

Request for Proposal

TENDER NO: OPS/25/PROP/01

**PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR RESIDENTIAL
LAND USE OPTIONS**

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

RETURNABLE DOCUMENTS

TENDER CLOSING DATE: 12 DECEMBER 2025

NAME OF TENDERER:

TENDERER'S ADDRESS:

CLAUSE 1 CHECKLIST FOR SUBMISSIONS

ITEM	TICK
Supporting Documentation to Be Submitted	
Accredited Valid Original or Certified B-BBEE Certificate for Generic companies for EMES and QMES – BBBEE Sworn Affidavit signed under Oath confirming ownership status.	
Documents in support of Specific Goals	
Company Profile	
Valid Proof of Office Location (Municipality Bill or Lease agreement) or any proof of address	
Implementation Methodology and Project schedule/timeline	
Detailed CVs of proposed team members, clearly depicting applicable qualifications and experience	
Provide four (4) reference letters (Annexure 2 template, scored, signed and stamped) (in case company does not have a stamp, kindly return Annexure 2 to be accompanied by confirmation in your letter head and signed for).	
Compulsory Documentation to Be Submitted	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Report (must be downloaded within 30 days on the tender closing date)	
Valid Tax Clearance Certificate or SARS PIN	
JV Participation Documentation (<i>If applicable</i>) with consolidated BBBEE. All parties submit their respective mandatory documents e.g Tax pin, CSD, Procurement handbook etc.	
Valid proof of good standing for workman's compensation from the Department of Labour Compensation Commissioner, or any other registered workman's compensation insurer.	

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.

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

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 four signed reference forms (as per template provided below) 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

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:		

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			
Quality and completeness of documentation / drawings issued			
compliance with programme for issuing of information			
Application of resources to project			
Contractual acumen			
Willingness to work as a team with other consultants, contractor and client			
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**

Valid Tax Clearance Certificate or SARS Pin

Compulsory Documentation to be Submitted

Completed and Signed ELIDZ Procurement Handbook

Compulsory Documentation to be Submitted

JV Participation Documentation (If applicable)

Compulsory Documentation to be Submitted

CSD Report