



Request for Proposal

TENDER NO: EB/NW1/10/24/Z1A

**PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR THE DESIGN AND
CONSTRUCTION OF A MANUFACTURING FACILITY IN ZONE 1A OF THE ELIDZ**

**(PROFESSIONAL SERVICE PROVIDERS – ELECTRICAL & MECHANICAL
ENGINEERS)**

**ENVELOPE A – TECHNICAL PROPOSAL
VOLUME 1 OF 2**

START DATE: 25 APRIL 2025

TENDER CLOSING DATE: 23 MAY 2025

NAME OF TENDERER:

TENDERER'S ADDRESS:

CONTENTS

ENVELOPE A – TECHNICAL PROPOSAL

VOL 1 of 2

Section A: General Guidelines

Section B: Requirements Specification

Section C: Service Level Agreement (Procsa Client/Consultant Professional Services Agreement)

ENVELOPE A – TECHNICAL PROPOSAL

VOL 2 of 2

Returnable Schedules

Annexure A: Procurement Handbook

ENVELOPE B – FINANCIAL PROPOSAL

Offer and Acceptance

Pricing Instructions and schedule



SECTION A: General Guidelines

FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR THE DESIGN AND
CONSTRUCTION OF A MANUFACTURING FACILITY IN ZONE 1A OF THE EAST LONDON
INDUSTRIAL DEVELOPMENT ZONE

CHECKLIST FOR SUBMISSIONS

ITEM	
Compulsory Documentation to be Submitted	
JV Participation Documentation (If applicable)	
Confirmation from Insurers that Proof of Professional Indemnity Insurance (R10 Million) will be granted on request	
Proof of Professional Registration of the Individuals (Project Team)	
CSD Report	
Completed and Signed ELIDZ Procurement Handbook	
Supporting Documentation to be Submitted	
Valid Tax Clearance Certificate or SARS Pin	
Company Registration Document accompanied by Share Certificates where applicable	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Accredited Quality Management System	
Design software available for the project	
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	

Please Note: All the above documents must be submitted with Envelope A - Technical Proposal.

The price schedule and proposed solution costing must be submitted with Envelope B – Financial Proposal.

1. EVALUATION CRITERIA AND COMMERCIAL EQUITY GOALS

1.1. Functionality evaluation matrix

Evaluation Areas	Evaluation Criteria	Total Max Points	Item Max Points	Evaluation Description	
	Total Points	100			
Project Team	Proposed Project Team, Experience, Qualifications, Professional Registration, Permanent Location of Resource	40	15	Design Engineer Mechanical Engineer – registered professional with: • 5–9 yrs experience = 5 • 10–15 yrs experience = 10 • > 15 yrs experience = 15	Location of resource: • BCM = 100% • Eastern Cape = 67% • South Africa = 33% • Other = 0%
			15	Design Electrical Engineer – registered professional with: • 5 – 9 yrs experience = 5 • 10 – 15 yrs experience = 10 • > 15 yrs experience = 15	Location of resource: • BCM = 100% • Eastern Cape = 67% • South Africa = 33% • Other = 0%
			10	Professional Technical Staff registered with: • 5 – 9 yrs experience = 3 • 10 – 15 yrs experience = 7 • > 15 yrs experience = 10	Location of resource: • BCM = 100% • Eastern Cape = 67% • South Africa = 33% • Other = 0%
Project Approach	Implementation Methodology and Configuration Approach	30	30	Relevant Methodology that reveals clear understanding of the components of the Scope of Work requirements of a professional engineer and appraise the scope of work requirements of this specific project and a relevant Implementation Program	
			15	Methodology submitted but only covers the elementary aspects of the scope of work of a professional engineering with relation to the scope requirements of this project and not adequately detailed, and Implementation Programme also submitted	
			0	No Methodology and/or Implementation Programme submitted.	
	Company Experience	30	20	Proof of completed Projects with same complexity = 20. A minimum of four signed and stamped reference forms (Provided herein) with details of previous similar project experience must be submitted.	
			0	4 completed reference forms can score a max of 20 points with 5 points scored for each reference. 10 points 2 for Mechanical Engineering references 10 points 2 for Electrical Engineering references No reference forms provided = 0 points	
			5	Proof of Design Software Packages available in Local Office = 5	
			2	Accredited Relevant Quality Management System = 2; Non-accredited QMS = 1	
			3	Membership certificate of Company with the Relevant Professional body = 3	

All tenders with functionality less than 75% of the total functional requirements will not be considered for the next stage of tender evaluation.

1.2. Broad Based Black Economic Empowerment (BBBEE).

The East London Industrial Development Zone (ELIDZ) supports national transformation goals and strives to target its procurement to create opportunities for Historically Disadvantaged suppliers and

service providers. In awarding this tender, preference will be given to companies with a better rating in terms of contributions towards Broad Based Black Economic Empowerment (BBBEE).

The “tender” will be evaluated in accordance with the ELIDZ Procurement Policy using the 80/20 rule i.e. 80 of evaluation points will be based on price competitiveness and 20 will be based on Specific Goals scoring.

The following formula is used:

Calculation of the points for Price:

$$P_s = R \times \left[1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

- P_s = Points scored for price of tender under consideration
- R = Percentage of the price
- P_t = Rand value of tender under consideration
- P_{min} = Rand value of lowest acceptable tender
- R must be up to a maximum of 80

Score Breakdown:

- Price (R) = 80 points
- Specific goals = 20 points

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential and specific goals shall be as per below may include:

- (a) Historically disadvantaged individuals’ companies (51% Black owned)
- (b) Women (51% Black Women Owned) companies.
- (c) Persons with 51% disability owned companies
- (d) SMMEs
- (e) Service providers located in Eastern Cape Province
- (f) Youth
- (g) Any other RDP goal or preference points in favor of historically disadvantaged individuals, may be added

The tender documents shall stipulate—

- (a) the applicable preference point system as envisaged in regulations
- (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

Tenderers are required to submit a Valid original or certified B-BBEE Certificate issued by verification agency accredited by SANS for the Generic Suppliers, for QSE’s and EME’s Sworn Affidavit signed

under oath confirm ownership status. Failure to submit a valid B-BBEE certificate and/or sworn affidavit may result in zero points being awarded for preference.

Unincorporated Joint Ventures are required to compile a consolidated verified BBBEE certificate in order to achieve Preferential Points

The following table shall be used to convert the Specific goals criteria into points.

Table: Specific Goals Points Conversion

Estimated Rand Value inclusive of Vat	Specific Goals and Point allocation
Above R1 000 000 up to R50 000 000	80 points for price
	15 points - 51% and above Black owned suppliers 10 points - 25% up to 50% Black owned suppliers 0 points below 25% Black owned suppliers
	1 point for 51% and above Youth owned suppliers
	1 point for 51% and above Black Women owned suppliers.
	3 points for SMME's (EME or QSE)

Specific Goals returnable Documents

Evaluation Criteria	Returnable document
51% and above Black owned suppliers	SANAS accredited BBBEE Certificate/Affidavit
Eastern Cape Based suppliers	Municipality Bill or Lease agreement of any valid proof of address
51% and above Youth owned suppliers	CSD report
51% and above Black Women owned suppliers.	CSD report
persons with disabilities	BBBEE Certificate/Affidavit/CSD report

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE

certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

2. CONDITIONS OF TENDERING

General Conditions

Please note the following conditions are applicable to all tenders:

- A briefing session will be held on **07 May 2025**, at **10h00** on the MS Teams platform with the following meeting credentials:

Meeting ID: 379 970 711 690 9

Passcode: Wa7VR9k

- Questions relating to the RFP will be accepted until 16h00 on the **14 May 2025**. All questions must be submitted to Anathi Mzantsi via email at Anathi@elidz.co.za;
- The closing date for this tender is at 12h00 on the **23 May 2025**. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time.
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- ELIDZ is not obligated to accept the lowest or any proposal;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the tenderer; however, the value total of the prices shall remain unaltered; and
- Proposals which do not comply with the tender conditions, or which are incomplete will, as a general rule, not be considered.
- Tenderers must be registered on CSD from Treasury.

3. SIGNATURES ON TENDERS

All tenders submitted must be signed by that individual, or by someone on his behalf duly authorized and proof of that authority must be attached. All tenders submitted by a company must be signed by a person duly authorized thereto by a resolution of the Board of Directors, a copy of which resolution, duly certified by the Chairman of the company can be submitted with the tender.

If the tender is submitted by a joint venture of more than one person and/or companies and/or firms it shall be accompanied by:

- A certified copy of the original document under which the joint venture was constituted. This document must clearly define the conditions under which the joint venture will function, as well as the duration and participation of the several constituent persons and/or companies and/or firms.

- A certificate signed by or on behalf of each participating person and/or company and/or firm authorizing the person who signed the tender to do so.
- In instances of a joint venture, each participating person and/or company and/or firm must complete and submit Annexure A (Procurement Handbook) with the tender together with all profit-sharing percentage information.

4. AREA OF SERVICE/POINT OF DELIVERY

The delivery of services will be required at the ELIDZ, Lower Chester Road, Sunnyridge, East London.

5. SPECIAL CONDITIONS APPLICABLE TO THIS CONTRACT

Service Providers must note the following special conditions of contract will apply to this contract:

Modification of any applicable terms of reference of this contract must be mutually agreed between the parties and reduced to writing.

- VAT: Unless otherwise stated all prices will be inclusive of **Value Added Tax**.
- All services provided must comply and be in accordance with pertinent laws and policies of government.

Where the SERVICE PROVIDER has incurred any liability to the CLIENT, whether arising from or under this Agreement or otherwise howsoever arising, the CLIENT may, without notice to the SERVICE PROVIDER set-off the amount of such liability against any liability of the CLIENT to the SERVICE PROVIDER arising from or under this Agreement, whether either such liability is liquidated or unliquidated, present or future, accrued or contingent, unless otherwise agreed to in writing by the CLIENT.

Bidders must note that in addition to being tax compliant at the time of award of the contract, which will be verified with SARS or the CSD, it is incumbent upon the successful bidder/s to ensure that they are at all times tax compliant over the entire duration of the contract. Failure to ensure tax compliance may prevent the Department/Public Entity from issuing orders when goods/services are required. In such instances, the Department/Public Entity reserves the right to procure outside of the contract. Furthermore, if the Department/Public Entity is prevented from obtaining the relevant goods/services on the contract, such constitutes a breach of contract and will be dealt with accordingly, including the recovery of damages/adverse costs where applicable

In the event that the successful Bidder has been awarded the contract with value above R 5 000 000.00 for the same goods/services on a consecutive basis, the successful Bidder will be required to submit a Supplier development plan for SMMEs to be agreed with the ELIDZ.

Where there is no designated sector, ELIDZ may decide to include a specific bidding condition that only locally produced goods or services with a stipulated minimum threshold for local production and content, will be considered, on condition that such prescript and threshold(s) are in accordance with the specific standards determined by the dti in consultation with the National Treasury.

6. COMPANY PROFILE

A brief company profile is required, to assist ELIDZ in assessing your capabilities, capacity and competitive advantages.

7. INADEQUATE SERVICE LEVELS AND PERFORMANCE

In instances of transgression of a more serious nature, should the ELIDZ during the contract period for any reason regard the Service Provider's service levels and performance against this contract as being inadequate or not to the ELIDZ's satisfaction, the details will be reduced to writing, clearly headed "Inadequate performance" and sent to the service provider. In the event that the service provider is unable to remedy the complaints to the ELIDZ's satisfaction within 14 days of such notice

of inadequate performance, ELIDZ reserves the right to immediately cancel this contract and recover costs in terms of the Service Agreement.

8. SERVICE LEVEL AGREEMENT

The successful tenderer will be required to enter into a Service Level Agreement (Procsa Client/Consultant Professional Services Agreement) with the ELIDZ which will be based on the Procsa document structure set out herein in Section C, which will include Terms and Conditions, Annexure A – schedule of variables, Annexure B – Professional services specific to each discipline and Annexure C – ELIDZ pricing schedule (contained in Envelope B) and include such terms and conditions as Management may require or prescribe to give effect to in terms of its legal obligations.

9. CONFIDENTIALITY AGREEMENT

All information relating to the ELIDZ's customers (and potential customers), systems, operating procedures etc. is confidential and to this end, the successful tenderer will be required to enter into a Confidentiality Agreement with the ELIDZ.

10. PRICE BASIS

ELIDZ requires the tender price to remain firm for the validity period of ninety (90) days after the closing date of the tender. The tender price shall be in South African Rand.

Where prices are subject to variation it must be noted that no prices are to be revised or invoiced, without prior mutual agreement and official modification of the contract.

11. PAYMENT TERMS

A maximum payment processing period of thirty (30) days will be enforced. The thirty-day period is effective from the date a complete claim is received. A complete claim requires the following to be processed:

- Original invoices;
- Original covering letter of approval by the consultant where applicable;
- Original covering letter of approval by the relevant ELIDZ official where applicable.
- Statement of accounts

All information relating to the ELIDZ's customers (and potential customers), systems, operating procedures etc. is confidential and to this end, the successful tenderer will be required to enter into a Confidentiality Agreement with the ELIDZ.

12. SUFFICIENCY OF TENDER

The tenderer shall satisfy itself before tendering, as to the correctness and sufficiency of its tender for the project. The tenderer shall ensure that the rates and prices it has stated in the schedules cover all the obligations included in the tender and sufficient for the proper completion of the project.

13. TENDERER'S CONDITION

All tenderers shall be deemed to have waived, renounced and abandoned any terms and conditions printed or written upon any stationery used by the tenderer for the purpose of, or in connection with the submission of this tender.

14. DISQUALIFICATION

Respondents are advised that should there be any contact with ELIDZ staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification.

It must be stressed that any queries relating to this tender must be in writing and within the period of one week from the date of the briefing session and must be addressed to the Supply Chain Officer only. Respondents are not to communicate in any manner or form whatsoever with members of ELIDZ personnel about the RFP until the winning service provider has been selected and such selection has been formally communicated to the public. Any such communications by Respondents with ELIDZ personnel or with persons other than the Project Manager may prejudice a Respondent and may lead to disqualification from consideration for selection. The ELIDZ cannot accept responsibility for the accuracy of any information obtained outside the formal communication process as stipulated.

Any misrepresentation, in particular as it relates to the truthfulness of involvement of HDI's at both ownership level, management and operational level will also result in immediate disqualification.

15. ACCEPTANCE OF TENDER IN WHOLE OR IN PART

The ELIDZ reserves the right to accept the complete tender as submitted by the tenderer or alternatively, to accept only specific "areas of work" (or parts of "areas of work") of the tender as it sees fit.

Accordingly, tenderers are advised to ensure that all prices submitted against each "area of work" are sufficient to cover the tenderer's entire obligation as defined in these documents, required to provide each specific "area of work".

16. SUPPORTING DOCUMENTATION TO BE SUBMITTED

The following supporting documents are to be submitted:

ITEM	TICK
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Valid Proof of Office Location	
Four (4) Completed Reference Forms (Annexure 2)	
Proposed Implementation Methodology and Configuration Approach	
Project Team Skills Matrix and Curriculum Vitae's	

17. COMPULSORY DOCUMENTATION TO BE SUBMITTED

The following documentation is considered as compulsory documentation and is required to be submitted with your tender. Failing to submit the compulsory documentation will lead to disqualification due to non-responsiveness.

ITEM	TICK
Compulsory Documentation to be Submitted	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Report	

JV Participation Documentation (If applicable)	
Confirmation from Insurers that Proof of Professional Indemnity Insurance (R10 Million) will be granted on request	
Proof of Professional Registration of the Individuals (Project Team)	

18. POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

1. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
2. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
3. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
4. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
5. Due and reasonable care of the bidders personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
6. At all times strictly comply with its obligations under Data Protection Legislation.
7. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
8. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
9. It shall implement and maintain, at its cost and expense, appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

19. METHOD OF SUBMISSION

The RFP document will be circulated via email to preselected PSPs as listed in the ELIDZ Prequalification Database.

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

All tender documents are to be submitted online at <https://tenderportal.elidz.co.za>

No late tenders will be accepted.

Telegraphic, telephonic, telex, facsimile and e-mail tenders will not be accepted.

20. ELIDZ RIGHTS

The ELIDZ reserves the right to:

- a) negotiate with the successful tenderer;
- b) modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
- c) reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- d) disqualify Proposals submitted after the stated submission deadline;
- e) disqualify Proposals submitted that do not meet the goods or services specifications;
- f) disqualify Proposals submitted that do not meet the necessary functionality where required;
- g) not necessarily accept the lowest priced Proposal;
- h) reject all Proposals, if it so decides;
- i) place an order in connection with this Proposal at any time after the RFP's closing date;
- j) award only a portion of the proposed goods / service/s which are reflected in the scope of this RFP;
- k) split the award of the order/s between more than one Supplier/Service Provider;
- l) make no award at all;
- m) ELIDZ reserves the right not to award business to the highest scoring bidder/s where objective criteria justify the award to another bidder; and/or
- n) The ELIDZ does not bind itself to accept your (or any) proposal, nor will it disclose any information regarded as confidential.



SECTION B: Requirements Specification

FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR THE DESIGN AND CONSTRUCTION OF A MANUFACTURING FACILITY IN ZONE 1A OF THE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE

Table of Contents

1. Introduction	14
2. Scope	14
2.1. The Scope of This RFP Includes the Following:.....	14
2.2. The Scope of This RFP Excludes the Following:.....	16
3. Considerations	16
3.1. Time Constraints.....	16
3.2. Area of Service & Facilities	16
4. Project Approach	17
4.1. Project Approach	17
5. Response Format.....	17
5.1. Company profile.....	17
5.2. Location evidence.....	17
5.3. Service provider skills competency	18
5.4. Detailed specification in brochures all equipment offered.....	18
5.5. Project plan and methodology.....	18
6. Conclusion	18

1. Introduction

The East London Development Zone SOC LTD (ELIDZ) is a “greenfields” development project that is part of a sub-regional economic growth and employment creation initiative driven by the government’s micro-economic reform strategy, as implemented by the South African Department of Trade and Industry.

The development and operation of the Zone are managed by the East London Industrial Development Zone SOC Limited, under authorization by the State. The company was established to plan and implement the East London IDZ in a phased manner for manufacturing and other industrialists and features world class infrastructure and dedicated utility and other services.

The primary objective of the ELIDZ is to be able to attract local as well as international investors. The ELIDZ should reflect South Africa as a high-calibre and world-class competitive investment destination

2. Scope

2.1. The Scope of This RFP Includes the Following:

The East London IDZ would like to appoint a suitably qualified and competent Electrical & Mechanical Engineering consulting company in the Built Environment, for the provision of professional consulting services for the project scope that includes Planning, Design, Construction Monitoring/Supervision and Close-out of new Manufacturing Facility.

The project scope entails the construction of an industrial building (16 000m² approximately) together with concrete hardstands, ancilliary buildings, parking area and the associated engineering services to support the development. A further high-level breakdown of the scope of the facility is as follows:

The works include:

- Manufacturing Facility (Factory)
- Site infrastructure (hardstand, roads, stormwater, sewer, landscaping and electricity);
- Offices, Refuse Area, Fire Booster Station, Gate House

The ELIDZ has already undertaken the Preliminary and Concept Designs as provided to the PSP’s as part of the tender documentation. PSP’s are required to review these designs and allow a Lump Sum Take-on fee in their tender submissions for adopting / reviewing the designs.

The successful Professional Electrical & Mechanical Engineering consulting company will join a team of appointed PSP’s and will be required to enter into a Service Level Agreement with the ELIDZ (PROCSA Client/Consultant Professional Services Agreement).

As stated above the Professional Services Providers are expected to offer a fee for “Take-On/Documentation/ Design Review” in lieu of the work already undertaken directly by the ELIDZ and its Owners Engineer Professional Team. The Preliminary Design and Concept stages have already been signed off by the Client for this development.

2.1.1. Electrical & Mechanical Engineer

The Mechanical Engineer is required to submit his quotation allowing for the following. See table hereunder:

Electrical & Mechanical Engineer: Project Phases	Split/ Phase	% Service to be Rendered
Stage 1: Inception	5%	100%
Stage 2: Concept & Viability	15%	100%
Stage 3: Design Development	20%	100%
Stage 4: Tender Documentation & Procurement	20%	100%
Stage 5: Construction & Contract Administration	30%	100%
Stage 6: Close-Out & Final Documentation (O&M Manuals)	10%	100%

Over and above the abovementioned (ECSA normal scope) the Electrical & Mechanical Engineer shall assume the following duties:

- Submissions of design report and revised specifications (both technical and functional);
- Preparation of preliminary cost estimates for overall cost reporting in consultation with the appointed Quantity Surveyors;
- Preparation of tender drawings, specifications and N/S (nominated/selected) sub-contract tender documents (all specifications and nominated/selected sub-contract tender documents shall be based on the standard documentation prepared by the ELIDZ);
- Fire design (including rational fire design if required);
- Submission of tender evaluation reports and recommendations (all tender evaluation reports shall be based on the standard documentation prepared by the Owner's Engineer);
- Submission of building plans and specifications for approval by the BCMM;
- Submission of plans and specifications for approval by the ELIDZ DRC;
- Co-ordination of all activities within the appointed consultants and production of consolidated plans showing all services;
- Approval of all manufacturer's drawings as prepared by the respective Sub-contracting Parties;
- Contract Administration Services;
- Manage and Report on SMME (30%) involvement and recommend corrective measures where applicable;
- All design software must be able to open and utilize Revit Design Software and all output files must be compatible with the latest Revit Design Software; and
- On-site construction monitoring.
- Prepare as-built drawings for Close-out Report in a format that meets the ELIDZ As-built GIS requirements.
- A Take on Fee (Sum) is allowable for the review and acceptance by the PSP of the available information at hand in order to develop and refine further. Pricing for the take on fee is provided for in Envelope B – Financial Proposal.

2.2. The Scope of This RFP Excludes the Following:

- Fitment of any Tenant Specific Machinery.
- All services to be extended from building wall faces to the machine positions or what is deemed internal tenant reticulation.
- CCTV Cameras, Computer/Server Installation, etc.
- A detailed scope of works and responsibility matrix will be provided at appointment of the PSP's.

3. Considerations

3.1. Time Constraints

The ELIDZ envisages the following Fast-track delivery timelines for the project, which may be adjusted as the project progresses:

TASK NAME	DURATION	START	FINISH
TENDER – PSP's			
PSP RFP Advertised	1 Day	25 April 2025	25 April 2025
RFP Clarification Meeting	1 Day	07 May 2025	07 May 2025
RFP Closing Date	1 Day	23 May 2025	23 May 2025
RFP Adjudication	2 Week	26 May 2025	06 June 2025
PSP Appointments	1 Day	09 June 2025	09 June 2025
DESIGN DEVELOPMENT			
Architect - Detail Design (Construction)	8 Weeks	01 April 2025	30 May 2025
Civil – Detail Design (Construction)	8 Weeks	01 April 2025	30 May 2025
Structural – Detail Design (Construction)	8 Weeks	01 April 2025	30 May 2025
Electrical – Detail Design (Construction)	6 Weeks	09 June 2025	21 July 2025
Mechanical – Detail Design (Construction)	6 Weeks	09 June 2025	21 July 2025
TENDER – PRINCIPAL CONTRACTOR			
Construction Tender Advertised	1 Day	13 June 2025	13 June 2025
Clarification Meeting	1 Day	20 June 2025	20 June 2025
Tender Period	20 Days	13 June 2025	11 July 2025
Tender Adjudication and Procurement Committee Approval	2 Weeks	14 July 2025	25 July 2025
ELIDZ Board Approval	20 Days	28 July 2025	22 August 2025
Contractor Appointment	1 Day	22 August 2025	22 August 2025
CONSTRUCTION			
Contractor Appointment	1 Day	22 August 2025	22 August 2025
OH&S File Approval	10 Days	25 August 2025	05 September 2025
OH&S Construction Work Permit (DoL)	26 Days	08 September 2025	14 October 2026
Construction	165 Days	15 October 2025	29 June 2026
Sectional Practical Completion 1 – Sequencing Facility Only (16 000m2)	1 Day	29 June 2026	29 June 2026
Sectional Practical Completion 2 – Offices & Outbuildings, Other Services	1 Day	27 July 2026	27 July 2026
Snags, Final Completion and Close Out	3 Months	28 July 2026	20 October 2026

3.2. Area of Service & Facilities

The delivery of services will be required at the East London IDZ, Lower Chester Road, Sunnyside, East London.

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

4. Project Approach

4.1. Project Approach

A structured program of meetings will be put in place so as to co-ordinate all aspects of the contract for the successful execution of the project. These will be structured as follows:

- Consultants Planning Meetings held every 2 weeks. These meetings will deal with all design issues and integration of design aspects of the different disciplines. The Consultant Project Manager chairs these meetings.
- Management Meetings (ELIDZ PM and all Consultants). These meetings will be chaired by the Consultant Project Manager. The purpose is to report to the client the progress, discuss the strategies, performance and quality.
- Cost Reporting will occur at the Management Meeting. The report will specifically deal with overall project/contract cost including the Professional fees and disbursements. Issues around cash-flow, approval of variation orders, special claims and any other design changes affecting the budget.
- Progress/Site Meetings held on monthly basis from Site handover onwards. These meetings are chaired by the Principal Agent. The Principal Contractor, Selected Sub-Contractor, Direct Material Suppliers (only on invitation), ELIDZ representatives and Project Professional Team (PPT) attend these meetings. The meetings address all contractual issues pertaining to progress & programme on site, legal compliance to conditions of contract, delays, claims and disputes, inclement weather, occupational health and safety issues (OHS), Construction Environment Management Plan (CEMP), Payments and other relevant issues.
- Technical Meetings held on a monthly basis commencing 2 weeks after Site handover. The Project Manager will chair these meetings with the PPT, PC, Direct Material Suppliers and Nominated Sub-Contractors in attendance. These meetings will deal with all technical information required for construction purposes by all contractors. Also dealt with are issues of co-ordination of services, quality assurance and approval of systems and equipment. Also included are clarities on specifications and detailing of complex portions of the work packages.
- Principal Contractor/Vendors meetings with his main suppliers and sub-contractors. These meetings are chaired by the Principal Contractor. The meetings deal specifically with all programming related items, co-ordination and practical aspects of the execution of works.

5. Response Format

5.1. Company profile

- Provide an overview of your company profile.
- Provide an organogram for team allocated to this project in terms of roles and responsibilities.

5.2. Location evidence

- Provide information on the locality of the resources/professional engineers you will make available for the project as per functionality scoring criteria stated in this document.. Do you have local offices in the BCM Metropolitan Area \ Eastern Cape Province \ National or International?
- Provide a Municipal Clearance Certificate/proof of address for each resource/professional engineer (see functionality scoring criteria) that will be working on the project. The proof of address must be in the name of the resource to be used in the project.

5.3. Service provider skills competency

- Provide a detailed list of personnel who will form the team for this project, listing similar projects completed by each team member, their relevant skills \ qualifications and years of work experience relevant to this project. Include curriculum vitae's that illustrate past project experience for all project personnel.

5.4. Detailed past similar projects done

- Provide a minimum of four references relevant to this tender, stamped, signed and dated by the referee (see reference form template in envelope A volume 2 of 2).
- Provide details for each of the listed requirements in past similar project reference form(s).
- Provide details of the relevant services offered to these references, establishing a track record as well as provide contactable references at these sites \ clients on accordance to the reference form template.

5.5. Project plan and methodology

Describe the proposed engagement model with reference to this tender. Please provide the following:

- Engagement Structure in relation to the specific scope of work required for this project.
- Describe your understanding of the requirements in this tender.
- Describe your proposed solution in detail in response to the detailed requirements of this project.
- Appraise the professional services duties as detailed in the ECSA normal scope in relation to this project.

6. Conclusion

This document seeks to provide comprehensive information for the purposes of supporting the proposal of a solution that meets the requirements of the ELIDZ.

Please forward any queries to Anathi Mzantsi at the following contact details:

- Tel: 082 520 1280
- Email: Anathi@elidz.co.za



SECTION C: ELIDZ SERVICE LEVEL AGREEMENT

FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR THE DESIGN AND CONSTRUCTION OF MANUFACTURING FACILITY IN ZONE 1A OF THE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE

TENDERERS TO REFER TO THE PROCSA CLIENT/CONSULTANT PROFESSIONAL SERVICES AGREEMENT WITH THE FOLLOWING AMENDMENTS

Structure of Document

- Agreement – Terms and Conditions
- Annexure A – Schedule of Variables
- Annexure B – Professional Services specific to each discipline
- Annexure C – ELIDZ Pricing Schedule (contained in Envelope B)

ANNEXURE A	
HEADING	AMENDMENT
A.9 DOCUMENTS	Annexure C: ELIDZ Pricing Schedule
A.10 LIMIT OF CONSULTANTS LIABILITY (7.2 of Agreement)	2. Specific Amount – R10 Million
A.11 PROFESSIONAL INDEMNITY INSURANCE (8.1 of Agreement)	1.1 Limit of indemnity per claim – in the aggregate – R10 Million
A.12 PROFESSIONAL FEES (9.1 and 12,0 of Agreement)	Refer to the ELIDZ Pricing Schedule
A.13 APPORTIONMENT OF PROFESSIONAL FEES (9.1 and 13,1 of Agreement)	Refer to the ELIDZ Pricing Schedule – Project Stages as per ELIDZ Pricing Schedule Note: The ELIDZ requires 10% of professional fees retained for payment until after satisfactory completion of stage 5.
A.13 DISBURSEMENTS (9.1 and 13,1 of Agreement) EXPENSES (11.1 of Agreement)	Refer to the ELIDZ Pricing Schedule Note: <ul style="list-style-type: none"> Construction Monitoring COW/ER (where applicable) All disbursement costs are to be based on proven cost basis (proof of cost incurred) Refer to the ELIDZ Pricing Schedule Note: <ul style="list-style-type: none"> No travel expenses and/or travel time will be considered. Such cost to be incorporated in discount fee proposal All disbursement costs are to be based on proven cost basis (proof of cost incurred)
A.16 EQUIPMENT & FACILITIES TO BE PROVIDED BY CLIENT (5.6 of Agreement)	NIL
A.18 MEDIATOR (18.2 of Agreement)	Appropriate Body (Engineering Forum or Governing Body)
A.19 ARBITRATOR (18.9 of Agreement)	Appropriate Body (Engineering Forum or Governing Body)
A.20 AMENDMENTS AND / OR SPECIAL CONDITIONS	5.3.2 Not Applicable The following replaces 15.2: The CLIENT shall retain the Intellectual Property created during the course of the project for its use and to do with as it pleases save for the following: <ul style="list-style-type: none"> The CLIENT has no right to utilize the proprietary information or coding embedded in the SERVICE PROVIDER'S project systems, software or electronic copies of deliverables. The CLIENT will not modify any of the SERVICE PROVIDER'S deliverables unless it has first removed the SERVICE PROVIDER'S name and logo from the deliverable. Each PARTY shall retain all intellectual property owned or processed by it prior to the existence of this Agreement.

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____