



Tender

Provision of Maintenance Services for

ELIDZ PUMP STATIONS

at the East London Industrial Development Zone

SOC Ltd

**CONTRACT NO: ES/19/PS/01
VOLUME A (2 OF 2): TECHNICAL PROPOSAL**

**PROVISION OF MAINTENANCE SERVICES FOR
ELIDZ PUMP STATIONS**

East London IDZ SOC Ltd
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“ENVELOPE A”

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RETURNABLE SCHEDULES

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**PROVISION OF MAINTENANCE SERVICES FOR
ELIDZ PUMP STATIONS**

LIST OF RETURNABLE SCHEDULES

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

Compulsory Submissions

Letter of Good Standing with Compensation Commissioner
Declaration of Form of Offer and Acceptance to be signed
Proof of registration with CIDB

Checklist

Submissions for Functionality Evaluation

Criteria 1 – Proof of registered office within BCMM
Criteria 2 – CV's of proposed key staff
Criteria 3 – Relevant Company Experience
Criteria 4 – Implementation Methodology

Additional Evaluation Criteria

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

Additional Supporting Submissions

Valid original or certified copy of BBBEE Certificate
Proof of Company Registration
Valid Company Clearance Certificate
ELIDZ Procurement Handbook
Proof of registration on Central Supplier Database (CSD)
from National Treasury and MAAA number

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

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**PROVISION OF MAINTENANCE SERVICES FOR
ELIDZ PUMP STATIONS**

**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_____

PART 2

SUBMISSIONS FOR FUNCTIONALITY EVALUATION

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**PROVISION OF MAINTENANCE SERVICES FOR
ELIDZ PUMP STATIONS**

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

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

**CRITERIA 3 – PROOF OF RELEVANT EXPERIENCE
ON PUMPSTATION MAINTENANCE
PLEASE ATTACH 4 LETTERS AS PROOF UNDER
P06-1 FORM BELOW**

CRITERIA 4 – INSERT/ATTACH IMPLEMENTATION METHODOLOGY

PART 3

ADDITIONAL EVALUATION CRITERIA

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**PROVISION OF MAINTENANCE SERVICES FOR
ELIDZ PUMP STATIONS**

**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:)

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.)

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.

Section 4 : Record in the service of the state

G	a member of any municipal council	G	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)
G	a member of any provincial legislature		
G	a member of the National Assembly or the National Council of Province		
G	a member of the board of directors of any municipal entity	G	a member of an accounting authority of any national or provincial public entity
G	an official of any municipality or municipal entity	G	an employee of Parliament or a provincial legislature

[illegible]

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

G	a member of any municipal council	G	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)
G	a member of any provincial legislature		
G	a member of the National Assembly or the National Council of Province	G	a member of an accounting authority of any national or provincial public entity
G	a member of the board of directors of any municipal entity	G	an employee of Parliament or a provincial legislature
G	an official of any municipality or municipal entity		

[illegible]

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.

[illegible]

(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 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

The following information must be contained in the attachments: i) Description, ii) Value of Contract, iii) Clients contact details, iv) Start and Completion dates. Clients may be contacted directly as references.

**ATTACH REFERENCE LETTERS OF PREVIOUS
RELEVANT EXPERIENCE ON PUMPSTATION
MAINTENANCE HERE**

ELIDZ RFP –Details of previous similar work experience

PLEASE NOTE:

- Similar work is determined by the contact period and the number of personnel deployed per shift.
- The referees are to complete the entire Annexure 2 **(Part A & Part B)**.
- It is critical for the referees to include their signatures and company stamps in the spaces provided;
- It is critical for the referees to include their contact details to enable verification of the reference.
 - The ELIDZ will not give scores for incomplete forms.
- The referees to please provide a score of (0 - for poor services received, 1 - Average services received, 2 - for above average services received, 3- good services received, 4 - excellent services received, 5 - outstanding).
- Copies of this annexure is to be provided to at least 4 referees for completion and then returned by the respondent / tenderer as part of the RFP submission.

PART A

<u>Biographical Information</u>	
Company name of Respondent / tenderer:	
Company name of client / referee:	
Location / address of client / referee:	
Company stamp of client / referee:	
Client / referee: Representative	
Client / referee: Representative - Contact details:	Cell: Landline: Alternate Number:
Client / referee: Representative - Signature	

<u>Contract Information</u>	
Contract start date: date/month/year	
Contract end date: date/month/year	

PART B

Referee to score the attributes listed in the below table

Item	Score out of (0 - for poor services received, 1 - Average services received, 2 - for above average services received, 3- good services received, 4 - excellent services received, 5 - outstanding)
A. Compliance with contract terms and conditions	
B. Overall rating of performance	
A + B = Total Score	

**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:

PART 4

ADDITIONAL SUPPORTING SUBMISSIONS

CONTRACT NO: ES/19/PS/01

**PROVISION OF MAINTENANCE SERVICES FOR
ELIDZ PUMP STATIONS**

BBBEE CERTIFICATE

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

PROOF OF COMPANY REGISTRATION

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

TAX CLEARANCE CERTIFICATE

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

OR

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

SARS PIN CODE_____

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 _____

**ATTACH PROOF OF REGISTRATION ON CENTRAL
SUPPLIER DATABASE (CSD) FROM NATIONAL**

TREASURY AND MAAA NUMBER