

ENVELOPE A – TECHNICAL PROPOSAL
VOL 2 of 2

RETURNABLE DOCUMENTS

TENDER NO: **ES/23/AC-CONSULT/01**
REQUEST FOR PROPOSAL (RFP) PACK

**FOR THE PROVISION OF PROFESSIONAL MECHANICAL CONSULTING SERVICES
FOR THE CONDITION ASSESSMENT OF AIRCONDITIONING AND VENTILATION OF
THE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD**

CHECKLIST FOR SUBMISSIONS

ITEM	
Supporting Documentation To Be Submitted	
Original Cancelled Cheque / Bank Stamped Letter	
CV's and Certified Qualification Certificates of proposed team members	
Accredited Valid Original or Certified B-BBEE Certificate or Sworn Affidavit	
Accredited Quality Management System	
Proof of Locality – copy of municipal utility bill, lease agreement, title deed	
Proposed Implementation Methodology/Project Approach	
Membership Certificate of Company with Relevant Professional Discipline Associations	
A minimum of two signed and stamped reference forms (Provided herein) including company name, contact name, phone number, brief details of work done with dates and analysis of performance) should be submitted which can be verified	
Valid Tax Clearance Certificate or SARS PIN	
Company Registration Document accompanied by Share Certificates where applicable	
Compulsory Documentation To Be Submitted	
Completed and Signed ELIDZ Procurement Handbook	
JV Participation Documentation (If applicable)	
Proof of Professional Registration of the Individuals (Project Team)	
Proof of registration with CSD / MAAA number	

Original Cancelled Cheque / Bank Stamped Letter

Accredited Valid Original or Certified B-BBEE Certificate

Company Profile

Accredited Quality Management System

Proof of Locality – copy of municipal utility bill, lease agreement, title deed

Proposed Implementation Methodology/Project Approach

Professional Registration Certificates with Relevant Professional Discipline Associations

A minimum of two signed and stamped reference forms (Provided herein) including company name, contact name, phone number, brief details of work done with dates and analysis of performance) should be submitted which can be verified

1 ELIDZ Reference form – Details of Previous Similar Project Experience

- The respondent must complete part A of this form separately for each project listed on part B
- The respondent must forward Part B of this form for completion and signing by the Client, and then bind signed and stamped form with the submission. The ELIDZ will not give scores for uncompleted forms.

PART A – To be completed by respondent for RFP submission

Company name of Respondent:			
Name of completed similar project:			
Name of project client:			
Location of project (town, district municipality, province, country)			
Total project value:		Project start date:	
Value of work under your appointment:		Project finish date:	
Brief description of work done on this project by your firm:			
Disciplines undertaken by your company			
Details of client for reference purposes:	Name:		
	Company name:		
	Contact details:		

1 ELIDZ Reference form – Details of Previous Similar Project Experience

PART B – To be completed by reference and returned for evaluation team

Project Name Completed:

Value: R

Client Name: Year :.....

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary:		<input type="checkbox"/> No <input type="checkbox"/> Yes	Comments
Please score and comment on the attributes listed below	Score out of 10		
Overall professional skills relevant to discipline			
Compliance with the programme			
Application of resources to project			
Site inspections / administration			
Total Score (sum of all scores)			

The reference to please provide a score (0 – poor, 5 – satisfactory, 7 – good, 10 – excellent, intermediate numbers may also be scored) and comment on the consultant's performance on the listed project.

Referee name: Referee signature:

Designation: Date:

Tel: Company/Client Stamp:

2 ELIDZ Reference form – Details of Previous Similar Project Experience

- The respondent must complete part A of this form separately for each project listed on part B
- The respondent must forward Part B of this form for completion and signing by the Client, and then bind signed and stamped form with the submission. The ELIDZ will not give scores for uncompleted forms.

PART A – To be completed by respondent for RFP submission

Company name of Respondent:			
Name of completed similar project:			
Name of project client:			
Location of project (town, district municipality, province, country)			
Total project value:		Project start date:	
Value of work under your appointment:		Project finish date:	
Brief description of work done on this project by your firm:			
Disciplines undertaken by your company			
Details of client for reference purposes:	Name:		
	Company name:		
	Contact details:		

2 ELIDZ Reference form – Details of Previous Similar Project Experience

PART B – To be completed by reference and returned for evaluation team

Project Name Completed:

Value: R

Client Name: Year :.....

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary:		<input type="checkbox"/> No <input type="checkbox"/> Yes	Comments
Please score and comment on the attributes listed below		Score out of 10	
Overall professional skills relevant to discipline			
Compliance with the programme			
Application of resources to project			
Site inspections / administration			
Total Score (sum of all scores)			

The reference to please provide a score (0 – poor, 5 – satisfactory, 7 – good, 10 – excellent, intermediate numbers may also be scored) and comment on the consultant's performance on the listed project.

Referee name: Referee signature:

Designation: Date:

Tel: Company/Client Stamp:

CV's and Certified Qualification Certificates of proposed team members

Compulsory Documentation To Be Submitted
Valid Tax Clearance Certificate

**Compulsory Documentation To Be Submitted
Company Registration Document accompanied by Share Certificates
where applicable**

**Compulsory Documentation To Be Submitted
JV Participation Documentation (If applicable)**

Compulsory Documentation To Be Submitted
Proof of Professional Registration of the Individuals (Project Team)

Compulsory Documentation To Be Submitted
Proof of registration with CSD / MAAA number

**Compulsory Documentation To Be Submitted
Completed and Signed ELIDZ Procurement Handbook**