



# Tender

**Provision of Maintenance Services for**  
***ADDRESSABLE FIRE DETECTION INSTALLATIONS***  
**at the East London Industrial Development Zone**  
**SOC Ltd**

CONTRACT NO: ES/19/FIRE/DET/01

**VOLUME A (2 OF 2): TECHNICAL PROPOSAL**

**PROVISION OF MAINTENANCE SERVICES FOR**  
***ADDRESSABLE FIRE DETECTION INSTALLATIONS***

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**“ENVELOPE A”**

## INDEX

	<b>LIST OF RETURNABLE SCHEDULES (CHECK LIST)</b>	
<b>1.</b>	<b>COMPULSORY SUBMISSIONS</b>	
	Letter of Good Standing with Compensation Commissioner	6
	Declaration of Form of Offer and Acceptance to be signed	7-8
	Proof of registration with CIDB	9
	Proof of Registration with SAQCC (Fire & Gas)	10
<b>2.</b>	<b>SUBMISSIONS FOR FUNCTIONALITY EVALUATION</b>	11
	Criteria 1 - Proof of registered office within BCMM	12
	Criteria 2 – CV's of proposed key staff	13
	Criteria 3 – Relevant Company Experience	14
	Criteria 4 – Implementation Methodology	15
	Criteria 5 – OHS Policy and CV of OHS officer	16
	<b>SUBMISSIONS FOR COMPLIANCE EVALUATION</b>	
	Proof of registration on Central Supplier Database (CSD) from National Treasury and MAAA number	17
	Valid Tax Clearance Certificate	18
	Proof of Company Registration	19
	Valid original or certified copy of BBBEE Certificate	20
	ELIDZ Procurement Handbook	21-22
<b>3.</b>	<b>ADDITIONAL EVALUATION CRITERIA</b>	
	Form P01 Contractor General Information	24-29
	Form P02 Ownership Details	30-31
	Form P03 Contractor Facilities	32-33
	Form P04 Size of Enterprise and Current Workload	34-35
	Form P05 Staffing Profile	36-37
	Form P06 Previous Experience with Reference Letters	38-40
	Form P07 Record of Addenda to Tender Documents	41-42

## **RETURNABLE SCHEDULES**

**CONTRACT NO: ES/19/FIRE/DET/01**

**PROVISION OF MAINTENANCE SERVICES FOR  
*ADDRESSABLE FIRE DETECTION INSTALLATIONS***

## LIST OF RETURNABLE SCHEDULES

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

	Checklist
<b>Compulsory Submissions</b>	
Letter of Good Standing with Compensation Commissioner	
Declaration of Form of Offer and Acceptance to be signed	
Proof of registration with CIDB in required category	
Proof of registration with SAQCC (Fire & Gas)	
<b>Submissions for Functionality Evaluation</b>	
Criteria 1 - Proof of registered office within BCMM	
Criteria 2 – CV's of proposed key staff	
Criteria 3 – Proof of Relevant Company Experience	
Criteria 4 – Implementation Methodology	
Criteria 5 – Proof of training for OHS Officer	
Proof of registration on Central Supplier Database (CSD) from National Treasury and MAAA number	
Valid Tax Clearance Certificate	
Proof of Company Registration	
Valid original or certified copy of BBBEE Certificate	
ELIDZ Procurement Handbook	
<b>Additional Evaluation Criteria</b>	
Form P01 Contractor General Information	
Form P02 Ownership Details	
Form P03 Contractor Facilities	
Form P04 Size of Enterprise and Current Workload	
Form P05 Staffing Profile	
Form P06 Previous Experience with Reference Letters	
Form P07 Record of Addenda to Tender Documents	

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 submit the above mentioned documentation and attach to the designated pages allocated may result in the rejection of this tender.

Signature of Tenderer: .....

Date: .....

## **PART 1**

### **COMPULSORY SUBMISSIONS**

**CONTRACT NO: ES/19/FIRE/DET/01**

**PROVISION OF MAINTENANCE SERVICES FOR  
ADDRESSABLE FIRE DETECTION INSTALLATIONS**

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

**TENDERER TO INSERT/ATTACH LETTER OF GOOD  
STANDING**

# **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 WITH CIDB**

**TENDERER TO INSERT/ATTACH PROOF OF  
COMPANY REGISTRATION**

**PROVIDE BELOW THE RELEVANT CIDB CRS  
NUMBER**

**CIDB CRS NUMBER**\_\_\_\_\_

**ATTACH PROOF OF REGISTRATION WITH SAQCC  
(FIRE & GAS)**

## **PART 2**

### **SUBMISSIONS FOR FUNCTIONALITY EVALUATION**

**CONTRACT NO: ES/19/FIRE/DET/01**

**PROVISION OF MAINTENANCE SERVICES FOR  
ADDRESSABLE FIRE DETECTION INSTALLATIONS**

**CRITERIA 1 – INSERT/ATTACH PROOF OF  
REGISTERED OFFICE WITHIN BCMM**

## **CRITERIA 2 – INSERT/ATTACH CV’S OF PROPOSED KEY STAFF**

- **Detailed CV with Qualification certificates of Senior Fire Detection Technician**
- **Detailed CV with Qualification certificates Assistant Fire Detection Technician**

### **CRITERIA 3 – INSERT/ATTACH PROOF OF RELEVANT COMPANY EXPERIENCE**

**Similar Fire Detection projects - 10 points can be scored for each confirmed Fire Detection projects in progress or carried out in the past 5 years**

**(Attach 3 reference letters under P06 Form to score a maximum 30 points)**

## **CRITERIA 4 – INSERT/ATTACH IMPLEMENTATION METHODOLOGY**

Company required to provide detailed method statements, which demonstrate the manner in which work is carried out typically on a maintenance contract of this nature, and should cover a minimum of five core activities (two points scored per activity)

- Basic Fire Detection maintenance services,
- Urgent/Emergency response services,
- Contract Management,
- Site supervision,
- OHS/CEMP compliance is envisaged.

## **CRITERIA 5 – INSERT/ATTACH OHS PROOF OF TRAINING FOR OHS OFFICER**

Attach OHS Officer CV, with a proof of SHE Rep training certificate,  
preferably SAMTRAC.



**ATTACH PROOF OF REGISTRATION ON CENTRAL  
SUPPLIER DATABASE (CSD) FROM NATIONAL  
TREASURY AND MAAA NUMBER**

**TAX CLEARANCE CERTIFICATE**

**TENDERER TO INSERT/ATTACH VALID TAX  
CLEARANCE CERTIFICATE**

**OR**

**PROVIDE BELOW THE RELEVANT SARS ONLINE  
PIN CODE**

**SARS PIN CODE**\_\_\_\_\_

**PROOF OF COMPANY REGISTRATION**

**TENDERER TO INSERT/ATTACH PROOF OF  
COMPANY REGISTRATION**

## **BBBEE CERTIFICATE**

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

## **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 \_\_\_\_\_

## **PART 3**

### **ADDITIONAL EVALUATION CRITERIA**

**CONTRACT NO: ES/19/FIRE/DET/01**

**PROVISION OF MAINTENANCE SERVICES FOR  
ADDRESSABLE FIRE DETECTION INSTALLATIONS**

# **FORM P01: CONTRACTOR GENERAL INFORMATION**



**FORM P01: CONTRACTOR GENERAL INFORMATION**

Name of tendering entity:	
---------------------------	--

**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	
Joint Venture	
Other	

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

<b>Joint Venture member</b>	<b>Type of entity (as defined above)</b>

## **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.)

**Registration number at CIDB:** .....  
(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:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> 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) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**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

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> 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) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**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 <sup>2</sup> )

**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 or leased	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 a separate list if the space provided is insufficient.) (List joint venture partner(s) separately if applicable.)

Category * of Permanently employed staff:	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 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)	Year(s) executed	Reference		
			Name	Organisation	Tel. No.

Reference letters on company letterheads to be provided to substantiate relevant previous experience listed above.

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

**ATTACH REFERENCE LETTERS OF PREVIOUS  
RELEVANT EXPERIENCE HERE**



**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:** .....