



an agency of the  
Department of Sport, Arts and Culture

RFQ:23830

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	CLOSING DATE
Request for quotation: <b>Appointment of Professional Multidisciplinary Company for Stage 5-6 For Construction and Shopfit Monitoring</b>	FINANCE	SCM  <b>Tel:</b> 012 336 4029 <b>Email:</b> lerato@freedompark.co.za  <b>Technical:</b> lauren@freedompark.co.za	22 August 2023  Time: @10h00am
<p>ALL QUOTATIONS OR PROPOSALS TO BE SUBMITTED TO:TENDER BOX 2<sup>ND</sup> FLOOR ADMIN BUILDING</p> <p>ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH &amp; 7th AVENUE, SALVOKOP, PRETORIA</p>			

## INDEX

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 (full CSD report, CIPC etc)	
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.	
<b>ALL PRICES MUST BE VAT INCLUSIVE</b>		

**APPOINTMENT OF A PROFESSIONAL MULTIDISCIPLINARY COMPANY FOR STAGE 5-6 FOR CONSTRUCTION AND SHOPFIT MONITORING, MAKING USE OF NECESSARY SUPPLEMENTARY CONSULTANTS, PROGRESS REPORTS, PAYMENT APPROVALS AND CLOSE OUT FOR THE DESIGN, SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE EXHIBITS OF THE 700M2 GALLERY OF LEADERS PERMANENT EXHIBITION SPACE.**

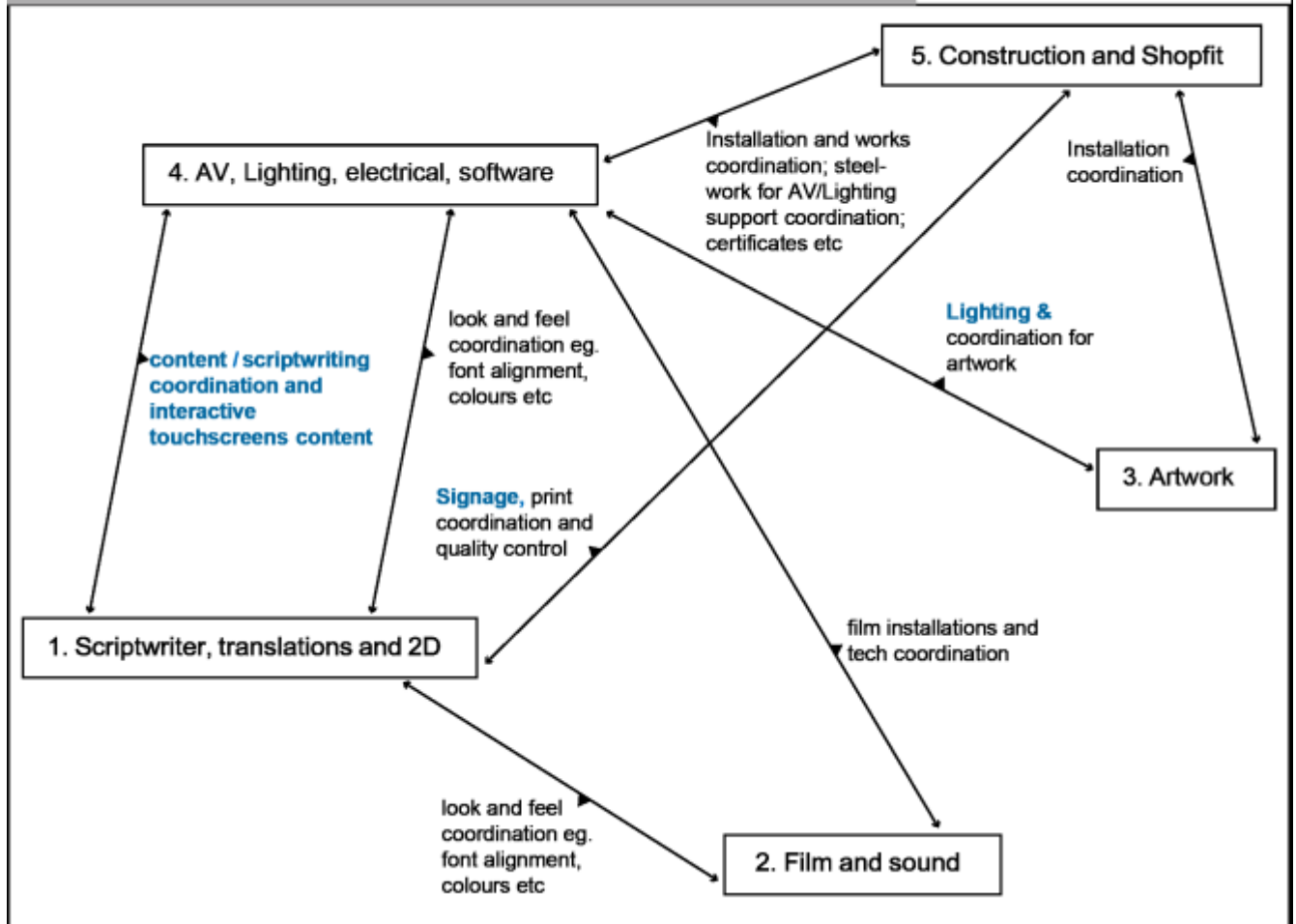
Project overview

Gallery of leaders aims to

- To portray selected leaders as exemplary role models worthy of being emulated in the way they brought about qualitative leaps in the national struggle for freedom and humanity.
- These leaders have been engaged in struggles that have impacted the national, continental, and global context.
- They are nominated in accordance with their contributions in national, continental and international arenas.
- Those from the continent and international arenas will specifically be nominated on the basis of their contribution to the liberation of South Africa and or the liberation of the oppressed in general.

The Gallery of Leaders exhibition infrastructure has been completed and the project is required to move into a production phase. There are 5 separate scopes of work for The Gallery of Leaders. Even though these scopes of work are separate, it is beneficial to understand the overall scopes of work required to complete the Gallery of Leaders exhibition production, and to see how each separate successful bidder's scope of work would be required to interact with the other scopes of work, in order to effectively implement and complete the project.

## OVERALL PROJECT SCOPES OF WORK AND INTERACTIONS



### 1. Terms and Conditions for Request for Quotation (RFQ)

#### 1.1 Instructions to the bidders

Interested applicants are required to submit their full biodata giving details about their firms, work experience, professional indemnity, technical personnel in their firm, spare capacity, proven competence to handle major-works, in-house computer- aided design facility etc. in the enclosed proposal.

As the time is the essence of a contract, the ability and competence of the applicant to render required services within the stipulated timeframe will be a major factor while deciding the multi-disciplinary professional team.

#### 1.2 Required expertise, qualifications, and experience

The bidder is required to provide proof of registration to the South African Council for the Architectural Profession (SACAP) for architectural services, the Engineering Profession Engineering Council of South Africa for structural engineering services. Including the South African Council for the Quantity Surveying Profession (SACQSP). Also note that each party to a Consortium/Joint Venture shall submit a separate SACAP, SAQS and ECSA Certificates.

### 1.3 Required expertise, qualifications, and experience

The PSP bidding for this assignment should demonstrate the following:

Professionally Registered Key Team Members with 5 to 10 built environment experiences in the following disciplines:

- Architect
- Structural Engineer
- Company experience on similar projects with contactable references.
- Understanding of public finance management and particularly of budgeting processes

1.4 The applicants must have qualified personnel, as indicated at Para 2.3 above, having adequate work experience in similar projects.

1.5 Decision of the Freedom Park about determining the selection of the applicant/ Consultants shall be final. The Freedom Park is not bound to assign any reasons therefore and reserve the right to reject any or all offers.

1.6 Evaluation matrix, as given in the document, will be used for evaluating the technical Bid on a matrix of 100 marks and minimum qualifying marks for opening of Financial Bid will be 75%.

1.7 The appointment will be valid for six months from date of appointment with a provision of termination by giving one month's notice by either side.

**2. Capacity of the bidder**

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL MULTIDISCIPLINARY COMPANY FOR STAGE 5-6 FOR CONSTRUCTION AND SHOPFIT MONITORING, MAKING USE OF NECESSARY SUPPLEMENTARY CONSULTANTS, PROGRESS REPORTS, PAYMENT APPROVALS AND CLOSE OUT FOR THE DESIGN, SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE EXHIBITS OF THE 700M2 GALLERY OF LEADERS PERMANENT EXHIBITION SPACE.		
TENDER NUMBER			
<p>WORK CAPACITY: (The Bidder is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Bid being disregarded.) Employees: (Employees to be, or are, employed for this project)</p>			
Quantity / No. of Resources	Full name(s) and Surname (Credentials should be the same as the ones appearing in the registration document)	Professional Registration No.	Date of Employment
<p>The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct</p>			

<b>Signed:</b>		<b>Date</b>	
<b>Name:</b>		<b>Position</b>	
<b>Enterprise Name:</b>			

**3. RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS THREE OF WHICH IN THE LAST FIVE (05) YEARS**

The description of each project must include the following information:

3.1 Name of project.

3.2 Name of client.

3.3 Contact details of client.

3.4 Contact details (including telephone numbers and email addresses) of currently contactable references.

3.5 The period during which the project was performed, and, if this is different, the period during which the tenderer's team members were contracted.

3.6 Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

<b>NO.</b>	<b>NAME OF PROJECT.</b>	<b>NAME OF CLIENT.</b>	<b>CONTACT DETAILS OF CLIENT.</b>	<b>PROJECT VALUE</b>	<b>DATE COM</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					

4					
5					
6					
7					

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

**Signed ----- Date -----**

**Name ----- Position -----**

**Enterprise name -----**

**4. RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS**

The description of each project must include the following information:

4.1 Name of project.

4.2 Name of client.

4.3 Contact details of client.

4.4 Contact details (including telephone numbers and email addresses) of currently contactable references.

4.5 The period during which the project was performed, and also, if this is different, the period during which the tenderer’s team members were contracted.

4.6 Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or program budget).



NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	STAGE OF PROJECT
1					
2					
3					
4					
5					
6					

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

Signed ----- Date -----

Name ----- Position -----

Enterprise name -----

**5. Scope of work/Specifications**

This tender is for Professional Services:

The scope of work entails the professional multidisciplinary services for stage 5-6 for construction and shopfit monitoring, making use of necessary supplementary consultants, progress reports, payment approvals and close out for the design, supply, delivery, installation, and commissioning of the exhibits of the 700m2 Gallery of Leaders permanent exhibition space **(REFER TO THE DRAWINGS FOR THE PROJECT UNDER CONSTRUCTION)**

**Stage 5-6 of the aforementioned is now needed which includes:**

- Stage 5 - Contract Administration, monitoring and Inspection**
- Stage 6 - Close Out**

**NB: THE SUCCESSFUL SERVICE PROVIDER IS EXPECTED TO TAKE FULL RESPONSIBILITY THAT ALL COMPONENTS FOR STAGE 1-4 INCLUDING STAGES 5-6 ARE COMPLETED TO THE REQUIRED QUALITY AND WILL TAKE FULL OWNERSHIP FOR WORKS COMPLETED FOR STAGE 1-6.**

**TABLE BELOW MANDATORY TO BE COMPLETED BY SERVICE PROVIDER**

Comply with condition above	Not comply with condition above	Deviation

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**Signature**

**5.1 Description of the Services**

The general descriptions of the services required are as defined in the as follow:

To appoint Architect that will act as a principal agent responsible for acquiring and leading the necessary project team required to conduct studies, investigations, and assessments to undertake stages 5 to 6 as per Professional Service Provider Guidelines for the required disciplines in the Built Environment (i.e. Inception, Concept and Viability, Design Development, Documentation and Procurement, elementary costings, construction supervision and Close Out) for the design, supply, delivery, installation, and commissioning of the exhibits of the 700m2 Gallery of Leaders permanent exhibition space at Freedom Park including applicable additional fees according to services required in terms of the Framework for the professional Fees Guideline in respect of services provided by person(s) registered in terms of the Architectural Profession Act 44 of 2000 Board notice 121 of 2015 unless otherwise varied below and the Engineering Profession Engineering Council of South Africa Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act ra., 36 of 2), Board Notice 151 of 2014 for the Structural engineer for the necessary to conduct studies, investigations, and assessments to undertake stages 5 to 6 as per Professional Service Provider Guidelines for the required disciplines in the Built Environment.

**5.2 Project description**

Procurement process to be initiated, to invite suitable service providers of a professional multidisciplinary for Stage 5-6 for construction and shopfit monitoring, making use of necessary supplementary consultants, progress reports, payment approvals and close out for the design, supply, delivery, installation, and commissioning of the exhibits of the 700m2 Gallery of Leaders permanent exhibition space.

## 6. Project Cost Estimate

The original construction cost for the works is R8 000 000.

### 6.1 Extent of the Services

The following services as defined in the Engineering Council of South Africa Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act ra., 36 of 2), Board Notice 151 of 2014.

#### 6.4 Completed Services include:

- ❖ Stage 1 - Inception (also termed conditional assessment)
- ❖ Stage 2 - Concept and Viability (also termed Preliminary Design)
- ❖ Stage 3 - Design Development (also termed Detail Design)
- ❖ Stage 4 - Documentation and Procurement

Stage still to be completed include:

- ❖ **Stage 5 - Contract Administration and Inspection**
- ❖ **Stage 6 - Close Out**

### Completion of all consulting engineering services.

The Consultants must indicate the milestones and deliverables for each stage of the project.

#### 6.5 Construction Monitoring

The consultants must make available construction monitoring staff for Level One. The competence and experience of the tenderer's proposed site personnel shall be an integral part of the Employer's tender evaluation process. On acceptance of their tender by the Employer, the Service Provider shall not be permitted to offer alternative core personnel unless such alternatively offer is as a result of a bona fide unforeseen circumstance.

The consultants shall Assume full responsibility for supervision including day-to-day supervision, monitoring, quality control, co-ordination with Freedom Park and the contractors and reporting weekly progress by posting sufficient number of qualified technical staff as necessary to ensure proper and timely execution of the said works as per drawings and specifications. Site Engineers shall be engaged full time during the progress of work on daily basis throughout the entire period of the Project for day-to- day supervision, ensuring smooth progress by prompt supply of drawings and giving proper directions and also co-ordination with all the agencies engaged in the design engineering and execution of various items of work as required.

During the course of the execution of the project any change in the design, taking measurements jointly with the contractors/contractor's representatives after completion of every stage of items of work, recording measurements and quantities in specified Measurement Books at the site, preparation of computerized soft copies of measurements and quantities in spread sheets and certification of measurement sheets with sign and stamp in all pages of measurement sheet and submitting the certified measurement sheets to Freedom Park.

**6.6 Clause 1.3.2.2 Occupational Health and Safety Act, 1993 (Act No.85 of 1993)**

The Freedom Park shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.

It is a firm requirement that in the designs, planning and supervision of the execution of the work done under the contract resulting from this tender, all applicable regulations and stipulations under OH&SA, (Act 85 of 1993) including regulations and codes of practice etc are complied with and that the final product shall be in full compliance with said legislation, standards etc.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under OH&SA, (Act 85 of 1993).

**6.7 Supplementary Consultants**

It is a responsibility of a Principal Agent to ensure that all required expertise's are available to ensure the successful completion of this project. The services of a structural engineer are required for this project. The fees of the structural engineer should form part of this bid as per the pricing structure.

**6.8 Other Additional Services**

Freedom Park may order duties that fall outside the scope of the project as tendered. Any such additional services that may be required will be remunerated as set out in the Pricing Data. It is also important to note that any additional or supplementary services required will be agreed, in writing between Freedom Park and the consultants, prior to the commencement of the works. If any additional Consultants are required their appointment will be approved by Freedom Park and will be done through quotation basis following Freedom Park supply chain processes.

<b>Professional Services/Expert (s)</b>	<b>Frequency</b>
Structural Engineer	required
Quantity Surveyor	required
Architect	Required

**6.9 Progress Report**

A progress report is to be compiled every month and submitted to the Project Manager. The format will be provided to the Consultants.

#### **6.10 Progress Payments**

The quantity appointed is responsible for the progress payment certificate and payments to the Contractor on receipt of a progress payment certificate/ invoice compiled by the contractor. For this the quantity surveyor is to assess the value of the work carried out since the last assessment and determine the value of material on site. The format of the progress payment certificate will be provided by the Project Manager.

#### **6.11 Contract Completion Report**

On completion of the Contract, the Consulting Engineer is to compile a 'Contract Completion Report'. This report must be submitted immediately at "First Delivery". Any delay over the contractual completion period or extended contractual completion period, if applicable, must be reported on. If the Contractor has submitted any representation as to the delay and/or the imposition of penalties during the contract period, this must be assessed and recommendation(s) regarding the imposition of penalties made. The format in which this report is to be agreed upon with the Project Manager.

The Conditions of Contract is clear regarding the application for extension to the contract period and the relevant clause(s) must be always adhered to. The Consulting Engineers as no authority to extend the contract period - this remains the prerogative of the Freedom Park. On receipt of an application for the extension of the contract period the Consulting Engineers shall, within 14 days, submit the application together with his recommendation, fully analysed and motivated, to the Project Manager, who will in turn advise the Contractor with a copy to the Consulting Engineers.

#### **6.12 As-Built Drawings (Record Drawings)**

On completion of the works prepare and provide the Freedom Park, with record drawings. You must also provide a CD in Caddie format with all the relevant as-built information on the drawings and detailed operation, operating and maintenance manuals.

#### **6.13 Final Account**

As indicated above, the Quantity surveyor will be responsible for the final account.

### **7 Method/ Mode of Payment**

The fees set out shall be initially calculated and paid based on the schedule in the pricing data of each work as approved by Freedom Park and the same shall be paid proportionately upon completion of each stage of work as indicated below. The total fee, however, will be calculated and finally settled on actual cost of works including extra/substitute items.

### **8 Other Terms and Conditions**

- ❖ The Professional Consultants fees includes all the expenses related with salaries of site Engineer, other officers/staff, Consultant fee and profits, etc. for visiting to our office and site for review meetings/inspection of works.

- ❖ The Consultants shall depute enough technical personnel in the project for daily supervision, monitoring, quality control and measurements to ensure smooth progress of the project as scheduled

**9 GENERAL**

**9.4** Service provider to attend a Compulsory briefing session and site visit at Freedom Park

**9.5** Service provider must comply with all relevant South African regulations

**10 BID Evaluation**

**10.4 Evaluation Criteria**

Evaluation will be carried out in two phases. 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 75% or more in the functionality phase shall be excluded from the next phase of evaluation)**

Second phase will be on Preference Point system (80/20)

- 80 Points for Price
- 20 Points for Specific Goals

**10.5 Evaluation Criteria/Technical Evaluation**

**Service Providers will be rated as follows:**

- 0 – No Response
- 1 – Poor response
- 2 – Fair response
- 3 – Good response
- 4 – Excellent response

Description of Quality Criteria and Sub-criteria		Total
<b>Construction Programme and Technical Approach</b>	Excellent = 40 Good = 30	40

<p>Preliminary Programme</p> <ul style="list-style-type: none"> <li>• Demonstrates a comprehensive project program</li> <li>• Demonstrates a sufficient project program</li> <li>• Demonstrates a partial project program</li> </ul> <table border="1" data-bbox="165 622 660 976"> <thead> <tr> <th>Programme</th> <th>Indicator</th> </tr> </thead> <tbody> <tr> <td>Comprehensive project</td> <td>20</td> </tr> <tr> <td>Sufficient project</td> <td>15</td> </tr> <tr> <td>Partial project</td> <td>10</td> </tr> </tbody> </table> <p><b>Methodology</b></p> <p>Method Statement Showing an understanding this Contract</p> <ul style="list-style-type: none"> <li>• Demonstrates a full and comprehensive methodology plan</li> <li>• Demonstrates a sufficient methodology plan</li> <li>• Demonstrates a partial methodology plan</li> <li>• Demonstrates a sufficient methodology plan</li> <li>• Demonstrates a partial methodology plan</li> </ul> <table border="1" data-bbox="165 1809 668 2011"> <thead> <tr> <th>Methodology</th> <th>Indicator</th> </tr> </thead> <tbody> <tr> <td>Full and comprehensive</td> <td>20</td> </tr> </tbody> </table>	Programme	Indicator	Comprehensive project	20	Sufficient project	15	Partial project	10	Methodology	Indicator	Full and comprehensive	20	<p>Satisfactory = 25</p> <p>Poor = 10</p> <p>Not Acceptable = 0</p>	
Programme	Indicator													
Comprehensive project	20													
Sufficient project	15													
Partial project	10													
Methodology	Indicator													
Full and comprehensive	20													

Sufficient methodology	15											
Partial methodology	10											
<p><b>QUALIFICATION AND EXPERIENCE OF TEAM MEMBERS.</b></p>		<p>Excellent = 30          Good = 25          Satisfactory = 20          Poor = 10          Not Acceptable = 0</p>	<p>30</p>	<p>Qualification and experience of team to be involved (2-page cv)</p> <p>Provide certified copies of Qualifications professional indemnity and professional registration certificates as per requirements (including the following)</p> <p>Project lead</p> <ul style="list-style-type: none"> <li>• Architect</li> </ul> <p>Team member</p> <ul style="list-style-type: none"> <li>• Structural Engineer</li> <li>• Quantity Surveyor</li> </ul> <p>For each professional listed above the following criteria will apply:</p>								
<table border="1"> <thead> <tr> <th data-bbox="165 1675 491 1753">Relevant Experience</th> <th data-bbox="491 1675 671 1753">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="165 1753 491 1832">&gt;10 years and above</td> <td data-bbox="491 1753 671 1832">30</td> </tr> <tr> <td data-bbox="165 1832 491 1910">5-10 years</td> <td data-bbox="491 1832 671 1910">25</td> </tr> <tr> <td data-bbox="165 1910 491 1984">0-5 years</td> <td data-bbox="491 1910 671 1984">10</td> </tr> </tbody> </table>		Relevant Experience	Indicator	>10 years and above	30	5-10 years	25	0-5 years	10			
Relevant Experience	Indicator											
>10 years and above	30											
5-10 years	25											
0-5 years	10											



<b>Unregistered Professionals and professionals with any qualifications less than what's stipulated will score 0</b>		
<b>Company Experience on similar projects</b> Number of Completed Similar Projects: <ul style="list-style-type: none"> <li>• 5 or More Completed Similar Project = Excellent</li> <li>• 3-4 Completed Similar Projects = Good</li> <li>• 2 Completed Similar Projects = Satisfactory</li> <li>• 1 Completed Similar Projects = Poor</li> </ul> 0 Completed Similar Project = Not Acceptable	Excellent = 30 Good = 25 Satisfactory = 20 Poor = 10 Not Acceptable = 0	30
Total		100

**PART C2: PRICING DATA**

**BIDDERS TO NOT ALTER ANY FIGURES GIVEN IN THIS SCHEDULE. IF ONE WISHES TO OFFER ALTERNATIVES, THE ALTERNATIVES MUST BE GIVEN IN A SEPARATE SUBMISSION.**

**Professional Architectural, Quantity Surveyor and Structural Engineering Services**

Estimated Cost of Work                      R8 000 000

Calculated Fee:                                      R\_\_\_\_\_

Discount Offered: \_\_\_\_\_%                      R\_\_\_\_\_

Discounted Fee Amount:    R\_\_\_\_\_

*(Discounted Fee to be carried to Final Summary)*

**Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act # 2000# (Act No.46 of 2000 – Govt Gazette Vol 606 of 4 Dec 2015. No. 39480 commencement 01 January 2016) and the professional Fees Guideline in respect**

of services provided by person(s) registered in terms of the Architectural Profession Act 44 of 2000 Board notice 121 of 2015.

**TABLE 1: IDENTIFICATION OF WORK**

<b>Service Category</b>	<b>% Fee</b>	<b>Amount (Calculated on Discounted Fee)</b>
Stage 5: Contract Administration and Inspection Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works	<b>95</b>	
Stage 6: Close-Out Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project.	<b>5</b>	
<b>Sub Total</b>	<b>100</b>	
<b>Total</b>		

Table notes:

***a. All Fees to include fees for sub consultants (Structural Engineer, Quantity Surveyor) during design and site supervision.***

**TABLE 2: TIME RELATED COSTS**

<b>Name of person</b>	<b>Task and responsibility</b>	<b>Time</b>	<b>Rate</b>	<b>Amount</b>
	<b>Total</b>			

## DISBURSEMENTS

**NB: Disbursements in the form of printing and travelling costs shall be paid according to the latest disbursement rates as published on the Department of transport website.**

**TABLE 3 - PRINTING, COPIES AND BINDING**

	<b>Pages</b>	<b>Rate</b>	<b>Amount</b>
Typing & Printing	150		
Duplication	150		
A1 Drawing Copies	15		
A0 Drawing Copies	15		
<b>Total</b>			

**Schedule: Travelling & Subsistence Expenses All Traveling Expenses are to be priced according to the latest Gazetted Government Tariffs. Freedom Park will pay the tariffs as published by the Department of Transport without adding any surcharge to the published rates. The rates include fuel, maintenance, capital, insurance and depreciation.**

**TABLE 4 – TRAVELLING EXPENSES**

**\*Distance to be calculated from Engineer's place of practice to Freedom Park**

<b>Purpose</b>	<b>Number of meetings</b>	<b>Vehicle</b>	<b>Rate (AA)</b>	<b>Distance in Km's</b>	<b>Amount</b>
Design meetings	4				
Site Hand-over meeting	1				
Progress Meetings	6				

Inspections	6				
Technical Meetings	6				
Practical Completion	2				
Works Completion	2				
Final Completion	2				
<b>Total</b>					

**TABLE 5: SUBSISTENCE & OTHER EXPENSES**

Description and Individual responsible	Rate	No.	Total
<b>Total</b>			

**TABLE 6: SUMMARY OF DISBURSEMENTS**

<b>PRINTING, COPIES AND BINDING</b> (Table 3 total)	
<b>TRAVELLING EXPENSES</b> (Table 4 total)	
<b>SUBSISTENCE &amp; OTHER EXPENSES</b> (Table 5 total)	
<b>Total</b> (To be carried to Final Summary)	

**FINAL SUMMARY**

<b>Project title</b>	REQUEST FOR THE APPOINTMENT OF A PROFESSIONAL MULTIDISCIPLINARY COMPANY FOR STAGE 5-6 FOR CONSTRUCTION AND SHOPFIT MONITORING, MAKING USE OF NECESSARY SUPPLEMENTARY CONSULTANTS, PROGRESS REPORTS, PAYMENT APPROVALS AND CLOSE OUT FOR THE DESIGN, SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE EXHIBITS OF THE 700M2 GALLERY OF LEADERS PERMANENT EXHIBITION SPACE.
<b>Tender Number</b>	RFQ23830

<b>SUMMARY OF SCHEDULE OF QUANTITIES</b>			
<b>Section</b>	<b>Description</b>	<b>From Page</b>	<b>Amount</b>
	<u>Professional team services</u>		
1	Fee Amount		
2	Time related costs (Total from Table 2)		
<b>Sub Total 1</b>		R	
Disbursements (Total from Table 6)		R	
<b>Sub Total 2</b>		R	
Add: Contingencies		10%	
<b>Sub Total 3</b>		R	
Add: 15% Value Added Tax to Sub Total 3		R	
		R	
<b>TOTAL CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE</b>		R	

**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**

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**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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

**80/20**

**or**

**90/10**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

**80/20**

**or**

**90/10**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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		8		
51% -99% Black owned		6		
100% women owned		6		
51% -99% women owned		3		
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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## 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 interest<sup>1</sup> 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.

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<sup>1</sup> 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.

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**

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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

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

