: CONTRACTOR FACILITIES

Physical facilities:

Provide information on offices, factories, yards and warehouses occupied by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

Description	Address	Area (m ²)

Plant and equipment:

Provide information on all plant and equipment owned by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

Description: Plant and Equipment owned	Number of units	Currently in use on contract.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

**FORM P04: SIZE OF ENTERPRISE AND CURRENT
WORKLOAD**

FORM P04: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

What was your turnover in the previous financial year?

What is the estimated turnover for your current financial year?

List your current contracts and obligations:

Description	Value (R)	Start Date	Duration	Expected completion date

Do you have the capacity to supply the goods and services described in this tender should the contract be awarded to you?

BANKING DETAILS:

Bank: Branch:

Account No.: Branch Code:

Account Name:

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P05: STAFFING PROFILE

FORM P05: STAFFING PROFILE

Provide information on the staff that you have available to execute this contract. (Attach to this page a separate list if the space provided is insufficient.) (List joint venture partner(s) separately if applicable.)

Category * of Permanently employed staff for the project:	Number of Staff	HDI Y/N
Category * of Temporary staff to be employed for the project:	Number of Staff	HDI Y/N

Provide information on key staff you intend utilising on this contract, should it be awarded to you. (In the case of engineering construction projects key staff are defined as staff of foreman level and above).

Name	Position in your organisation	Qualifications	Experience	HDI Y/N

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

Note: *Category refers to the job designation of the person listed
(eg. Manager, Foreman, Admin, Mechanic, etc.)

FORM P06: PREVIOUS RELEVANT EXPERIENCE

FORM P06: PREVIOUS EXPERIENCE

Provide the following information on **relevant** previous experience of the company (indicate specifically projects of similar or larger size, and/or which are similar with regard to type of work).

Description	Value (R) (VAT Excl.)	Reference Name & Tel No.
	Year(s) executed	Reference Organisation

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

**FORM P07: RECORD OF ADDENDA TO TENDER
DOCUMENTS**

FORM P07: 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:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

BANK RATING

Letter from Bank indicating A,B,C or D Rating

**NOTE : YOUR TENDERED PRICE MUST NOT BE
STATED IN THE BANK'S DOCUMENT**

ATTACH CV'S OF PROPOSED KEY STAFF

**CONTRACT PROJECT DIRECTOR
SITE AGENT
OHS OFFICER**

**PROOF OF REGISTERED OFFICE WITHIN THE
CONFINES OF THE BUFFALO CITY METROPOLITAN
MUNICIPALITY**

**ALTERNATIVELY PROOF OF REGISTERED OFFICE
WITHIN THE EASTERN CAPE**

**ATTACH PRELIMINARY CONSTRUCTION
PROGRAM (GANT CHART) HERE**

ATTACH IMPLEMENTATION METHODOLOGY HERE

ATTACH YOUR COMPANIES OHS POLICY HERE