



an agency of the
Department of Sport, Arts and Culture

RFQ: 23826

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	CLOSING DATE
Request for quotation: The appointment of a service provider to provide for health and safety consultant for the design and Construction monitoring of the new Freedom Park security welcome center	FINANCE	SCM Tel: 012 336 4029 Email: lerato@freedompark.co.za Technical: ditiro@freedompark.co.za	29 August 2023 Time: @10h00am
<p>ALL QUOTATIONS OR PROPOSALS TO BE SUBMITTED TO: TENDER BOX 2nd Floor Admin Building</p> <p>ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA</p>			

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NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal - SBD6.1	
3	Tax compliant CSD Report	
4	Comprehensive proposal or Quotation that respond to Freedom Park Request (quotation validity must be 90 days)	
5	BBBEE Registration Certificate.	
ALL PRICES MUST BE VAT INCLUSIVE		

Request For Quotation: The appointment of a service provider to provide for health and safety consultant for the design and construction monitoring of the new Freedom Park security welcome center

1. INTRODUCTION

Freedom Park is currently situated at Salvokop cnr Knock and Seventh Avenue. Admission into Freedom Park has three gate entrances which do not have signage or any sense of welcoming to the destination. The current admission into Freedom Park is marked by a guard house with a low security boom with physical security showing direction or seeking for your attention in-order to provide entry into the park. The low security boom does not have a security gate which ensures safety of staff and visitors to Freedom Park. The second entrance does not have any security boom or gate and is manually operated by physical security who inspect cars upon entry and exist to the entity and give direction to visitors. The third Freedom Park is through the reconciliation road gate through the Voortrekker Monument which is currently a manually operated gate with no signage or proper security.

The sense of arrival gate is marked by drive through ticketing office, once a visitor drives in, they head straight into parking area. From parking area, the visitor must walk into a welcome plaza with information offices/centre, ablution facilities, Tourists guides and some welcome entertainment or performance.

The scope of work entails the planning, design, construction monitoring and close out for the construction of a new security gates at the three entrances of Freedom Park that will facilitate sense of arrival, direction and most importantly security to the staff and visitors to Freedom Park.

Freedom Park requires a Professional Construction Health and Safety Agent (PrCHSA) or Construction Health and Safety Manager (CHSM) for the New Freedom Park security welcome center.

2. PROJECT OVERVIEW

The project entails the construction of security gates at three entrances of Freedom Park. These gates are intended to enhance the overall experience for staff and visitors by providing a clear sense of arrival, wayfinding, and crucial security measures.

3. RESPONSIBILITIES

- Develop a tailored site-specific health and safety specification document
- Prepare a comprehensive project baseline risk assessment, identifying potential hazards and mitigation strategies
- Attend meetings as needed, providing health and safety insights and updates
- Evaluate, discuss, negotiate, and approve contractor's construction project OHS plans and OHS file
- Monitor design risk management.
- Monitor implementation of construction project health and safety plans.
- Recommend work stoppage when necessary.
- Monitor compilation of construction project health and safety file.
- Audit compliance with health and safety plans.
- Conduct construction health and safety management system audits.
- Facilitate system and plans reviews for improvement.

- Evaluate non-compliance reporting process and corrective actions.
- Perform incident and accident investigations.
- Maintain records of incident investigations and corrective actions.
- Brief project management and contractor's post-audit.
- Facilitate development and submission of technical reports on health and safety issues.

4. RECORDS

The bidder is to furnish the client with the following deliverables/records not limited to:

1. Health And Safety Audit Reports.
2. Inspection Reports.
3. Contractor(S) Performance Records.
4. Work Stoppage Reports.
5. Incident And Accident Records, Including Actions.
6. Interactions With Authorities.
7. System And Plans Review Records.
8. Risk Communication Records.

5. FEE PROPOSAL

ITEM	DESCRIPTION	UOM	QTY	RATE	AMOUNT
	PROFESSIONAL CONSTRUCTION HEALTH AND SAFETY AGENT FOR THE DESIGN AND CONSTRUCTION MONITORING OF NEW FREEDOM PARK SECURITY WELCOME CENTER.				
1	Preparation of the project baseline risk assessment and a site-specific health and safety specification document.	Sum	1		
2	Evaluation and Approval of Contractor's SHE Plan and SHE File.	Sum	1		
3	Monthly Auditing and Reporting.	Months	12		
4	Travelling costs and all other disbursements.	Sum	1		
5	Project Closed Out Report.	Sum	1		
	The bidder must make provision in their costing proposal for all costs related to the services required. It should be noted that it is the responsibility of the bidder to ensure that provision has been made accordingly, and that costs of those services are factored into the bidder submission as no further budget variations will be permitted.				
	Sub Total				0,00
	Add Vat			15%	0,00
	Total				0,00

6. BIDDERS TO TAKE NOTE:

- A compulsory site visit/briefing will be conducted by the client, and it is expected that bidders send experienced personnel to this briefing session
- The successful bidder must have competent and experienced registered PrCHSA or CHSM that have been involved in similar work previously.
- The successful bidder will be required to make available as part of the bidder's site management, all key personnel whose curriculum vitae (CV's) have been used to claim functionality points under the Technical Evaluation Criteria

7. THE DOCUMENT MUST BE ACCOMPANIED WITH THE FOLLOWING:

The bid must be properly received in a sealed envelope clearly indicating the description of the service and the RFQ Number for which the bid is submitted.

- The document must be deposited in the relevant address indicated on or before closing date and time.
- Pin/valid tax Clearance Certificate Must be submitted.
- Completed in fully and each page initialised.
- Alteration must be signed.
- Company registration certificate must be submitted with RFQ.
- Copy of BBBEE Certificate or sworn affidavit must also be attached.
- Certificate copy of ID must be attached.
- Submission of a joint Venture Agreement, applicable, which has been properly signed by all parties.
- Complies with the requirements for the RFQ and Technical specification.
- Letter of good standing from department of labour.
- A valid certified SACPCMP PrCHSA or CHSM certificate
- Completion certificates for same or similar work completed must be attached.
- Authority of signatory form to be completed and attached resolution in case for more than one director.
- It is the bidder's responsibility to send experienced personnel to attend the compulsory site briefing so that they familiarize themselves with the scope of work before submitting a quotation.

8. THE SECURITIES TO BE PROVIDED BY THE CONTRACTOR ARE:

- 10% retention on the claim up to a maximum of 10% of the contract value, this will be the construction guarantee. This retention will be released 6 months after practical project completion date on condition that the client did not have to fix any defects within that period.

9. CONTRACT PERIOD

- Time allowed to reach completion is 7 months from date of Site Handover.

10. EVALUATION CRITERIA TO BE USED IN THIS RFQ

10.1 The evaluation will be carried out in two phases.

10.1.1 The first phase of the evaluation will be on technical evaluation. The technical evaluation will consist of 100 Points.

Take note: A supplier who fails to obtain less than 75% in the functionality phase shall be excluded from the next phase of evaluation

10.1.2 The second phase will be on Preference Point system (80/20)

11. TECHNICAL EVALUATION CRITERIA

A supplier who fails to obtain less than 75% in the functionality phase shall be excluded from the next phase of evaluation)

Evaluation Criteria	Weight	Total Points
<p>Experience of similar projects</p> <ul style="list-style-type: none"> - Tenderer has adequate experience of similar nature and has included verifiable references of all previous projects [30 points] <ul style="list-style-type: none"> • Appointment letter of similar projects (Maximum 3X) • Practical completion certificate (Maximum 3X) • Verifiable reference letters (Maximum 3X) 	<p>30 Points for 3X 20 Points for 2X 10 Points for 1X</p>	<p>30</p>
<p>Curriculum Vitae (CV) and Qualifications [50 points]</p> <p>The proposed team and its leaders must have at least minimum Five years' experience as an PrCHSA /CHSM (Attach CV and past & current projects) and qualifications.</p> <ul style="list-style-type: none"> - The bidder demonstrated experience, provided proof of tertiary qualifications, bidders have 7 years and more experience. - The bidder demonstrated experience, provided proof of tertiary qualifications, bidders have 6 years' experience. - The bidder demonstrated experience, provided proof of tertiary qualifications, bidders have 5 years' experience. 	<p>50 Points for 7 years + 40 Points for 6 years 30 Points for 5 years 20 Points for 4 years -</p>	<p>50</p>
<p>Compliance [20 points]</p> <p>The bidder is registered with an appropriate Professional Body and has relevant professional accreditation. Proof must be submitted. Point allocation:</p> <ul style="list-style-type: none"> - The bidder is registered with SACPCMP PrCHSA/CHSM with certified ID and signed employment contract if not a director. [20 points] - The bidder is using freelancer registered with SACPCMP PrCHSA/CHSM with certified ID and affidavit saying bidder use freelancer for this bid. [10 points] 		<p>20</p>
<p>TOTAL POINTS</p>		<p>100</p>

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and

includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be

allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned		6		
51% -99% Black owned		4		
100% women owned		8		
51% -99% women owned		4		
100% youth owned		5		
51% -99% youth owned		2		
2% Owned by Persons with Disabilities		1		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company

- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>.....</p> <p>DATE:</p> <p>.....</p> <p>...</p> <p>ADDRESS:</p> <p>.....</p> <p>...</p>
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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.