



eThekweni Municipality –Strategic Projects Unit

UPGRADING OF DURBAN CENTRAL BEACHFRONT : BUILDING WORKS AT VARIOUS COMMERCIAL NODES

E.2.1 List of returnable documents

E.2.1.1 Returnable Schedules and Forms

The Tenderer is required to complete and return each and every Schedule and Form listed below to the best of his ability as the evaluation of submissions will be based on the information provided by the Tenderer. Failure of a Tenderer to complete and return the Schedules and Forms to the satisfaction of the Employer will inevitably prejudice the Tenderer and may lead to rejection on the grounds that the tender is not responsive.

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Respondents should also include in their EOI submissions, their Approach Paper and any other documentation which augments the abovementioned Schedules and Forms.

E.2.1.2 Certificates That Must Be Provided with the EOI Submission

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E.2.1.3 Certificates That Must Be Provided prior to Evaluation of EOI Submissions

(or if available with the submission of the EOI Submission)

- : Contractor's CIDB registration certificate
- : Valid Tax Clearance Certificate

E.2.2.1 : CERTIFICATE OF AUTHORITY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) JOINT VENTURE	(V) SOLE PROPRIETOR

(I) CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairman :

Date :

As Witnesses : 1. 2.

(II) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as hereby authorise Mr/Ms, acting in the capacity of, to sign all documents in connection with the tender for Contract No. and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note : *This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.*

(III) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as

..... hereby authorise Mr/Ms, acting in the capacity of, to sign all documents in connection with the tender for Contract No. and any contract resulting from it on our behalf.

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>DATE</u>

Note : *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

(IV) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms, authorized signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract No and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>DATE</u>

Note : *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

(V) CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business trading as

Signature of Sole owner :

Date :

As Witnesses : 1. 2.

E.2.2.2 : DECLARATION OF INTEREST

1. Any legal person, including persons employed by the principal, or person having a kinship with persons employed by the principal, including blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, or to persons connected with or related to them, it is required that the bidder or his / her authorised representative declare his / her position in relation to the evaluating / adjudicating authority and / or take an oath declaring his / her interest, where -

- the bidder is employed by the principal; and / or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons / a person who are / is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Are you or any person connected with the bidder, employed by the principal?..... (Yes / No)

2.1.1 If so, state particulars
.....
.....

2.2 Do you, or any person connected with the bidder, have any relationship..... ...(Yes / No)
(family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid?

2.2.1 If so, state particulars
.....
.....

2.3 Are you, or any person connected with the bidder, aware of any relationship..... ...(Yes / No)
(family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid?

2.3.1 If so, state particulars If so, state particulars
.....
.....

I, THE UNDERSIGNED (NAME) CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

E.2.2.3 : DECLARATION OF MUNICIPAL FEES

I / We do hereby declare that the Municipal fees of the company,
are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay
the said fees :

<u>Account</u>	<u>Account Number</u>
Electricity	* _____
Water	* _____
Rates	* _____
JSB Levies	* _____
* _____	* _____

* : to be completed by tenderer.

I / We acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial
action as is required, including termination of contract, and any income due to the contractor shall be utilised to offset
any monies due to the Council.

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

E.2.2.4 : EXPERIENCE OF TENDERER

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as apposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last five years will be evaluated.

Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

Note is should be made very clear for each project/experience if the tenderer was working as either a subcontractor or principal contractor.

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Project Duration & Date completed

The scoring of the tenderer's experience will be as follows:

No Response (score 0)	
Poor (score 40)	Tenderer has limited experience
Satisfactory (score 70)	Tenderer has relevant experience but has not dealt with the critical issues specific to the assignment.
Good (score 90)	Tenderer has extensive experience in relation to the project and has worked previously under similar conditions and circumstances.
Very good (score 100)	Tenderer has outstanding experience in projects of a similar nature.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

E.2.2.5 : REPORT ON TENDERER'S COMPETENCE AND PERFORMANCE

Note: Minimum 3 No. reports to be submitted. In the case of Joint Venture (JV) Submissions, each member of the JV is to complete this returnable individually.

Employer / Client ▶ _____

Project ▶ _____

Contract Amount ▶ _____

Contract Duration ▶ _____

--	--	--	--	--	--	--

Description / Performance		Very Poor	Poor	Fair	Good	Excellent
Quality of office administration	▶					
Competence of site management team	▶					
Competence of Contract Director	▶					
Co-operation during contract	▶					
Quality of workmanship	▶					
Health and Safety Management	▶					
Time/Programme management	▶					
Rectification of condemned work	▶					
Tidiness and organisation of site	▶					
Adequacy of equipment and labour	▶					
Environmental Management	▶					
Procurement of materials	▶					
Empowerment Management	▶					
Labour Relations	▶					

Did the contractor complete the contract timeously or by the contract extended completion date? If no, please give reasons.

Any other remarks considered necessary to assist in evaluation of the contractor?

CONSULTANT _____ FIRM _____
TELEPHONE _____ FAX _____

E.2.2.5: REPORT ON TENDERER’S COMPETENCE AND PERFORMANCE

Note: Minimum 3 No. reports to be submitted. In the case of Joint Venture (JV) Submissions, each member of the JV is to complete this returnable individually.

Employer / Client ▶ _____

Project ▶ _____

Contract Amount ▶ _____

Contract Duration ▶ _____

--	--	--	--	--	--	--

Description / Performance		Very Poor	Poor	Fair	Good	Excellent
Quality of office administration	▶					
Competence of site management team	▶					
Competence of Contract Director	▶					
Co-operation during contract	▶					
Quality of workmanship	▶					
Health and Safety Management	▶					
Time/Programme management	▶					
Rectification of condemned work	▶					
Tidiness and organisation of site	▶					
Adequacy of equipment and labour	▶					
Environmental Management	▶					
Procurement of materials	▶					
Empowerment Management	▶					
Labour Relations	▶					

Did the contractor complete the contract timeously or by the contract extended completion date? If no, please give reasons.

Any other remarks considered necessary to assist in evaluation of the contractor?

CONSULTANT _____ FIRM _____

TELEPHONE _____ FAX _____

E.2.2.5: REPORT ON TENDERER'S COMPETENCE AND PERFORMANCE

Note: Minimum 3 No. reports to be submitted. In the case of Joint Venture (JV) Submissions, each member of the JV is to complete this returnable individually.

Employer / Client ▶ _____

Project ▶ _____

Contract Amount ▶ _____

Contract Duration ▶ _____

--	--	--	--	--	--	--

Description / Performance		Very Poor	Poor	Fair	Good	Excellent
Quality of office administration	▶					
Competence of site management team	▶					
Competence of Contract Director	▶					
Co-operation during contract	▶					
Quality of workmanship	▶					
Health and Safety Management	▶					
Time/Programme management	▶					
Rectification of condemned work	▶					
Tidiness and organisation of site	▶					
Adequacy of equipment and labour	▶					
Environmental Management	▶					
Procurement of materials	▶					
Empowerment Management	▶					
Labour Relations	▶					

Did the contractor complete the contract timeously or by the contract extended completion date? If no, please give reasons.

Any other remarks considered necessary to assist in evaluation of the contractor?

CONSULTANT _____ FIRM _____

TELEPHONE _____

FAX _____

E.2.2.6: KEY PERSONNEL

The Tenderer shall list below the personnel which he intends to utilize on the Works, including key personnel which may have to be brought in from outside if not available locally.

CATEGORY OF EMPLOYEE	NUMBER OF PERSONS			
	KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION		KEY PERSONNEL TO BE IMPORTED IF NOT AVAILABLE LOCALLY	
	HDI	NON-HDI	HDI	NON-HDI
Site Agent, Project Managers				
Foremen, Quality Control and Safety Personnel				
Technicians, Surveyors, etc				
Artisans and other Skilled workers				
Plant Operators				
Unskilled Workers				
Others:.....				
.....				
.....				

Note : CVs of key personnel may be requested during the contract period.

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

E.2.2.7: PROPOSED ORGANISATION AND STAFFING

The tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff.

The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The tenderer must attach his / her organization and staffing proposals to this page. (this is to include both the on site and off site staffing resources used for this project)

In addition to any lists this information should also be shown in a organogram format (flow chart) clearly indicating the staff hierarchy and reporting lines, again for on and off site resources.

The scoring of the proposed organization and staffing will be as follows:

No Response (score 0)	
Poor (score 40)	The organization chart is sketchy, the staffing plan is weak in important areas There is no clarity in allocation of tasks and responsibilities.
Satisfactory (score 70)	The organizational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate.
Good (score 90)	Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, and the approach to satisfying local consultants. Some members of the project team have worked together before on limited occasions.
Very good (score 100)	Besides meeting the "good" rating, the proposed team is well integrated and several members have worked together extensively in the past.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____
 Name _____ Position _____
 Tenderer _____

E.2.2.8: EXPERIENCE OF KEY STAFF

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of the project director, contract manager, site agent(s) and general foreman of not more than 2 pages should be attached to this schedule:

Each CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Skills
- 4 Name of current employer and position in enterprise
- 5 Overview of post graduate / diploma experience (year, organization and position)
- 6 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

	General experience and qualifications	Adequacy for the assignment	Knowledge of issues pertinent to the project
No Response (score 0)			
Poor (score 40)	Key staff have limited levels of general experience	Key staff have limited levels of project specific education, skills, training and experience	Key staff have limited experience of issues pertinent to the project
Satisfactory (score 70)	Key staff have reasonable levels of general experience	Key staff have reasonable levels of project specific education, skills, training and experience	Key staff have reasonable experience of issues pertinent to the project
Good (score 90)	Key staff have extensive levels of general experience	Key staff have extensive levels of project specific education, skills, training and experience	Key staff have extensive experience of issues pertinent to the project
Very good (score 100)	Key staff have outstanding levels of general experience	Key staff have outstanding levels of project specific education, skills, training and experience	Key staff have outstanding experience of issues pertinent to the project

Note: An individual may be nominated to serve as the team leader in more than one discipline and as the team leader and a discipline specific leader.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

E.2.2.9: PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract if my / our tender is accepted.

(a) **Details of major equipment that is owned by me / us and immediately available for this contract.**

DESCRIPTION (type, size, capacity etc)	QUANTITY	YEAR OF MANUFACTURE

Attach additional pages if more space is required

(b) **Details of major equipment that will be hired, or acquired for this contract if my / our tender is accepted**

DESCRIPTION (type, size, capacity etc)	QUANTITY	HOW ACQUIRED	
		HIRE/ BUY	SOURCE

Attach additional pages if more space is required

The Tenderer undertakes to bring onto site without additional cost to the Employer any additional plant not listed but which may be necessary to complete the contract within the specified contract period.

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

E.2.2.10: QUALITY CONTROL PROCEDURES

The quality control practices and procedures which ensure compliance with stated employer’s requirements will be evaluated.

Tenderers should very briefly outline his or her procedures in relation to the project and attach this to this schedule.

The scoring of the tenderer's quality control procedures will be as follows:

No response (score 0)	
Poor (score 40)	Quality control procedures are unlikely to ensure compliance with stated employer's requirements
Satisfactory (score 70)	Quality control procedures are possibly able to ensure compliance with stated employer's requirements
Good (score 90)	Quality control procedures are likely to ensure compliance with stated employer's requirements
Very good (score 100)	Quality control procedures are most likely to ensure compliance with stated employer's requirements

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____
 Name _____ Position _____
 Tenderer _____

11 E.2.2.11 : SCHEDULE OF PROPOSED SUBCONTRACTORS

The following firms have been identified as possible subcontractors for work in this contract.

NAMES AND ADDRESSES OF PROPOSED SUBCONTRACTORS	NATURE AND EXTENT OF WORK TO BE SUBCONTRACTED	PREVIOUS EXPERIENCE WITH SUBCONTRACTOR

