

# Tender

## ZONE 1A ASP2 – EARTHWORK PLATFORMS

### AT THE

## EAST LONDON INDUSTRIAL DEVELOPMENT ZONE

**CONTRACT NO: ASP2/PLATFORMS/03/19/Z1A**

**ZONE 1A ASP2 – EARTHWORK PLATFORMS**

**ENVELOPE A: TECHNICAL PROPOSAL**

**VOLUME 2 OF 2 – RETURNABLES**

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Tenderer \_\_\_\_\_ Witness 1 \_\_\_\_\_ Witness 2 \_\_\_\_\_ Employer \_\_\_\_\_ Witness 1 \_\_\_\_\_ Witness 2 \_\_\_\_\_

Envelope A: Technical Proposal Volume 2 of 2 - Returnables

## **PART T2: RETURNABLE SCHEDULES**

## **T2.1: LIST OF RETURNABLE DOCUMENTS**

## T2.1: LIST OF RETURNABLE DOCUMENTS

The Tenderer must complete the following returnable documents in all respect and provide all information as required.

	Checklist
<b>T2.2 Returnable Documents (Compulsory submissions)</b>	
Document 1 Declaration of Form of Acceptance to be signed	
Document 2 Proof of registration with CIDB in required category	
<b>T2.3 Returnable Documents (Supporting submissions)</b>	
Document 1 Valid Tax Clearance Certificate	
Document 2 Letter of Good Standing with Compensation Commissioner	
Document 3 Proof of Company Registration	
Document 4 ELIDZ Procurement Handbook	
Document 5 Registration on CSD – MAAA number	
Document 6 Valid original or certified copy of BBBEE Certificate	
Document 7 Record of Addenda to Tender Documents	
<b>T2.4 Returnable Documents (For Functionality Scoring)</b>	
Criteria 1: Approach	
• Construction Programme	
• Methodology and Execution Strategy	
Criteria 2: Tenderers Expertise and Resources	
• Management Organogram and Key Staff CV's, Contract Project Director and Site Agent CV	
• Schedule of Construction Plant	
• Relevant Experience	
Criteria 3: Health, Safety and Environment	
• Companies OHS policy	
• OHS and CEMP Methodology and Implementation Strategy	
• Health and Safety File (Optional)	
Criteria 4: Bank Rating	
Criteria 5: Location of Operational Office	

I, the authorised signatory hereby confirm that the Form of Offer has been completed in full and enclosed in envelope "B" and that no financial offers of any sort have been declared in envelope "A". I further understand that failure to attach the above-mentioned documentation to the designated pages allocated will result in said document being deemed missing from the tender submission.

<b>Name of Signatory</b>	<b>Capacity:</b>
<b>Signed on behalf of Tenderer:</b>	<b>Dated:</b>

## **T2.2: RETURNABLE DOCUMENTS (COMPULSORY SUBMISSIONS)**

## Document 1: 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.

<b>Name of Signatory</b>	<b>Capacity:</b>
<b>Signed on behalf of Tenderer:</b>	<b>Dated:</b>

**Document 2:        Proof of Company Registration with CIDB  
                              in the Required Category**

**TENDERER TO ATTACH CERTIFIED COPY TO THIS PAGE**

## **T2.3: RETURNABLE DOCUMENTS (SUPPORTING SUBMISSIONS)**

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Tenderer \_\_\_\_ Witness 1 \_\_\_\_ Witness 2 \_\_\_\_ Employer \_\_\_\_ Witness 1 \_\_\_\_ Witness 2 \_\_\_\_

Part T2.3: Returnable Documents (supporting submissions)



**Document 1:        Valid Tax Clearance Certificate**

**Document 2: Letter of Good Standing with  
Compensation Commissioner**

## **Document 3:       Proof of Company Registration**

## **Document 4: ELIDZ Procurement Handbook**

**Document 5:       Registration on CSD – MAAA number**

**Document 6:       Valid original or certified copy of BBBEE  
Certificate**

## Document 7: 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.

<b>Name of Signatory</b>	<b>Capacity:</b>
<b>Signed on behalf of Tenderer:</b>	<b>Dated:</b>





## **T2.4: RETURNABLE DOCUMENTS (FOR FUNCTIONALITY SCORING)**

## Criteria 1: Approach

### 1.1 Attach Construction Programme (Gantt Chart)

Item – Construction Programme	Points
<b>Good</b> (Submitted a construction programme acceptable for approval by the Principal Agent with innovative programming interventions to accelerate project objectives.)	10
<b>Acceptable</b> (Provided a detailed and convincing construction programme and demonstrated implementability to meet project objectives.)	7.5
<b>Poor</b> (Provided a construction programme but details are missing.)	2.5
<b>Unacceptable</b> (Does not demonstrate basic programming techniques & capabilities to meet project objectives.)	0

### 1.2 Methodology and Execution Strategy

Item - Methodology	Points
<b>Good</b> (Submitted an excellent methodology and execution strategy that demonstrates clearly how the project objectives will be met along with a clear risk management plan. An innovative approach is to be presented that ensures successful implementation of critical activities.)	10
<b>Acceptable</b> (Provided a detailed methodology and execution strategy with associated activities and resource optimization synchronized to meet the project objectives. A multi-disciplinary approach is to be documented with special emphasis on the management of all subcontractors and the accommodation of direct contractors. The methodology is to include a schedule of required construction plant and resources required for the successful implementation of the project.)	7.5
<b>Poor</b> (Provided a basic implementation strategy but lacks a clear understanding of the project scope and detailed deliverables (multi-disciplinary).)	2.5
<b>Unacceptable</b> (Does not demonstrate a basic implementation strategy linked with the construction programme and project objectives.)	0

## Criteria 2: Tenderer's Expertise and Resources

### 2.1 Management Organogram and Key Staff: CV's of Key Staff Members, which include verifiable reference letters, to be attached. Failing this, no points will be awarded.

Item – Management and Key Staff		Points
<b>Good</b> (Submitted an excellent organogram and including the necessary mechanisms to ensure that staff performs at the required levels. The plan is to demonstrate that all disciplines, activities and sub-contractors will be managed and implemented successfully. Key team members are to be registered with the required professional bodies (e.g. ECSA, SACPCMP, SACQSP, SACAP). Key team members are to have performed work of a similar nature.)		10
<b>Acceptable</b> (Provided a detailed organogram with appropriately qualified and experienced key team members. The project team is to be able to implement a multi-disciplinary project including management of domestic, selected and direct subcontractors. Key team members are to be registered with the required professional bodies (e.g. ECSA, SACPCMP, SACQSP, SACAP). Key team members are to have performed work of a similar nature.)		7.5
<b>Poor</b> (Provided a basic project organogram but are not convincing that the project team is capable of meeting the project objectives. Comprehensive CV's and qualifications of key team members are not adequate.)		2.5
<b>Unacceptable</b> (Does not demonstrate that the project organogram and project team will be able to meet the project objectives.)		0
2.1.2	Contractor's Engineer (CE) (5 years minimum post registration experience)	
	If CE has ≥ 15 years' appropriate experience and has completed similar projects successfully in the last 5 years.	10
	If CE has ≥ 10 years' appropriate experience and has completed similar projects successfully in the last 5 years.	8
	If CE has ≥ 5 years' appropriate experience and has completed similar projects successfully in the last 5 years.	4
	If CE has ≥ 5 years' appropriate experience but has NOT completed a similar project in last 5 years, regardless of other experience.	0
2.1.3	Site Agent (7 years minimum experience, professional project management registration required):	
	If SA has ≥ 15 years' appropriate experience and has completed similar projects successfully in the last 5 years.	10
	If SA has ≥ 10 years' appropriate experience and has completed similar projects successfully in the last 5 years.	8
	If SA has ≥ 7 years' appropriate experience and has completed similar projects successfully in the last 5 years.	6
	If SA has ≥ 7 years' appropriate experience but has NOT completed a similar project in the last 5 years, regardless of other experience.	0

## 2.2 Schedule of Construction Plant

Item - Plant	Points
<b>Good</b> (Submitted an excellent document pertaining to access to the required schedule of plant and equipment including condition of all plant and equipment.)	5
<b>Acceptable</b> (Submitted detailed information pertaining to access to the required schedule of plant and equipment.)	4
<b>Poor</b> (The Tenderer demonstrates that he has access to the required schedule of plant and equipment, but lacks detail.)	2
<b>Unacceptable</b> (Does not demonstrate that the Tenderer has access to required plant.)	0

## 2.3 Relevant Experience: Verifiable proof of successfully completed similar projects to be included. Failing this, no points will be awarded

Item – Relevant Experience	Points
2 points to a maximum of 10 points can be scored for each confirmed similar (size, type and timeframes) project in progress or carried out in the last 5 years	10
If no similar successful projects in the last 5 years	0

## Previous Relevant Experience

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

[illegible]

<b>Name of Signatory</b>	<b>Capacity:</b>
<b>Signed on behalf of Tenderer:</b>	<b>Dated:</b>

## Criteria 3: Health, Safety and Environment

- 3.1 Attach your Company's OHS Policy
- 3.2 Attach OHS and CEMP Methodology and Execution Strategy
- 3.3 Attach Health and Safety File (Optional)

Item – OHS and CEMP Performance	Points
<b>Acceptable</b> (Over and above the abovementioned the Tenderer submitted an excellent Health and Safety File adequate for approval by the ELIDZ's OHS Agent and for submission to the Department of Labour for the issue of a Construction Work Permit.)	10
<b>Unacceptable</b> (Does not demonstrate a basic OHS and CEMP implementation strategy linked with the construction programme and project objectives.)	0

## Criteria 4: Financial Standing

### BANK RATING

Letter from Bank indicating Rating to be provided. Failure to provide proof of bank rating will render the bid NON-RESPONSIVE

Item – Current Financial Rating	Points
Proof of a Bank Rating of Category B and better	5
Proof of a Bank Rating of Category C	3
If Bank Rating of Applicant is Category D or worse	Non-Responsive

**NOTE: YOUR TENDERED PRICE MUST NOT BE STATED IN THE BANK'S DOCUMENT**  
**Rating based on CIDB Grade 9 GB – (No Limit)**

## Criteria 5: Local Operational Office

### 5.1 Proof of registered office within the confines of the Buffalo City Metropolitan Municipality Alternatively proof of registered office within the Eastern Cape

Item – Local Office	Points
Proof of a local operational office within the confines of the BCM Municipal area	20
Proof of an operational office within the confines of the Eastern Cape area	10
No local office in operation	0