



# **Tender**

## **Provision of Maintenance & Repair Services for Civil and Structural Infrastructure at the East London Industrial Development Zone**

**CONTRACT NO: ES/19/INFR/01**

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

**PROVISION OF MAINTENANCE & REPAIR SERVICES  
FOR  
CIVIL AND STRUCTURAL INFRASTRUCTURE**

|   |  |
|---|--|
| East London IDZ<br>Contact person: A. Mgwaza<br>Email: <a href="mailto:anathi@elidz.co.za">anathi@elidz.co.za</a> |  |
|---|--|

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

### 1.2.1 LIST OF RETURNABLE DOCUMENTS

|   | Checklist |
|---|-----------|
| <b>Compulsory Submissions</b>   |           |
| Letter of Good Standing with Compensation Commissioner                          |           |
| Proof of registration with CIDB in required category                            |           |
| Declaration of Form of Acceptance to be signed                                  |           |
|   |           |
| <b>Submissions for Evaluation</b>   |           |
| Detailed breakdown of functionality points                                      |           |
| Proof of registered office within BCMM  |           |
| CV's of proposed key staff  |           |
| Implementation Methodology  |           |
| OHS Policy and CV of OHS officer  |           |
| Registration on Central Supplier Database (CSD) from National Treasury and MAAA |           |
| Valid Tax Clearance Certificate /on-line pin number                             |           |
| Valid original or certified copy of BBBEE Certificate                           |           |
| Proof of Company Registration   |           |
| ELIDZ Procurement Handbook  |           |
| Form P01 Contractor General Information   |           |
| Form P02 Ownership Details  |           |
| Form P03 Contractor Facilities  |           |
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| Form P05 Staffing Profile   |           |
| Form P06 Previous Experience  |           |
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| 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 attach the above mentioned documentation to the designated pages allocated will result in said document being deemed missing from the tender submission.

Signature of Tenderer: .....

Date: .....

## **PART 1**

### **COMPULSORY SUBMISSIONS**

**CONTRACT NO: ES/19/INFR/01**

**PROVISION OF MAINTENANCE & REPAIR SERVICES  
FOR  
CIVIL AND STRUCTURAL INFRASTRUCTURE**

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

**TENDERER TO ATTACH LETTER OF GOOD STANDING UNDER  
THIS PAGE**

**PROOF OF COMPANY REGISTRATION WITH CIDB IN THE  
REQUIRED CATEGORY**

**TENDERER TO ATTACH PROOF OF COMPANY REGISTRATION  
UNDER THIS PAGE**

## **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: .....



## **PART 2**

### **SUBMISSIONS FOR FUNCTIONALITY EVALUATION**

**CONTRACT NO: ES/19/INFR/01**

**PROVISION OF MAINTENANCE & REPAIR SERVICES  
FOR  
CIVIL AND STRUCTURAL INFRASTRUCTURE**

**CRITERIA 1 – INSERT/ATTACH UNDER THIS PAGE**

**PROOF OF REGISTERED OFFICE WITHIN BUFFALO CITY  
MUNICIPALITY**

**Tenderer to provide either of the following:**

- ☐ **Lease agreement**
- ☐ **BCM Utility Bill**

**CRITERIA 2– INSERT/ATTACH UNDER THIS PAGE**

**CV'S OF PROPOSED KEY STAFF**

**2.1 Tenderer to attach CV of Contracts Manager**

**2.2 Tenderer to attach CV of Site Foreman/ Supervisor**

**CRITERIA 3– INSERT/ATTACH UNDER THIS PAGE**  
**PROOF OF COMPANY RELEVANT EXPERIENCE**

**3.1 Tenderer's to attach Annexure P06-1 (Part A & Part B)**

**Experience should talk to maintenance and repairs of the ff.**

- ☐ **Relevant roadworks maintenance experience**
- ☐ **Relevant General building maintenance works and related maintenance experience**
- ☐ **Relevant storm water and related works experience and water supply works experience**
- ☐ **Relevant sewer works and related maintenance experience**

**CRITERIA 4 – INSERT/ATTACH UNDER THIS PAGE**  
**IMPLEMENTATION METHODOLOGY**

**Tenderer's to attach a method with focus on:**

- ☐ **Provision of basic services**
- ☐ **Urgent/emergency response services**
- ☐ **Contract management**
- ☐ **Site supervision**
- ☐ **OHS/CEMP is envisaged**
- ☐ **Location and protection of existing infrastructure works and underground services**

**CRITERIA 5 – INSERT/ATTACH UNDER THIS PAGE**

## **HEALTH & SAFETY TRAINING**

**5.1 Tenderer to Attach OHS Officer CV, with a proof of SHE training certificate**

## **SUBMISSIONS FOR FUNCTIONALITY EVALUATION**

**CONTRACT NO: ES/19/INFR/01**

**PROVISION OF MAINTENANCE & REPAIR SERVICES  
FOR  
CIVIL AND STRUCTURAL INFRASTRUCTURE**

**CENTRAL SUPPLIER DATABASE REGISTRATION FROM  
NATIONAL TREASURY & MAAA**

**TENDERER TO ATTACH PROOF OF CSD TO THIS PAGE**

**TENDERER TO ATTACH ORIGINAL TAX CLEARANCE  
CERTIFICATE TO THIS PAGE**



**TAX CLEARANCE CERTIFICATE**

**OR**

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

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

## **BBBEE CERTIFICATE**

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

## **PROOF OF COMPANY REGISTRATION**

**TENDERER TO ATTACH PROOF OF COMPANY REGISTRATION  
TO THIS PAGE**

## **ELIDZ PROCUREMENT HANDBOOK**

**(Complete and sign)**



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 \_\_\_\_\_

## **ADDITIONAL EVALUATION CRITERIA**

**CONTRACT NO: ES/19/INFR/01**

**PROVISION OF MAINTENANCE & REPAIR SERVICES  
FOR  
CIVIL AND STRUCTURAL INFRASTRUCTURE**

## **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 (Pty) Ltd |  |
| Joint Venture     |  |

(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.)

**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 |
|------|-----------|--|------------------------------|
|      |           |  |                              |
|      |           |  |                              |
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|      |           |  |                              |
|      |           |  |                              |
|      |           |  |                              |

(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 | 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 to this page a separate list if the space provided is insufficient.) (List joint venture partner(s) separately if applicable.)

| Category * of Permanently employed staff for the project:     | 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 RELEVANT 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)<br>(VAT excl) | Year(s)<br>executed | Reference |              |          |
|-------------|-------------------------|---------------------|-----------|--------------|----------|
|             |                         |                     | Name      | Organisation | Tel. No. |
|             |                         |                     |           |              |          |
|             |                         |                     |           |              |          |
|             |                         |                     |           |              |          |
|             |                         |                     |           |              |          |
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|             |                         |                     |           |              |          |
|             |                         |                     |           |              |          |
|             |                         |                     |           |              |          |

Name of Signatory: .....

Capacity: .....

Signed on behalf of Tenderer: .....

Dated: .....

**Annexure P06 - 1**  
**ELIDZ RFP –Details of previous similar work experience**

**PLEASE NOTE:**

Similar work is determined by the contract period for Maintenance and repair services for Civil and structural infrastructure provided to the following:

- ☐ Relevant roadworks maintenance experience
- ☐ Relevant General building maintenance works and related maintenance experience
- ☐ Relevant storm water and related works experience and water supply works experience
- ☐ Relevant sewer works and related maintenance experience
  
- ☐ The referees are to complete the entire Annexure P06 - 1 **(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.
- ☐ 0 - for poor services received, 3 – for satisfactory services received, 5 - for excellent services received.
- ☐ 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**

| <b><u>Biographical Information</u></b>             |  |
|--|--|
| Company name of Respondent / tenderer:             |  |
| Company name of client / referee:                  |  |
| Nature of business of company of client / referee: |  |
| Location / address of client / referee:            |  |

|   |   |
|---|---|
| Company stamp of client / referee:                  |   |
| Client / referee: Representative                    |   |
| Client / referee: Representative - Contact details: | Cell:<br><br>Landline:<br><br>Alternate Number: |
| Client / referee: Representative - Signature        |   |
| <b><u>Contract Information</u></b>                  |   |
| Contract start date: date/month/year                |   |
| Contract end date: date/month/year                  |   |

### Annexure P06 - 1 – Continued

#### PART B

Referee to score the attributes listed in the below table

|  |   |
|--|---|
| Item   | (0 - for poor services received, 3 – for satisfactory services received, 5 - for excellent services received) |
| 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 considered in this tender offer: |             |                         |
|   | <b>Date</b> | <b>Title or Details</b> |
| 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:** .....