

# **Tender**

## **TENDER FOR THE PROPOSAL FOR MIGRATION OF ELIDZ SCADA SYSTEM UPGRADE**

**at the**  
**East London Industrial Development Zone**

**CONTRACT NO: ES/21/SCADA/MIGRATION/01**

### **VOLUME A (2 of 2): TENDER FOR THE PROPOSAL FOR MIGRATION OF ELIDZ SCADA SYSTEM UPGRADE**

East London IDZ  
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# ENVELOPE A

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## LIST OF RETURNABLE DOCUMENTS

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

	Checklist
<b>Part 1: Compulsory Submissions</b>	
Proof of company registration	
Registration on Central Supplier Database (CSD) from National Treasury and MAAA	
Letter of Good Standing with Compensation Commissioner	
Declaration of Form of Acceptance to be signed	
Proof of registration with CIDB in required category	
ISO 9001 Certification	
Letter of support from OEM as authorized system integrator or agent for ADRIOT systems.	
ELIDZ Procurement Handbook	
<b>Part 2: Submissions for Evaluation</b>	
Detailed breakdown of functionality points	
CV's of proposed key staff with certificates	
Proof of registered office within BCMM	
Implementation Methodology	
Valid Tax Clearance Certificate /on-line pin number	
Valid original or certified copy of BBBEE Certificate	
Proof of Company Registration	
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 -1 Previous Experience	
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**

### **1. COMPULSORY SUBMISSIONS**

**CONTRACT NO: ES/21/SCADA/MIGRATION/01**

**TENDER FOR THE PROPOSAL FOR MIGRATION OF ELIDZ SCADA SYSTEM  
UPGRADE**

***TENDERER TO ATTACH PROOF OF  
CENTRAL SUPPLIER DATABASE  
REGISTRATION FROM NATIONAL  
TREASURY & MAAA TO THIS PAGE***

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***TENDERER TO ATTACH LETTER OF  
GOOD STANDING FROM  
COMPENSATION COMMISSIONER TO  
THIS PAGE***

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***SIGNED DECLARATION FORM OF  
ACCEPTANCE***

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### **Declaration 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 nonresponsive.

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: .....



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

---

***TENDERER TO ATTACH PROOF OF  
COMPANY REGISTRATION WITH CIDB IN  
THE REQUIRED CATEGORY TO THIS  
PAGE***

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***TENDERER TO ATTACH PROOF OF ISO  
9001 CERTIFICATION TO THIS PAGE***

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***TENDERER TO ATTACH LETTER FROM  
OEM CONFIRMING AUTHORIZED  
SYSTEM INTEGRATOR OR AGENT FOR  
ADRIOT SYSTEMS TO THIS PAGE***

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## ***ELIDZ PROCUREMENT HANDBOOK***

***(Complete and sign)***

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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 2**

### **2. SUBMISSIONS FOR FUNCTIONALITY EVALUATION**

**CONTRACT NO: ES/21/SCADA/MIGRATION/01**

**TENDER FOR THE PROPOSAL FOR MIGRATION OF ELIDZ SCADA SYSTEM  
UPGRADE**

## **2.1 DETAILED BREAKDOWN OF FUNCTIONALITY**

### **CRITERIA 1 – INSERT/ATTACH PROOF OF REGISTERED OFFICE WITHIN BUFFALO CITY METROPOLITAN MUNICIPALITY**

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

- **Lease agreement**
- **BCMM Utility Bill**



## **CRITERIA 2. APPLICANT'S EXPERTISE AND RESOURCES**

### **2.1 CV of Project Manager and Relevant Qualifications and Certifications**

### **2.2 CV of Technician and Relevant Qualifications and Certifications**

**CRITERIA 3 – INSERT/ATTACH COMPLETED ANNEXURE P06-1/CLIENT REFERENCE LETTER ON LETTER HEAD.**

**3.1 RELEVANT COMPANY EXPERIENCE - Reference forms X 5**

## **CRITERIA 4 – METHODOLOGY STATEMENT**

### **4.1 Submit Methodology and Program indicating how the project will be conducted**

**4.1.1 – Methods used to migrate the entire BCEMS systems.**

**4.1.2 – Methods used to prevent disruption to operations**

**4.1.3 – a list of automated push and pull reporting and purpose of each report**

**4.1.4 – Compile an analysis of risk and mitigation actions**

## **CRITERIA 5. PROJECT PROGRAMME**

**5.1 Project plan with the implementation plan, key activities linked to resources and timelines inclusive of operations to prevent disruption to services and clearly address the inter-dependencies on the project activities.**

## **SUBMISSIONS FOR FUNCTIONALITY EVALUATION**

**CONTRACT NO: ES/21/SCADA/MIGRATION/01**

**TENDER FOR THE PROPOSAL FOR MIGRATION OF ELIDZ SCADA SYSTEM  
UPGRADE**

## **2.2. PROOF OF REGISTRATION OF COMPANY WITH RELEVANT PROFESSIONAL BODIES**

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

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**OR**

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

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

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

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## **2.3. ADDITIONAL EVALUATION CRITERIA**

**CONTRACT NO: ES/21/SCADA/MIGRATION/01**

**TENDER FOR THE PROPOSAL FOR MIGRATION OF ELIDZ SCADA SYSTEM  
UPGRADE**

***FORM P01: CONTRACTOR GENERAL  
INFORMATION***

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## 1.2.2 RETURNABLE SCHEDULES

### **FORM P01: CONTRACTOR GENERAL INFORMATION**

Name of tendering entity:	
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#### **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.)

**CIDB registration number:** .....  
(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:

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

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

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

**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***

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**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***

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**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> )

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

**Capacity:** .....

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

**Dated:** .....

***FORM P04: SIZE OF ENTERPRISE AND  
CURRENT WORKLOAD***

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**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***

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**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.)

<b>Category</b> ( <i>Project Manager, Admin, Technician, etc</i> ) of <b>Permanently employed staff:</b>	<b>Number of Staff</b>	<b>HDI Y/N</b>
<b>Category</b> ( <i>Project Manager, Admin, Technician, etc</i> ) of <b>Temporary staff to be employed for the project:</b>	<b>Number of Staff</b>	<b>HDI Y/N</b>

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).

<b>Name</b>	<b>Organisational position</b>	<b>Qualifications</b>	<b>Experience</b>	<b>HDI Y/N</b>

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

**Capacity:** .....

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

**Dated:** .....

**Note:** \*Category refers to the job designation of the person listed  
(e.g., Project Manager, Admin, Technician, etc.)

***FORM P06: PREVIOUS RELEVANT  
EXPERIENCE***

***WITH ATTACHED REFERENCE LETTERS***

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**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	Type of SCADA system	Value (R) (VAT excl.)	Year(s) executed	Reference		
				Name	Organisation	Tel. No.

Name of Signatory: .....

Capacity: .....

Signed on behalf of Tenderer: .....

Dated: .....

## Annexure P06 - 1

### ELIDZ RFP –Details of previous similar work experience for 5 Projects (Include 5 of these forms, 1 for each project Reference)

- The respondent / tenderer must complete this form separately for each reference submitted.
- The respondent / tenderer must obtain a signed reference letter for each project completed then attach with the tender submission.
- It is critical for the referee to include their contact details to enable verification of the reference. The ELIDZ will not give scores for unsigned reference letters.

Company name of Respondent / tenderer:		
Name of client / referee:		
Location of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of similar / relevant work experience.		
Details of client / referee for verification purposes:	Name:	
	Company name:	
	Contact details (Cell and Office numbers):	

***FORM P07: RECORD OF ADDENDA TO TENDER  
DOCUMENTS***

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**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:** .....