

EXPRESSIONS OF INTEREST [EOI]



Expression of interest for Pre-qualified database for Built Environment Professionals

EOI NUMBER: 2018 – EOI – BEP – 001

ISSUE DATE: 23 NOVEMBER 2018

CLOSING DATE: 07 DECEMBER 2018

CLOSING TIME: 12:00

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EXPRESSION OF INTEREST for Registration on Prequalified Database for Built Environment Professionals

Section 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ will only approach those entities which have completed and submitted an EOI to ELIDZ through this procurement process. The subsequent Request for Proposal [RFP] if and when this is issued will be limited only to those respondents who have submitted this EOI **and** who have been shortlisted following the evaluation/prequalification process stipulated in this EOI.

Please note the following conditions are applicable to all tenderers.

- A compulsory briefing session will be held on **28 November 2018** starting at 10h00 at the East London IDZ Head Office building, auditorium, Lower Chester Road, Sunnyside, East London.
- Questions relating to the EOI will be accepted until 09h00 on the **30 November 2018**. All questions must be submitted to Anathi Mgwaza via e-mail to anathi@elidz.co.za
- The closing date for this tender is at **12h00 on the 07 December 2018**;
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- Tender documents are to be securely bound;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- Proposals which do not comply with the tender conditions or which are incomplete will, as a general rule, not be considered.

Service Providers that will be approved following this process must be registered on the CSD database from Treasury

Any additional information or clarification will be faxed or emailed to all Respondents, if necessary.

2 RESPONSE SUBMISSION

It will be the responsibility of the respondent to ensure that the EOI reaches the ELIDZ. Proof of posting will not be taken as proof of delivery. All tender documents submitted are to be securely bound and submitted in duplicate.

The tender should be placed in a sealed envelope marked "EOI- Built Environment Professionals" and deposited by hand in the tender box before the closing date and time of 12h00, **07 December 2018**. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

The tender box will be marked tender name "EOI- Built Environment Professionals" which can be found in the following location:

The ELIDZ, Head Office Reception, Lower Chester Road, Sunnyside, East London, 5201

Tender must be marked:

For the attention of: Anathi Mgwaza: SCM Officer

3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

4 COMMUNICATION

For specific queries relating to this EOI/EOI questions should be submitted to Anathi Mgwaza before **09:00 on 30 November 2018**

Substantially in the form set out in Section 7. In the interest of fairness and transparency ELIDZ's response to such a query will then be made available to the other Respondents who have collected RFP documents and attended the compulsory briefing session. For this purpose ELIDZ will communicate with Respondents using the contact details provided at the compulsory briefing session. Kindly ensure that you provide the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.

After the closing date of the EOI a respondent may only communicate with the Supply Chain Officer, at telephone number 043 702 8200, email anathi@elidz.co.za on any matter relating to this EOI Proposal.

Respondents are to note that changes to its submission will not be considered after the closing date.

Respondents are warned that a Proposal may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of ELIDZ in respect of this EOI between the closing date and the date of the award of the business.

5 CONFIDENTIALITY

All information related to this EOI is to be treated with strict confidence. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information, which is either directly or indirectly related to ELIDZ's business, then written approval to divulge such information must be obtained from ELIDZ.

6 INSTRUCTIONS FOR COMPLETION OF EOI

EOI proposals must be submitted in duplicate hard copies [1 original and 1 copy] and must be bound.

All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.

The person or persons signing the submission must be legally authorised by the respondent to do so.

7 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

It is envisaged that Respondents to this EOI will be subjected to Technical compliance criteria.

This EOI is not an offer to purchase and ELIDZ is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter.

As this is an Expression of Interest only, no business will be awarded through this process.

8 DISCLAIMERS

Respondents are hereby advised that ELIDZ is not committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that ELIDZ reserves the right and at its sole and full discretion to:

- ☐ utilise any information provided to it in response to this EOI to draft the scope of requirements for inclusion in an RFP;
- ☐ take no further action whatsoever, if it so decides
- ☐ withdraw from this process and the provisions of this project at any time;
- ☐ select the EOI and RFP participants based on ELIDZ's criteria;
- ☐ change the dates of adjudication and submission;
- ☐ not invite EOI respondents for further participation in the RFP process;
- ☐ not bind itself to accept any or all of the EOIs;
- ☐ increase or decrease the quantities/scope as indicated in the EOI;
- ☐ validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to ELIDZ to do so;
- ☐ request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
- ☐ not accept any changes or purported changes by the Respondent to the bid after the closing date and/or after the award of the business, unless the contract specifically provides for it.

ELIDZ's decisions will be final and no correspondence will be entered into after the selection process. You will be formally notified of your result.

Kindly note that ELIDZ will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

9 TAX COMPLIANCE

- ☐ Bidders must ensure compliance with their Tax obligations
- ☐ Bidders are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the tax payer's profile and tax status

- Application for tax compliance status (TCS) or PIN may also be made via e-filing.
- Bidders may also submit a printed TCS together with the bid
- In Bids where consortia/joint venture/ sub-contractors are involved, each party must submit a separate proof of TCS/PIN/CSD number
- Where no TCS is available but the bidder is registered on the CSD database, a CSD number must be provided

10 PROTECTION OF PERSONAL DATA

In responding to this bid, ELIDZ acknowledges that it may obtain and have access to personal data of the Respondents. ELIDZ agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, ELIDZ will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, ELIDZ requires Respondents to process any personal information disclosed by ELIDZ in the bidding process in the same manner. The detailed mutual duties of ELIDZ and the Respondents to protect personal information is contained in paragraph 37 of the General Bid Conditions.

EOI for Registration on Prequalified Database for Built Environment Professionals

Section 2: EOI SCOPE OF REQUIREMENTS

1 INTRODUCTION

The East London Development Zone (ELIDZ) is a “greenfields” development project that is part of a sub-regional economic growth and employment creation initiative driven by the government’s micro-economic reform strategy, as implemented by the South African Department of Trade and Industry.

The development and operation of the Zone are managed by the East London Industrial Development Zone SOC Limited, under authorization by the State. The company was established to plan and implement the East London IDZ in a phased manner for manufacturing and other industrialists and features world class infrastructure and dedicated utility and other services.

The primary objective of the ELIDZ is to be able to attract local as well as international investors. The ELIDZ should reflect South Africa as a high-calibre and world-class competitive investment destination

2 SCOPE OF THIS EOI

Expression of Interest is invited from suitably qualified and experienced service providers interested to be listed in the ELIDZ prequalification database of Built Environment Consultants for use on future projects by the ELIDZ.

Built Environment Consultants in the following disciplines are required for the ELIDZ prequalification database of consultants:

- Architects
- Engineers with extensive experience in the following categories:
 - Structural
 - Civil services and bulk infrastructure services
 - Mechanical (HVAC, Fire safety & protection – fire detection, fire signage, fire monitoring control systems, fire sprinkler and inert gas installations)
 - Energy efficiency
 - Electrical LV
 - Electrical HV
 - Electronics systems including SCADA, access control, BMS, CCTV, AV, data networks, and other equipment control systems
- Quantity Surveyors
- Construction Project Managers

Consultant services will be required for any or all of the typical project’s lifecycle stages including:

- Inception
- Concept and viability / preliminary design
- Design development / detailed design
- Documentation and Procurement
- Contract Administration and Inspection

- ☐ Close out
- as well as
- ☐ Master planning
- ☐ Feasibility studies / viability investigations
- ☐ Operation and maintenance

TYPES OF PROJECTS

Consultants must have relevant experience in one or more of the types of projects as listed below.

Project type A – Multi storey, office buildings and associated infrastructure buildings consisting of load bearing brickwork or a reinforced concrete frame structure with brick panels and standard finishes.

Project type B – Industrial buildings consisting of a reinforced concrete or steel frame structure clad in sheeting and brickwork infill panels and standard finishes.

Project type C – Civil Engineering projects consisting of bulk earthworks platforms, underground services installation, roads, hardstands, retaining walls.

Project type D – Electrical engineering projects HV/LV Electrical (11kV – 400V/220V), substations, cabling etc.

Project type E – Mechanical Engineering projects including, HVAC, Fire safety & protection (fire detection, fire signage, fire monitoring control systems, fire sprinkler installation)

The engagement model for the database will be a rotation selection process based on functionality scores and category grouping of service providers as detailed in the expression of interest document as well as previous awards in active/ongoing ELIDZ infrastructure and superstructure projects. Should the ELIDZ however be unable to source a required skill or profession within the prequalified database, the ELIDZ reserves the right to approach the open market in such an instance.

3 GENERAL RESPONDENT OBLIGATIONS

- ☐ The Respondent(s) shall be fully responsible to ELIDZ for the acts and omissions of persons directly or indirectly employed by them.
- ☐ The Respondent (s) must comply with the requirements stated in this EOI.

4 CONFIDENTIALITY AND COMPLIANCE

This EOI and information contained herein or provided for purposes thereof, remain the property of ELIDZ and may not be reproduced, sold or otherwise disposed of. All recipients of this document (whether a EOI is submitted or not) shall treat the details of this document as strictly private and confidential.

Information disclosed in this EOI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic EOI.

5 UNDERTAKINGS BY RESPONDENT

It will be accepted that the Respondent, on submitting the EOI response, has read, understood and accepted all the terms and conditions of the document. The submission of an EOI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the EOI Response document.

6 COSTS TO RESPOND TO THE EOI

All Respondents wishing to submit an EOI response must be in possession of this document, the EOI. ELIDZ will not be responsible for or pay any expense or losses which may be incurred by any Respondent in the preparation and submission of the EOI and the costs of the EOI at all stages of the EOI process. Costs, if any, will be for each Respondent's own account.

ELIDZ reserves the right to invite certain Respondents to present or otherwise demonstrate their proposed solution as per their EOI, at the Respondent's own cost.

7 AUTHORITY OF SIGNATORY

If the EOI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. signed by the Chairman or Secretary of the Board) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the company, must be submitted with their EOI.

If the EOI Respondent is a partnership, a certified copy of the resolution of the partners (signed by all the partners) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the partnership, must be submitted with this EOI.

If the EOI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this EOI and any other documents and correspondence in connection with this EOI and/or agreement is the sole owner of the one-man business.

Failure to comply with this clause may result in rejection of the EOI response.

8 UNDERTAKING BY ELIDZ

In responding to this EOI, ELIDZ encourages all EOI Respondents to put their best effort into the construction and development of the proposal.

The EOI process will include due governance and the results of the adjudication process will be available to Respondents who are not successful under certain conditions. This will be allowed at the sole discretion of ELIDZ.

9 EOI SELECTION CRITERIA

Technical Considerations

Failure to complete and submit all the required documents for this EOI would put the respondent at a disadvantage.

Period of Engagement

The East London Industrial Development Zone intends to register successful companies on the ELIDZ Built Environment Consultants database for a period of three (3) years. (This period may be extended for an additional term at the discretion of the ELIDZ).

10 EOI TIME CONSTRAINTS

MILESTONES and IMPORTANT DATES:

<u>Milestones</u>	<u>Target Dates</u>
Issuing of the EOI	: 23 November 2018
Briefing Session	: 12:00PM, 28 November 2018
Deadline for questions Relating to the EOI	: 09:00am, 30 November 2018
Response to Questions	: 14:00pm, 30 November 2018
EOI Due Date	: 12:00pm, 07 December 2018

11 PROCESS AND CRITERIA USED IN EVALUATION OF EOP RESPONSES

The evaluation of this EOP will be in two phases:

- Phase 1: Determination of responsiveness of submission based on specified responsiveness criteria
- Phase 2: Evaluation based on submission information received.

11.1 Phase 1

Respondents' submissions will be evaluated against the ELIDZ's EOI responsiveness criteria (compulsory documentation) as set out below. Failure to submit one or more of the compulsory documentation will lead to disqualification due to non-compliance.

Compulsory Documentation

- Proof valid of Professional Indemnity Insurance (an original and signed letter from your insurers indicating that should the need arise they will furnish PI insurance to a minimum of R10 Million, will suffice)

Supporting Documentation

- Location of operational offices
- Reference letters duly stamped and signed indicating the "Project Type", completion date, and extent/value are required for each project referenced (Annexure B)
- Availability of expertise in each office - CV's and Professional Registration of Individuals
- Valid Tax Clearance Certificate
- Company Registration Document accompanied by Share Certificates where applicable
- Completed and Signed Procurement Handbook
- Registration with CSD, MAAA number

11.2 Phase 2

Functionality Evaluation Criteria (Refer to annexure A) Technical threshold will be 75%

**EOI for Registration on ELIDZ Prequalified Database for Built Environment Professionals
for ELIDZ SOC Ltd operating as East London Industrial Development Zone**

Section 4 : EXPRESSION OF INTEREST

I/We _____

[name of company, close corporation or partnership]

of [full address] _____

carrying on business under style or title of [trading as]

represented by _____

in my capacity as _____

being duly authorised, hereby lodge an **Expression of Interest** in registering on ELIDZ Prequalification Database for Built Environment Professionals, as follows:

ADDRESS FOR NOTICES

Respondent to indicate its *domicilium citandi et executandi* hereunder:

Name of entity: _____

Facsimile: _____

Address: _____

NAME(s) AND ADDRESS / ADDRESSES OF DIRECTOR(s) OR MEMBER(s)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the EOI is submitted.

- Registration number of company / C.C.
- Registered name of company / C.C.
- Full name(s) of director/member(s): Address/Addresses: ID Number/s:

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CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

RETURNABLE DOCUMENTS – COMPULSORY AND FOR EVALUATION

- ☐ *Respondents must submit with their responses to this EOI, **as a minimum requirement**, all the returnable documents indicated below with a [✓]. All Sections must be signed and dated by the Respondent.*

Minimum Requirements - Returnable Documents	Submitted [✓]
<p>SECTION 1 : EOI Scope of Requirements – Compliance Criteria</p> <p>Compulsory Documentation</p> <p>☐ Proof valid of Professional Indemnity Insurance (an original and signed letter from your insurers indicating that should the need arise they will furnish PI insurance to a minimum of R10 Million, will suffice)</p>	
<p>SECTION 2 : Functionality Evaluation Criteria</p> <p>Supporting Documentation</p> <p>☐ Location of operational offices (copy of valid lease agreement / municipal account / title deed)</p> <p>☐ Availability of expertise in each office - CV's and Professional Registration of Individuals</p> <p>☐ references duly stamped and signed indicating the "Project Type", completion date, and extent/value are required for each project referenced (Annexure B)</p> <p>☐ Valid Tax Clearance Certificate</p> <p>☐ Company Registration Document accompanied by Share Certificates where applicable</p> <p>☐ Completed and Signed Procurement Handbook</p> <p>☐ Registration with CSD, MAAA number</p>	

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI/EOI. Should the Respondent be awarded the contract **[the Agreement]** and fail to present ELIDZ with such renewals as and when they become due, ELIDZ shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which ELIDZ may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Annexure B ELIDZ Reference form – Details of Previous Similar Project Experience

- The respondent must forward this form for completion and signature by their Referee.
- The ELIDZ will not give scores for incomplete forms.

Company Name of Referee:						
Company Name of Service Provider:						
Name of completed similar project:						
Total project value:			Project start date:			
Value of work under your appointment:			Project finish date:			
**Project Type: (tick applicable box)	Project Type A		Project Type C		Project Type E	
	Project Type B		Project Type D			
Discipline(s) undertaken by your company						
Details of client for reference purposes:	Referee Name:					
	Contact details:					
Referee Signature:	Company/Referee stamp:					

Project type A – Multi storey, office buildings and associated infrastructure buildings consisting of load bearing brickwork or a reinforced concrete frame structure with brick panels and standard finishes.

Project type B – Industrial buildings consisting of a reinforced concrete or steel frame structure clad in sheeting and brickwork infill panels and standard finishes.

Project type C – Civil Engineering projects consisting of bulk earthworks platforms, underground services installation, roads, hardstands, retaining walls.

Project type D – Electrical engineering projects HV/LV Electrical (11kV – 400V/220V), substations, cabling etc.

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