

ENVELOPE A – TECHNICAL PROPOSAL
VOL 2 of 2

RETURNABLE DOCUMENTS

TENDER NO: **OE/001/2018**

REQUEST FOR PROPOSAL (RFP) PACK

**FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES TO PERFORM
“OWNER’S ENGINEER” FUNCTIONS FOR THE EAST LONDON INDUSTRIAL
DEVELOPMENT ZONE**

CHECKLIST FOR SUBMISSIONS

ITEM	
Supporting Documentation To Be Submitted	
CV's of proposed team members including, proof of professional registration and certified qualification certificates	
Accredited Valid Original or Certified B-BBEE Certificate	
Proof of Locality – copy of municipal utility bill, lease agreement, title deed	
A minimum of three 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	
Compulsory Documentation To Be Submitted	
JV Participation Documentation (If applicable)	
Proof of Professional Indemnity Insurance (Min R10 Million)	

CVs and Certified Qualification Certificates of proposed team members

Accredited Valid Original or Certified B-BBEE Certificate

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

A minimum of three 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 (ongoing/completed industrial building projects within the last 10 years)

- 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:		<input type="checkbox"/> No <input type="checkbox"/> Yes	Comments
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 (ongoing/completed industrial building projects within the last 10 years)

- 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:		<input type="checkbox"/> No <input type="checkbox"/> Yes	Comments
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:

3 ELIDZ Reference form – Details of Previous Similar Project Experience (ongoing/completed industrial building projects within the last 10 years)

- 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:		

3 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:		<input type="checkbox"/> No <input type="checkbox"/> Yes	Comments
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:

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

Compulsory Documentation To Be Submitted
Proof of Professional Indemnity Insurance (Min R10 Million)