



# agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
**REPUBLIC OF SOUTH AFRICA**

Contract No.: 5/2/2/1 CON 0004 (2021/2022)

## ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY SIX (36) MONTHS

Name of Tenderer : \_\_\_\_\_

Name of duly authorised person : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Tel. Number : \_\_\_\_\_

Cell number : \_\_\_\_\_

Fax number : \_\_\_\_\_

E-mail : \_\_\_\_\_

Receipt number : \_\_\_\_\_

**PREPARED AND ISSUED BY:**

Chief Director: Supply Chain and Facilities Management Services  
Department of Agriculture Land Reform and Rural Development  
Private Bag X 833  
Pretoria  
0001  
Tel: (012) 312 9734  
E-mail: Kehilwe.Seatlholo@dalrrd.gov.za



# agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

**Contract No.: 5/2/2/1 CON 0004 (2021/2022)**

## **THE EXPRESSION OF INTEREST**

**for the**

**ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY SIX (36) MONTHS .**

**CLOSING DATE: MONDAY 13 DECEMBER 2021**

**CLOSING TIME: 11h00**

**PREPARED AND ISSUED BY:**

Chief Director: Supply Chain and Facilities Management Services  
Department of Agriculture Land Reform and Rural Development

Private Bag X 833  
Pretoria  
0001

Tel: (012) 312 9734  
E-mail:Kehilwe.Seatlholo@dalrrd.gov.za

**CHECKLIST WHEN SUBMITTING PROPOSALS/DOCUMENT FOR THE:**

**ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.**

**Submissions will only be considered for acceptance (regarded as being responsive) if the below mentioned requirements were met:**

Please indicate <b>YES</b> or <b>NO</b> ✓ Place a Tick in the appropriate column	<b>YES</b>	<b>NO</b>
<p><b>a) <u>Evaluation for mandatory criteria</u></b></p> <p>Only those respondents who are <b><u>registered with the CIDB</u></b>, or are capable of being so prior to the evaluation of submissions in a contractor grading designation in the following: <b>3SQ, 4SQ, 5SQ, 6SQ, 7SQ, 8SQ or 9SQ</b> Class of construction work, are eligible to submit;</p> <p>Joint Ventures are eligible to submit provided that they comply with all three of the following conditions:</p> <p><b><u>Every member of a joint venture</u></b> is registered with the CIDB.</p> <p><b><u>The lead partner</u></b> has a contractor grading designation of not lower than one level below the required grading designation in the SQ class of construction work.</p> <p><b><u>The Combined contractor</u></b> grading designation calculated in accordance with the Construction Industry Development Board Regulations is equal to the designation determined in accordance with the required contractor grading designation in the SQ class of works.</p> <p><b>Respondents are also requested to indicate their CRS number/s of the registered contractor/s as well as their Joint Venture partner/s (if applicable) in the document.</b></p>		
<p><b><u>Letter of authorisation</u></b> to sign the submission, Form of Offer and where required in tender document.</p> <p>In the case of a <b><u>one-person</u></b> concern submitting a tender, this shall be clearly stated on the letter head.</p> <p>In the case of a <b><u>JOINT VENTURE</u></b> submitting a tender, include a resolution of <b><u>each company</u></b> of the Joint Venture <b><u>together</u></b> with a resolution by its members authorising a member of the Joint Venture to sign the documents on behalf of the Joint Venture.” <b><u>i.e. the Joint Venture must submit three Letters</u></b> of Authority as per the aforesaid Joint Venture requirement.</p>		
<p>Respondent’s will be accredited per province and will be required to demonstrate physical presence within that particular Province by providing a valid municipal services clearance certificate or a valid lease agreement from the lessor or a letter from the ward council/traditional authorities. (Proof of National footprint)</p>		

<p><b><u>Letter of good standing from Department of Labour (COIDA)</u></b>  The respondent is registered and in good standing with respect to Compensation for Occupational Injuries and Diseases Act (COIDA) with Department of Labour or with a licensed compensation insurer. The respondent must submit the letter of good standing. In the event of the respondent being a joint venture/consortium, the letter of good standing of the individual members must also be provided.</p>		
<p>Are all addenda issued completed and returned (if applicable)</p>		

***Note: Any submission not complying with the above-mentioned stipulation, will be regarded as non-responsive and will therefore not be considered for further evaluation.***

**ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.**

**REFERENCE NO. 5/2/2/1 CON 0004 (2021/2022)**

**TENDER VALUE RANGES**

A registered contractor's grading designation (indicated in the first column, below), means that the contractor is considered capable of undertaking a contract in the range of tender values indicated in the second and third columns- in the contractor's registered class of construction works.

GRADING LEVEL	RANGE IN TENDER VALUES		GRADING DESIGNATION	INDICATE CIDB REGISTRATION NUMBER (CRS NUMBER)
	GREATER THAN	LESS THAN OR EQUAL TO:	SQ	
3	R1 000,000	R3 000,000		
4	R3 000,000	R6 000,000		
5	R6 000,000	R10 000,000		
6	R10 000,000	R20 000,000		
7	R20 000,000	R60 000,000		
8	R60 000,000	R200 000,000		
9	R2000 000,000	No Limit		

*N.B: Bidders must tick only one category that they are tendering for*

<i>Signed by the duly authorized person</i>		<i>Date:</i>	
<i>Name</i>		<i>Position:</i>	
<i>Enterprise Name</i>			



agriculture, land reform  
& rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

## DOCUMENT LAYOUT

SECTION	HEADING
<b>PART E1:</b>	<b>SUBMISSION PROCEDURES</b> SECTION E1.1: NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST SECTION E1.2: SUBMISSION DATA SECTION E1.2.1: CIDB CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST
<b>PART E2:</b>	<b>RETURNABLE DOCUMENTS</b> SECTION E2.1: LIST OF RETURNABLE DOCUMENTS SECTION E2.2: RETURNABLE SCHEDULES
<b>PART E3:</b>	<b>INDICATIVE SCOPE OF WORKS</b> SECTION E3.1: DESCRIPTION OF WORKS SECTION E3.2: PROJECT SPECIFICATIONS SECTION E3.3: PROCUREMENT

**THE EXPRESSION OF INTEREST**

**PART E1: SUBMISSION PROCEDURES**

**E1.1-NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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**PART E1.1. NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST**

THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT WISHES TO INVITE AN EXPRESSION OF INTEREST FROM CIDB REGISTERED CONTRACTORS FOR:

**THE ACCREDITATION OF A PANEL THAT WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY SIX (36) MONTHS**

**TENDER NO.: 5/2/2/1 CON 0004 (2021/2022)**

**INVITATION AND SCOPE OF WORK:**

The proposed Works consist of; the supply, delivery and installation of fencing

**CONDITIONS:**

Respondent's shall be registered with the Construction Industry Development Board (CIDB) and should have a CIDB Contractor grading in the following contractor grading designation: **3SQ, 4SQ, 5SQ, 6SQ, 7SQ, 8SQ** or **9SQ** class of construction works.

Documents shall be made available from **MONDAY, 22 November 2021**, from the office listed below during the following hours: **Monday to Friday 07h30 to 12h45 and 13h30 to 15h30**.

**Department of Agriculture Land Reform and Rural Development National Office:**

**184 Jeff Masemola Street  
Pretoria**

Queries relating to the issues of these documents may be addressed to:

**Ms. K Seatlholo/Mr. B Coetzer  
Tel : (012) 312 9734/8340**

A non-refundable bid fee of R100.00 (One Hundred Rands) is payable in cash. Alternatively, documents can be downloaded for free from [www.etenders.gov.za](http://www.etenders.gov.za)

**THERE WILL BE NO CLARIFICATION MEETING** held

**SUBMISSIONS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AS CONTAINED IN THE EOI DOCUMENTS. RESPONDENT'S ARE ENCOURAGED TO ENSURE THAT THE DOCUMENTS ARE PROPERLY INDEXED AND NEATLY BOUNDED.**

**Closing date and time** for the receipt of completed submissions is **13 December 2021 at 11h00**. Submissions must remain valid for a period of **90 days** after the closing date for the submission of proposals, during which period a proposal may not be amended or withdrawn and may be accepted at any time by the Department.

The original and completed submission shall be placed in a sealed envelope clearly marked:

**THE ACCREDITATION OF A PANEL THAT WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY,**

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Contract: 5/2/2/1 CON 0004 (2021/2022)

Part E1: Submission Procedures

Section E1.1: Notice and Invitation to submit an expression of Interest

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**DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY SIX  
(36) MONTHS**

**SUBMITTING OF PROPOSALS – PLEASE NOTE: Proposals can only be submitted in the Tender Box in 184 Jeff Masemola Street, Pretoria.**

Submissions will be received on the closing date and time shown above. All submissions must be enclosed in sealed envelopes bearing the applicable heading and contract number, as well as the closing time and due date, and must be addressed to the **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT, DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT**, and must be submitted in the tender box situated at :

**Pretoria Office**

**Department of Agriculture Land Reform and Rural Development  
184 Jeff Masemola Street  
Old Building  
Pretoria  
Ground Floor**

**No telephonic or any other form of communication relating to this will be permitted with any other staff by respondent's other than with the named individuals stated below.**

**All enquiries regarding this bid must be directed to:**

**ENQUIRIES – TECHNICAL RELATED:**

Nombuso Dlamini  
Tel: (012) 312 9506  
E-mail: [Nombuso.Dlamini@dalrrd.gov.za](mailto:Nombuso.Dlamini@dalrrd.gov.za)

**ENQUIRIES – SUPPLY CHAIN MANAGEMENT RELATED:**

Ms. K Seatlholo  
Tel: (012) 312 9734  
Email: [Kehilwe.Seatlholo@dalrrd.gov.za](mailto:Kehilwe.Seatlholo@dalrrd.gov.za)

Mr B Coetzer  
Tel: (012) 312 8340  
Email : [Ben.Coetzer@dalrrd.gov.za](mailto:Ben.Coetzer@dalrrd.gov.za)

Submissions will be opened in public. No late submissions will be considered. Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted. Failure to meet the **mandatory requirements** required in this EOI will result in the submissions being deemed null and void and shall be considered non-responsive.

## MAP TO TENDER BOX (B BOX)

CONTRACT NO. 5/2/2/1 CON 0004 (2021/2022)

CLOSING DATE: 13 DECEMBER 2021 AT 11h00

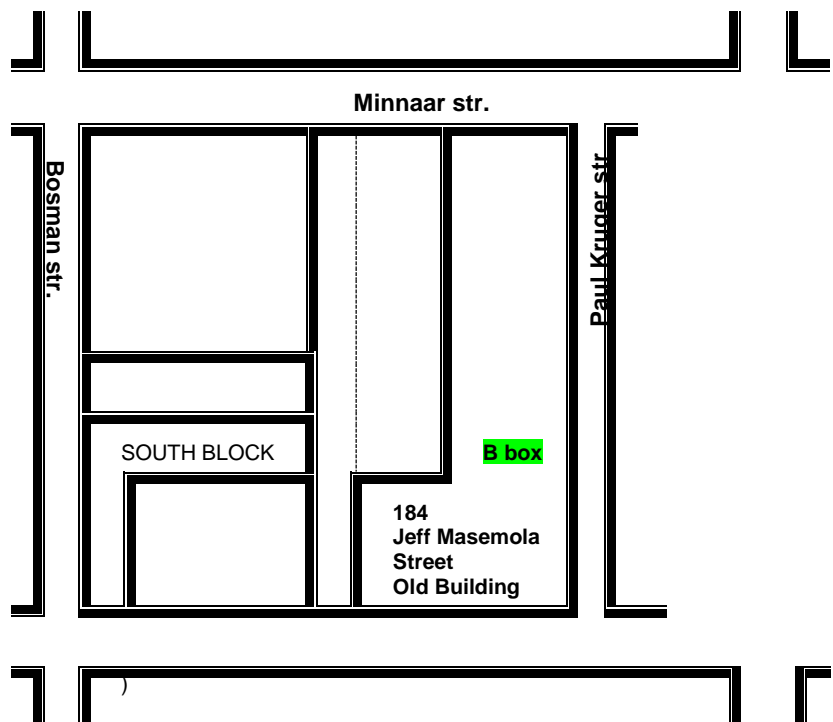
YOU ARE HEREBY INVITED TO SUBMIT AN EXPRESSION OF INTEREST TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT)

SUBMISSIONS RECEIVED LATE AFTER THE CLOSING TIME AND DATE WILL NOT BE ACCEPTED FOR CONSIDERATION.

SUBMIT ALL TENDERS ON THE OFFICIAL FORMS – DO NOT RETYPE.

The submissions **must** be deposited in the box which is identified as the tender box of the:

Department of Agriculture Land Reform and Rural Development  
in THE OLD BUILDING  
184 JEFF MASEMOLA  
PRETORIA,  
0001



THE TENDER BOX OF THE OFFICE OF THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT IS OPEN 24 HOURS A DAY, 7 DAYS A WEEK. THE TENDER BOX WILL BE CLOSED AT 11H00 ON 13 DECEMBER 2021, WHICH IS THE CLOSING TIME FOR SUBMISSIONS.

RESPONDENT'S SHOULD ENSURE THAT SUBMISSIONS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS

## PART E1.2.SUBMISSION DATA

### SECTION E1.2.1: CONDITIONS FOR THE EXPRESSIONS OF INTEREST

The conditions for the Expressions of Interest are the **Standard Conditions for the calling for Expressions of Interest** as contained in **Section E1.2.3 of the Expression of Interest document**.

The Standard Conditions for the calling for Expressions of Interest make several references to the Submission data for details that apply specifically to this submission. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of the calling for Expressions of Interest.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of the calling for expressions of Interest August 2019 to which it mainly applies.

### SECTION E1.2.2: SUBMISSION DATA

The clause numbers in the Submission Data refer to the corresponding clause numbers in the Conditions For the Calling for expressions of Interest

**The additional and variations to the Conditions for the Calling for expressions of Interest are:**

Item	Data
<b>D.1</b>	<b>GENERAL ADDITION OR VARIATION TO STANDARD CONDITION FOR THE CALLING FOR EXPRESSIONS OF INTEREST</b>
D.1.1	<p><b>Actions</b></p> <p>The Employer is the “Department of Agriculture Land Reform and Rural Development”.</p> <p>The term “EOI” in the context of this standard is the abbreviation of the Expression of Interest .</p>
D.1.2	<p><b>Supporting Documents</b></p> <p>This document in which are bound the Submissions Procedures, Returnable Documents, Returnable Schedules and Indicative Scope of Works</p>
D.1.3	<p><b>Interpretation</b></p> <p>Add the following new clause: “1.3.3”</p> <p>The documents have been drafted in English. The contract/agreement arising from the Calling for expressions of Interest shall be interpreted and construed in English.</p>
D.1.4	<p><b>Company</b> : Rural Development  <b>Contact</b> :Nombuso Dlamini                      Tel; (012) 312 9506                      E-mail: Nombuso.Dlamini@dalrrd.gov.za</p>

Contractor                  Witness 1                  Witness 2                  Employer                  Witness 1                  Witness 2

Item		Data
D.2.1	<b>Eligibility:</b>	<p>Only those respondents who are registered with the CIDB or are capable of being so registered within twenty-one (21) working days from the closing date of submissions are eligible to have their submissions evaluated:</p> <p>Those respondents who are registered with the Construction Industry Development Board or are capable of being so registered within twenty one (21) working days from the closing date of submissions, in a contractor grading designation of <b>3SQ, 4SQ, 5SQ, 6SQ, 7SQ, 8SQ or 9SQ</b> Class of construction work.</p> <p>Joint ventures are eligible to have their submissions evaluated provided that:</p> <ol style="list-style-type: none"> <li>1. Every member of a joint venture is registered with the CIDB not later that twenty-one (21) working days from the closing date for submissions;</li> <li>2. The lead partner has a contractor grading designation in the <b>required class of SQ construction work; or not lower than one level below the required grading designation in the SQ class of construction works under considerations and possess the required recognition status.</b></li> <li>3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than the required contractor grading designation in the SQ class of works.</li> </ol>
D.2.2	<b>Cost of Tendering:</b>	<p>Add the following to the clause:</p> <p>“Accept that the Employer will not compensate the respondents for any costs incurred in attending interviews in the office of the Employer or the Employer’s Agent.”</p>
D2.4	<b>Check documents</b>	<p>Add the following to the clause:</p> <p>“Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the Department in regard to anything arising from the fact that pages are missing or duplicated.”</p>
D2.4	<b>Acknowledge Addenda:</b>	<p>Add the following to the clause:</p> <p>Addenda(if applicable) will be issued to and submssions will be received only from those respondents entities appearing on the list of paid EOI Documents</p>
D.2.5	<b>Clarification meeting:</b>	<p>There will be no clarification meeting held for this EOI</p>
D.2.6	<b>Seek clarification:</b>	<p>“Request clarification of the submission documents, if necessary, by notifying the Employer’s Official or the Employer’s Agent indicated in the Notice and Invitation to submit an expression of interest in writing at least 7 (seven) calendar days before the closing time stated in the foregoing notice and clause 2.9.”</p>
<b>D.2</b>	<b>RESPONDENT’S OBLIGATIONS ADDITION OR VARIATION TO STANDARD CONDITION FOR THE CALLING FOR EXPRESSIONS OF INTEREST</b>	
<b>D.2.7</b>	<b>Making a submission</b>	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Item		Data
D.2.7.1		<p><b>Add the following to the clause:</b>                      Return all returnable documents to the employer after completing them in their entirety, by writing legibly in non-erasable ink. Failure to adhere to this the submission will be disqualified.</p>
D.2.7.2		<p><b>Add the following to the clause:</b>                      The Employer's address for delivery of submissions:   <b>The Department of Agriculture Land Reform and Rural Development</b>   <b>184 Jeff Masemola Street</b>  <b>Pretoria</b>  <b>0001</b>  <b>Ground Floor Tender Box</b></p>
D.2.8	<b>Information and Data to be completed in all respects</b>	<p><b>Add the following to the clause:</b>                      Each Respondent is required to return the complete set of documents as listed in the Submission Data with all the required information supplied and completed in all respects.</p> <p>Accept that the Employer shall in the evaluation of submissions take due account of the respondent's past performance in executing for similar works of comparable magnitude to perform and complete the Works timeously, safely and with satisfactory quality, by furnishing details in <b>Section E.2.2</b>.</p>
D.2.9	<b>Closing time</b>	<p><b>Add the following to the clause:</b>                      The closing date and time for submission is as stated in the Notice and Invitation to submit an expression of interest.                      Only submissions deposited to this tender box will be opened/ considered.                      Telegraph, telex, facsimile or e-mailed submissions will not be accepted</p>
D.2.10	<b>Clarification of Submission</b>	<p><b>Add the following to the clause:</b>                      The respondents shall provide clarification of the submission data in response to a request to do so from the employer during the evaluation stage. No change in the competitive position of submissions or substance of the submission is sought, offered, or permitted.</p>
<b>ADD THE FOLLOWING NEW CLAUSES:</b>		
D.2.11	<b>Awards to close family members of persons in the service of the state</b>	<p>In order to adjudicate fairness or eligibility, the questionnaire for the declaration of interests in the submission data of persons in service of state in <b>Section E2.2.6 – Form F</b> must be completed.”                      (Declaration of interest)</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Item		Data
D.2.12	<b>TAX</b>	<p>Respondent's must ensure compliance with their tax obligations and are required to submit their unique personal identification number (PIN) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>Application for tax compliance status (TCS) or pin may also be made via e-filing. in order to use this provision, taxpayers will need to register with sars as e-filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p> <p>Respondent's may also submit a printed TCS together with the submission.</p> <p>In Submissions where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate proof of TCS / PIN / CSD number.</p> <p>Where no tcs is available but the respondent's is registered on the central supplier database (CSD), a csd number must be provided.  <b>(Details must be furnished on Section E2.2.13 Form M of the returnable schedules)</b></p>
D.2.13	<b>CSD –National Treasury Central Supplier Database (CSD) Registration</b>	<p>Respondent's must register on the Central Supplier Database (CSD) to upload mandatory information namely: ( business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes). B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to bidding institution.</p> <p>Where a respondent is not registered on the CSD, mandatory information namely: (business registration/ directorship/ membership/identity numbers; Tax compliance status must be submitted with the Submission. B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to bidding institution.  <b>(Details must be furnished on Section E2.2.13 Form M of the returnable schedules)</b></p>
D.2.14	<b>National Footprint (proof of operation)</b>	<p>Respondent's will be accredited per province and will be required to demonstrate physical presence within that particular Province by providing a valid municipal services clearance certificate or a valid lease agreement from the lessor or a letter from the ward council/traditional authorities.</p>
D2.15	<b>Letter of good standing with respect to Compensation for Occupational Injuries and Diseases Act (COIDA)</b>	<p><b><u>Letter of good standing from Department of Labour (COIDA)</u></b></p> <p>The respondent is registered and in good standing with respect to Compensation for Occupational Injuries and Diseases Act (COIDA) with Department of Labour or with a licensed compensation insurer. The respondent must submit the letter of good standing. In the event of the respondent being a joint venture/consortium, the letter of good standing of the individual members must also be provided.</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Item		Data
D.2.16	<b>Letter of Authority</b>	<p>“Only duly authorised signatories must sign the original and all copies of the submissions where required in terms of D.2.7.1.</p> <p>In the case of a ONE-PERSON CONCERN submitting, this shall be clearly stated on the company letter head.</p> <p>In case of a COMPANY submitting, include a copy of a resolution by its board of directors authorising a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a CLOSED CORPORATION submitting, include a copy of a resolution by its members authorising a member or other official of the corporation to sign the documents on each member’s behalf.</p> <p>In the case of a PARTNERSHIP submitting, all the partners shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such an authorisation shall be included in the Submission.</p> <p>In the case of a JOINT VENTURE submitting, they must include a resolution of each company of the Joint Venture together with a resolution by its members authorising a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”</p> <p>Accept that failure to submit proof of Authorisation to sign the submission shall result in a submission being regarded as non-responsive</p>
<b>D.3</b>	<b>EMPLOYER’ S UNDERTAKINGS ADDITION OR VARIATION TO STANDARD CONDITION FOR THE CALLING FOR EXPRESSIONS OF INTEREST</b>	
D.3.1	<b>Respond to clarification:</b>	<p>Replace the contents of the clause with the following:                      “Respond to a request for clarification received up to seven (7) calendar days before the submission closing time stated in the submission data and notify all respondents who bought procurement documents”</p>
D.3.2	<b>Issue Addenda:</b>	<p>If necessary, issue addenda that may amend or amplify the EOI documents to each respondent’s during the period from the date that EOI documents are available until five (5) working days before the closing time stated in the Submission Data. If , as a result a respondent applies for an extension to the closing time stated in the Submission Data, the Employer may grant such extension and,shall then notify it to all respondents who drew documents.</p>
D.3.3	<b>Late Submissions</b>	<p>Return submissions received after the closing time stated in the Submission Data, unopened, (unless it is necessary to open a submission to obtain a forwarding address), to the respondent concerned.</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Item		Data
D3.4	<p><b>Opening of submissions:</b></p>	<p>The closing date and time for receipt of submissions is:</p> <p><b>13 December 2021 at 11h00.</b></p> <p>Submissions will be received on the closing date and time shown, must be enclosed in a sealed envelope bearing the applicable heading and contract number, as well as the closing time and due date, and must be addressed to the:</p> <p><b>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT:                  DEPARTMENT AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT.</b></p> <p>Submissions <b>must</b> be submitted in the tender box situated in <b>Pretoria:</b></p> <p><b>Department of Agriculture Land Reform And Rural Development                  184 Jeff Masemola Street                  Pretoria                  0001                  Ground Floor Tender Box</b></p> <p>Only submissions deposited to this tender box will be opened/ considered.</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Item		Data
D.3.7	Test for Responsiveness:	<p><b>Add the following to the clause:</b></p> <p><b>Submissions will be evaluated in terms of the evaluation criteria stipulated below:</b></p> <ul style="list-style-type: none"> <li><b>a) Evaluation on mandatory requirements</b></li> <li><b>b) Evaluation in terms of Functionality</b></li> </ul> <p><b>Evaluation for Mandatory Criteria:</b></p> <ul style="list-style-type: none"> <li>a) Each Potential Bidder who submits an EOI for Civil Engineering category of works must be registered with CIDB in one of the following Grading Levels – 3SQ, 4SQ, 5SQ, 6SQ, 7SQ, 8SQ, or 9SQ Class of works. A valid proof must be attached. A valid CRS number must be provided as proof. (refer to D2.1).</li> <li>b) Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a valid lease agreement from the lessor or a letter from the ward council/traditional authorities.</li> <li>c) A valid Letter of good standing issued by the Department of Labour or with the Licenced Compesantions Insurer. (refer to D2.15 for details)</li> <li>d) Letter of Authorization to sign the submission (refer to D.2.16 for details)</li> <li>e) Acknowledgement and signed record of addendum or an addenda page and have submitted the addenda in an event that an addendum has been issued (If applicable)</li> </ul> <p><b>Note: Any submission not complying with the above-mentioned stipulation will be regarded as non-responsive and will therefore <u>not</u> be considered for further evaluation</b></p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Item		Data																				
D.3.7.		<p><b>RETURNABLE DOCUMENTS TO BE COMPLETED AND SUBMITTED TOGETHER WITH YOUR PROPOSAL</b></p> <ol style="list-style-type: none"> <li>1. A Declaration of Interest and Tenderer's Past Supply Chain Management Practices must be completed, signed and submitted together with your bid document. <b>(SBD 4 and SBD 8)</b></li> <li>2. Certificate of independent bid determination <b>(SBD.9)</b> must be completed and submitted together with your bid document.</li> <li>3. Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 <b>(SBD 6.1)</b></li> <li>4. Compulsory Enterprise Questionnaire <b>(Form P of the returnable schedules)</b></li> <li>5. Provide a unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number). <b>(refer to D2.12)</b></li> <li>6. Provide a valid Proof of Registration on the National Treasury's Central Supplier's Database <b>(refer to D2.13)</b></li> </ol>																				
D.3.9	<p><b>Evaluation of responsive submissions:</b></p>	<p><b><u>Evaluation in terms of functionality Grade 3 to 6:</u></b></p> <p>Each of the evaluation criteria will be assessed in terms of five indicators being:                      1 = Poor, 2 = Average, 3 = Good, 4 = Very good and 5 = Excellent.</p> <p>Quality (functionality) will be scored on those tenders regarded as being responsive.</p> <p>The CRITERIA to be applied in evaluating the proposal for contractors in Grade <b>3 to 6</b> is set out in the table below:</p> <table border="1" data-bbox="616 1312 1437 1590"> <thead> <tr> <th>Criterion</th> <th>Weight</th> <th>Value</th> <th>Comment / Remarks</th> </tr> </thead> <tbody> <tr> <td>Tenderer Relevant Experience of similar Fencing projects (Section E2.2, Form J)</td> <td>40</td> <td></td> <td></td> </tr> <tr> <td>Site agent (Section E2.2, Form K)</td> <td>30</td> <td></td> <td></td> </tr> <tr> <td>Foreman (Section E2.2, Form K)</td> <td>30</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>100</b></td> <td></td> <td></td> </tr> </tbody> </table> <p>The proposal will be evaluated individually on score sheets, by a representative evaluation panel according to the evaluation criteria indicated above. All service providers who scored less than <b>60</b> out of <b>100</b> points for functionality will not be considered further</p>	Criterion	Weight	Value	Comment / Remarks	Tenderer Relevant Experience of similar Fencing projects (Section E2.2, Form J)	40			Site agent (Section E2.2, Form K)	30			Foreman (Section E2.2, Form K)	30			<b>Total</b>	<b>100</b>		
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<b>Total</b>	<b>100</b>																					

Contractor     
  Witness 1     
  Witness 2     
  Employer     
  Witness 1     
  Witness 2

**EVALUATION SCHEDULE**

**QUALITY CRITERIA**

NO.	CRITERIA	WEIGHT	INDICATE VALUE	TOTAL												
1	<p><b>RELEVANT EXPERIENCE OF FENCING PROJECTS</b>  <b>SECTION E2.2, FORM J</b>                      Tenderers are required to demonstrate relevant past experience and competency and attach completion certificate. Tenderers are required to submit full details of, and reliable contactable references for, relevant project which were successfully completed of similar/relevant projects in the last ten (10) years. These document should be readable and have clear reference contact</p> <p><b>(failure to provide a completion certificate for listed projects will be scored poor)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>No Submission (score 0)</b></td> <td>The tenderer has failed to address the question and has not provided any proof of completing a similar project.</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>One (1) relevant Fencing project executed successfully by the contractor in the past 10 years</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>Two (2) relevant Fencing projects successfully executed by the contractor in the past 10 years</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>Three(3) relevant Fencing projects successfully executed by the contractor in the past 10 years</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>Four(4) relevant Fencing projects successfully executed by the contractor in the past 10 years</td> </tr> <tr> <td><b>Excellent (score 5)</b></td> <td>More than five(5) relevant Fencing projects successfully executed by the contractor in the past 10 years and above</td> </tr> </table>	<b>No Submission (score 0)</b>	The tenderer has failed to address the question and has not provided any proof of completing a similar project.	<b>Poor (score 1)</b>	One (1) relevant Fencing project executed successfully by the contractor in the past 10 years	<b>Average (score 2)</b>	Two (2) relevant Fencing projects successfully executed by the contractor in the past 10 years	<b>Good (score 3)</b>	Three(3) relevant Fencing projects successfully executed by the contractor in the past 10 years	<b>Very Good (score 4)</b>	Four(4) relevant Fencing projects successfully executed by the contractor in the past 10 years	<b>Excellent (score 5)</b>	More than five(5) relevant Fencing projects successfully executed by the contractor in the past 10 years and above	40		
<b>No Submission (score 0)</b>	The tenderer has failed to address the question and has not provided any proof of completing a similar project.															
<b>Poor (score 1)</b>	One (1) relevant Fencing project executed successfully by the contractor in the past 10 years															
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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

QUALITY CRITERIA																
NO.	CRITERIA	WEIGHT	INDICATE VALUE	TOTAL												
2	<p><b>EXPERIENCE OF SITE AGENT</b>  <b>SECTION E2.2, FORM K</b>                      Sub Criteria covers the general average experience of the proposed Site Agent (total duration of professional activity at Site Agent level) .The candidate must have a relevant NQF level 6 or higher.</p> <p>Tenderers are required to submit CV and certified copy of qualifications for the key personnel proposed to be employed on the project. Failure to provide CV and certified copy of qualifications of key personnel indicated on Form K, will not be considered</p> <p>These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevant project . This evaluation is based on the following weighting:</p> <table border="1"> <tr> <td><b>No Submission (score 0)</b></td> <td>No CV Submitted. No minimum qualification Less than 1 year experience in the position</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>Minimum qualifications with more than 1 to 2 years experience as a site agent</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>Minimum qualifications with more than 2 to 4 years experience as a site agent</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>Minimum qualifications with more than 4 to 6 years experience as a site agent</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>Minimum qualifications with more than 8 years and above years experience as a site agent.</td> </tr> </table>	<b>No Submission (score 0)</b>	No CV Submitted. No minimum qualification Less than 1 year experience in the position	<b>Poor (score 1)</b>	Minimum qualifications with more than 1 to 2 years experience as a site agent	<b>Average (score 2)</b>	Minimum qualifications with more than 2 to 4 years experience as a site agent	<b>Good (score 3)</b>	Minimum qualifications with more than 4 to 6 years experience as a site agent	<b>Very Good (score 4)</b>	Minimum qualifications with more than 8 years and above years experience as a site agent.	30				
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3	<p><b>EXPERIENCE OF FOREMAN</b>  <b>SECTION E2.2, FORM K</b>                      Sub Criteria covers the general average experience of the proposed Foreman (total duration of professional activity at Foreman level).</p> <p>Tenderers are required to submit curriculum vitae for the key personnel proposed to be employed on the project. Failure to provide CV of key personnel indicated on Form K ,will not be considered</p> <p>These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevant Fencing projects. This evaluation is based on the following weighting:</p> <table border="1"> <tr> <td><b>No Submission (score 0)</b></td> <td>No CV Submitted</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>More than 2 to 4 year experience as a foreman</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>More than 4 to 6 years experience as a foreman</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>More than 6 to 8 years experience as a foreman</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>More than 8 to 10 years experience as a foreman</td> </tr> <tr> <td><b>Excellent (score 5)</b></td> <td>Above 10 years and above as a foreman</td> </tr> </table>	<b>No Submission (score 0)</b>	No CV Submitted	<b>Poor (score 1)</b>	More than 2 to 4 year experience as a foreman	<b>Average (score 2)</b>	More than 4 to 6 years experience as a foreman	<b>Good (score 3)</b>	More than 6 to 8 years experience as a foreman	<b>Very Good (score 4)</b>	More than 8 to 10 years experience as a foreman	<b>Excellent (score 5)</b>	Above 10 years and above as a foreman	30		
<b>No Submission (score 0)</b>	No CV Submitted															
<b>Poor (score 1)</b>	More than 2 to 4 year experience as a foreman															
<b>Average (score 2)</b>	More than 4 to 6 years experience as a foreman															
<b>Good (score 3)</b>	More than 6 to 8 years experience as a foreman															
<b>Very Good (score 4)</b>	More than 8 to 10 years experience as a foreman															
<b>Excellent (score 5)</b>	Above 10 years and above as a foreman															

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

D.3.9	<p><b>Evaluation of responsive submissions:</b></p>	<p><b><u>Evaluation in terms of functionality for Grade 7 to 9:</u></b></p> <p>Each of the evaluation criteria will be assessed in terms of five indicators being:                  1 = Poor, 2 = Average, 3 = Good, 4 = Very good and 5 = Excellent.</p> <p>Quality (functionality) will be scored on those tenders regarded as being responsive.</p> <p>The CRITERIA to be applied in evaluating the proposal for contractors in Grade <b>7 to 9</b> is set out in the table below:</p> <table border="1" data-bbox="635 465 1458 792"> <thead> <tr> <th>Criterion</th> <th>Weight</th> <th>Value</th> <th>Comment / Remarks</th> </tr> </thead> <tbody> <tr> <td>Tenderer Relevant Experience of similar Fencing projects (Section E2.2, Form J)</td> <td>40</td> <td></td> <td></td> </tr> <tr> <td>Contracts Manager (Section E2.2, Form K)</td> <td>20</td> <td></td> <td></td> </tr> <tr> <td>Site agent (Section E2.2, Form K)</td> <td>20</td> <td></td> <td></td> </tr> <tr> <td>Foreman (Section E2.2, Form K)</td> <td>20</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>100</b></td> <td></td> <td></td> </tr> </tbody> </table> <p>The proposal will be evaluated individually on score sheets, by a representative evaluation panel according to the evaluation criteria indicated above. All service providers who scored less than <b>70</b> out of <b>100</b> points for functionality will not be considered further</p>	Criterion	Weight	Value	Comment / Remarks	Tenderer Relevant Experience of similar Fencing projects (Section E2.2, Form J)	40			Contracts Manager (Section E2.2, Form K)	20			Site agent (Section E2.2, Form K)	20			Foreman (Section E2.2, Form K)	20			<b>Total</b>	<b>100</b>		
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Foreman (Section E2.2, Form K)	20																									
<b>Total</b>	<b>100</b>																									

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## EVALUATION SCHEDULE

QUALITY CRITERIA																
NO.	CRITERIA	WEIGHT	INDICATE VALUE	TOTAL												
1	<p><b>RELEVANT EXPERIENCE OF SIMILAR FENCING PROJECTS SECTION E2.2, FORM J</b></p> <p>Tenderers are required to demonstrate relevant past experience and competency and attach completion certificate. Tenderers are required to submit full details of, and reliable contactable references for, relevant project which were successfully completed of similar/relevant projects in the last ten (10) years.</p> <p><b>(failure to provide a completion certificate for listed projects will be scored poor)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>No Submission (score 0)</b></td> <td>The tenderer has failed to address the question and has not provided any proof of completing a similar project.</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>One (1) relevant Fencing project executed successfully by the contractor in the past 5 years</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>Two (2) relevant Fencing projects successfully executed by the contractor in the past 5 years</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>Three(3) relevant Fencing projects successfully executed by the contractor in the past 5 years</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>Four(4) relevant Fencing project successfully executed by the contractor in the past 5 years</td> </tr> <tr> <td><b>Excellent (score 5)</b></td> <td>More than five(5) relevant Fencing projects successfully executed by the contractor in the past 5 years and above</td> </tr> </table>	<b>No Submission (score 0)</b>	The tenderer has failed to address the question and has not provided any proof of completing a similar project.	<b>Poor (score 1)</b>	One (1) relevant Fencing project executed successfully by the contractor in the past 5 years	<b>Average (score 2)</b>	Two (2) relevant Fencing projects successfully executed by the contractor in the past 5 years	<b>Good (score 3)</b>	Three(3) relevant Fencing projects successfully executed by the contractor in the past 5 years	<b>Very Good (score 4)</b>	Four(4) relevant Fencing project successfully executed by the contractor in the past 5 years	<b>Excellent (score 5)</b>	More than five(5) relevant Fencing projects successfully executed by the contractor in the past 5 years and above	40		
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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



QUALITY CRITERIA														
NO.	CRITERIA	WEIGHT	INDICATE VALUE	TOTAL										
2	<p><b>EXPERIENCE OF CONTRACTS MANAGER</b>  <b>SECTION E2.2, FORM K</b>                      Sub Criteria covers the general average experience of the proposed Site Agent (total duration of professional activity at Contracts level). The candidate must have a relevant NQF level 7 or higher.</p> <p>Tenderers are required to submit CV and certified copy of qualifications for the key personnel proposed to be employed on the project. Failure to provide CV and certified copy of qualifications of key personnel indicated on Form L, will not be considered</p> <p>These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevant project . This evaluation is based on the following weighting:</p> <table border="1"> <tr> <td><b>No Submission (score 0)</b></td> <td>No CV Submitted. No minimum qualification Less than 1 year experience in the position</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>Minimum qualifications with more than 1 to 2 years experience as a site agent</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>Minimum qualifications with more than 2 to 4 years experience as a site agent</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>Minimum qualifications with more than 4 to 6 years experience as a site agent</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>Minimum qualifications with more than 6 to 8 years experience as a site agent</td> </tr> </table>	<b>No Submission (score 0)</b>	No CV Submitted. No minimum qualification Less than 1 year experience in the position	<b>Poor (score 1)</b>	Minimum qualifications with more than 1 to 2 years experience as a site agent	<b>Average (score 2)</b>	Minimum qualifications with more than 2 to 4 years experience as a site agent	<b>Good (score 3)</b>	Minimum qualifications with more than 4 to 6 years experience as a site agent	<b>Very Good (score 4)</b>	Minimum qualifications with more than 6 to 8 years experience as a site agent	20		
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<b>Very Good (score 4)</b>	Minimum qualifications with more than 6 to 8 years experience as a site agent													

Contractor     
  Witness 1     
  Witness 2     
  Employer     
  Witness 1     
  Witness 2

3	<p><b>EXPERIENCE OF SITE AGENT</b>  <b>SECTION E2.2, FORM K</b>                  Sub Criteria covers the general average experience of the proposed Site Agent (total duration of professional activity at Site Agent level) .The candidate must have a minimum of NQF level 6 or higher.</p> <p>Tenderers are required to submit CV and certified copy not older than 6 months of qualifications for the key personnel proposed to be employed on the project. Failure to provide CV and certified copy not older than 6 months of qualifications of key personnel indicated on Form K, will not be considered</p> <p>These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevent project . This evaluation is based on the following weighting:</p> <table border="1" data-bbox="236 651 1099 994"> <tr> <td><b>No Submission (score 0)</b></td> <td>No CV Submitted. No minimum qualification Less than 1 year experience in the position</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>Minimum qualifications with more than 1 to 2 years experience as a site agent</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>Minimum qualifications with more than 2 to 4 years experience as a site agent</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>Minimum qualifications with more than 4 to 6 years experience as a site agent</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>Minimum qualifications with more than 6 to 8 years experience as a site agent</td> </tr> </table>	<b>No Submission (score 0)</b>	No CV Submitted. No minimum qualification Less than 1 year experience in the position	<b>Poor (score 1)</b>	Minimum qualifications with more than 1 to 2 years experience as a site agent	<b>Average (score 2)</b>	Minimum qualifications with more than 2 to 4 years experience as a site agent	<b>Good (score 3)</b>	Minimum qualifications with more than 4 to 6 years experience as a site agent	<b>Very Good (score 4)</b>	Minimum qualifications with more than 6 to 8 years experience as a site agent	20				
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4	<p><b>EXPERIENCE OF FOREMAN</b>  <b>SECTION E2.2, FORM K</b>                  Sub Criteria covers the general average experience of the proposed Foreman (total duration of professional activity at Foreman level).</p> <p>Tenderers are required to submit curriculum vitae for the key personnel proposed to be employed on the project. Failure to provide CV of key personnel indicated on Form K ,will not be considered</p> <p>These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevent fencing project. This evaluation is based on the following weighting:</p> <table border="1" data-bbox="236 1447 1099 1794"> <tr> <td><b>No Submission (score 0)</b></td> <td>No CV Submitted</td> </tr> <tr> <td><b>Poor (score 1)</b></td> <td>More than 2 to 5 year experience as a foreman</td> </tr> <tr> <td><b>Average (score 2)</b></td> <td>More than 5 to 8 years experience as a foreman</td> </tr> <tr> <td><b>Good (score 3)</b></td> <td>More than 8 to 11 years experience as a foreman</td> </tr> <tr> <td><b>Very Good (score 4)</b></td> <td>More than 11 to 14 years experience as a foreman</td> </tr> <tr> <td><b>Excellent (score 5)</b></td> <td>14 years and above as a foreman</td> </tr> </table>	<b>No Submission (score 0)</b>	No CV Submitted	<b>Poor (score 1)</b>	More than 2 to 5 year experience as a foreman	<b>Average (score 2)</b>	More than 5 to 8 years experience as a foreman	<b>Good (score 3)</b>	More than 8 to 11 years experience as a foreman	<b>Very Good (score 4)</b>	More than 11 to 14 years experience as a foreman	<b>Excellent (score 5)</b>	14 years and above as a foreman	20		
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Contractor     
  Witness 1     
  Witness 2     
  Employer     
  Witness 1     
  Witness 2

**CIDB STANDARD CONDITIONS FOR THE CALLING OF EXPRESSIONS  
OF INTEREST**

**SECTION E1.2.3 CIDB STANDARD CONDITIONS FOR THE CALLING FOR  
EXPRESSIONS OF INTEREST**

*As published in Annex D of the CIDB Standard for Uniformity in Construction Procurement in Board Notice  
423 Government Gazette No 42622 of 08 August 2019.*

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## D.1 GENERAL

### D1.1. Actions

D.1.1.1 The employer and each respondent submitting an expression of interest shall comply with these conditions for calling for expressions of interest. In their dealings with each other, they shall discharge their duties and obligations as set out in D.2 and D.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.

D.1.1.2 The employer and the respondent and all their agents and employees involved in the submission process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Respondents shall declare any potential conflict of interest in their submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note:

1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

D.1.1.3 The respondent shall not make a submission without having a firm intention and the capacity to proceed with the next stage of the procurement process..

### D1.2 Supporting Documents

The documents issued by the employer for the purpose of obtaining expressions of interest are listed in the submission data.

### D1.3. Interpretation

D.1.3.1 The submission data and additional requirements contained in the submission schedules that are included in the returnable documents are deemed to be part of these conditions for the calling for expressions of interest.

D.1.3.2 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

a) **conflict of interest** means any situation in which:

i. someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.

ii. an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

iii. incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.

- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels

**D.1.4 Communication and employer’s agent**

Each communication between the employer and a respondent shall be to or from the employer’s agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a respondent. The name and contact details of the employer’s agent are stated in the submission data.

**D.2 Respondent’s obligations**

**D.2.1 Eligibility**

Submit an expression of interest only if the respondent complies with the criteria stated in the submission data and the respondent, or any of his/her principals, is not under any restriction to do business with the employer.

**D.2.2 Cost of submissions**

Accept that the employer will not compensate the respondent for any costs incurred in the preparation and delivery of a submission.

**D.2.3 Check documents**

Check the submission documents on receipt, including pages within them, and notify the employer of any discrepancy or omission.

**D.2.4 Acknowledge addenda**

Acknowledge receipt of addenda to the submission documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the submission data, in order to take the addenda into account.

**D.2.5 Clarification meeting**

Attend the clarification meeting(s) at which respondents may familiarize themselves with the proposed work, services or supply (and location, etc.) and raise questions. Details of the meeting(s) are stated in the submission data.

**D.2.6 Seek clarification**

Request clarification of the submission documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the submission data.

**D.2.7 Making a submission**

D.2.7.1 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

D.2.7.2 Seal the original and each copy of the submission as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the submission data, as well as the respondent's name and contact address.

D.2.7.3 Accept that the employer shall not assume any responsibility for the misplacement or premature opening of the submission if the outer package is not sealed and marked as stated.

**D.2.8 Information and data to be completed in all respects**

Accept that submissions, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

**D.2.9 Closing time**

Ensure that the employer receives the submissions at the address specified in the submission data not later than the closing time stated in the submission data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept submissions submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the submission data.

Accept that, if the employer extends the closing time stated in the submission data for any reason, the requirements of these conditions for expressions of interest apply equally to the extended deadline.

**D.2.10 Clarification of submission**

Provide clarification of a submission in response to a request to do so from the employer during the evaluation of submissions.

**D.3 Employer's undertakings**

**D.3.1 Respond to clarification**

Respond to a request for clarification received up to five (5) working days before the submission closing time stated in the submission data and notify all respondents who attended the clarification meetings, if any, of those responses.

**D.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the submission documents to each respondent during the period from the date of the calling for expressions of interest until seven (7) working days before the closing time for submissions stated in the submission data. If, as a result, a respondent applies for an extension to the closing time stated in the submission data, the employer may grant such extension and, shall then notify it to all respondents.

**D.3.3 Late submissions**

Unless otherwise stated in the submission data, return submissions received after the closing time stated in the submission data, unopened, (unless it is necessary to open a submission to obtain a forwarding address), to the respondent concerned.

**D.3.4 Opening of submissions**

D.3.4.1 Record the name of each respondent whose submission is opened and acknowledge receipt of each submission.

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

D.3.4.2 Make available the names of the respondents that made submissions prior to the closing time for submissions to all interested persons upon request.

**D.3.5 Non-disclosure**

Not disclose to respondents, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of submissions until after the evaluation process is complete.

**D.3.6 Grounds for rejection and disqualification**

Determine whether there has been any effort by a respondent to influence the processing of submissions and instantly disqualify a respondent if it is established that he/she engaged in corrupt or fraudulent practices.

**D.3.7 Test for responsiveness**

Determine, on opening and before detailed evaluation, whether each submission received:

- a) meets the requirements of these conditions for the calling for expressions of interest;
- b) has all the substantive provisions properly and fully completed and signed, and
- c) is responsive to the other requirements of the call for expressions of interest.

**D.3.8 Non-responsive submissions**

Reject all non-responsive submissions.

**D.3.9 Evaluation of responsive submissions**

D.3.9.1 Appoint an evaluation panel of not less than three persons. Evaluate submissions using the evaluation criteria established in the submission data.

D.3.9.2 Notify the respondents of the outcome of the evaluation process within two (2) weeks of the evaluation report being accepted by the employer.

**D.3.10 Provide written reasons for actions taken**

Provide upon request written reasons to respondents for any action that is taken in applying these conditions, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of respondents or might prejudice fair competition between respondents.

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

# **PART E2: RETURNABLE DOCUMENTS**



Part E2: Returnable Documents  
Section E2.2: List of Returnable Schedules

## SECTION E2.1: LIST OF RETURNABLE DOCUMENTS

**SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR PROPOSAL. IF THE DOCUMENTS ARE NOT INCLUDED IN THE PROPOSAL, THE DEPARTMENT WILL NOT CONSIDER YOUR SUBMISSION.**

Clause referred to in Standard Conditions for the calling for the expressions of interest	Document
D.2.1	<p>Tenderers shall provide their CRS Number of registered Contractor as well as JV Partner*. CRS Number of Tenderers or JV Partners must be filled in below:</p> <p><b>NB: In cases where a respondent intends to form a Joint Venture, the CRS number/s must be filled in below i.e. the Lead partner and Joint Venture partner/s:</b></p> <p><b><u>Leading JV Partner</u></b></p> <p>CRS Number : _____</p> <p>Name of Company: _____</p> <p><b><u>JV Partner</u></b></p> <p>CRS Number : _____</p> <p>Name of Company: _____</p> <p><b><u>JV Partner</u></b></p> <p>CRS Number : _____</p> <p>Name of Company: _____</p> <p>All contractors, even tendering in JV, must be registered with CIDB. The lead Partner must have the <b>required grading designation in the SQ class of construction work; or not lower than one level below the required grading designation in the SQ class of works construction works under considerations</b></p> <p><b>*NB:</b> Recent printout from CIDB website indicating the CRS number will also be accepted.</p>
D2.14	<p>Contractor (s) will be accredited per province and will be required to demonstrate physical presence within that particular Province by providing a valid municipal services clearance certificate or a valid lease agreement with a current statement from the lessor.</p> <p>The National Footprint form must be completed to indicate the Provinces the contractor wishes to be accredited for.</p>
D.2.15	<p><b><u>Letter of good standing from Department of Labour (COIDA)</u></b></p> <p>The respondent is registered and in good standing with respect to Compensation for Occupational Injuries and Diseases Act (COIDA) with Department of Labour or with a licensed compensation insurer. The respondent must submit the letter of good standing. In the event of the respondent being a joint venture/consortium, the letter of good standing of the individual members must also be provided.</p>
D.2.16	<p>Letter of authorization to sign the submission, Form of Offer and where required in tender document</p>

**Part E2: Returnable Documents**  
**Section E2.2: List of Returnable Schedules**

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**National Footprint (proof of operation):**

Respondent's will be accredited per province and will be required to demonstrate physical presence within that particular Province by providing a valid municipal services clearance certificate or a valid lease agreement with a current statement from the lessor.  
The below table must be completed to indicate the Province/s that the respondent's wishes to be accredited for. (refer to D2.14)

PROVINCE	✓
KwaZulu-Natal	
Western Cape	
Northern Cape	
North West	
Free State	
Gauteng	
Eastern Cape	
Mpumalanga	
Limpopo	

Signature of person authorised to sign the tender:.....

Date:

Part E2: Returnable Documents

Section E2.2: List of Returnable Schedules

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- SECTION E2.2.1: FORM A: SCHEDULE OF PROPOSED SUBCONTRACTORS
- SECTION E2.2.2: FORM B: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017(SBD 6.1)
- SECTION E2.2.3: FORM C: RECORD OF ADDENDA TO TENDER DOCUMENTS
- SECTION E2.2.4: FORM D: AUTHORITY OF SIGNATORY
- SECTION E2.2.5: FORM E: STATUS OF CONCERN SUBMITTING TENDER
- SECTION E2.2.6: FORM F: DECLARATION OF INTEREST (SBD 4)
- SECTION E2.2.7: FORM G: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)
- SECTION E2.2.8: FORM H: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)
- SECTION E2.2.9: FORM I: SCHEDULE OF PLANT AND EQUIPMENT
- SECTION E2.2.10: FORM J: SCHEDULE OF WORK CARRIED OUT BY THE TENDERER
- SECTION E2.2.11: FORM K: KEY-PERSONNEL/ SUPERVISORY AND MANAGEMENT STAFF
- SECTION E2.2.12: FORM L: QUALITY MANAGEMENT SYSTEMS
- SECTION E2.2.13: FORM M: VALID TAX CLEARANCE CERTIFICATE
- SECTION E2.2.14: FORM N: ALTERATIONS BY TENDERER
- SECTION E2.2.15: FORM S.1: SUPPLIER MAINTENANCE FORM
- SECTION E2.2.16: FORM O: TENDERERS PERFORMANCE EVALUATION FORM
- SECTION E2.2.17: FORM P : COMPULSORY ENTERPRISE QUESTIONNAIRE

Part E2: Returnable Documents  
Section E2.2: Returnable Schedules

# SECTION E2.2. RETURNABLE SCHEDULES

## SECTION E2.2.1 FORM A: SCHEDULE OF PROPOSED SUBCONTRACTORS

We notify you that it is our intention to employ the following Subcontractors for work in this panel.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us. The contractor is to obtain approval if he/she intends to change the submitted list of Subcontractors.

**In Bids where subcontractors are involved each party must submit a separate proof of TCS / PIN / CSD number together with the bid. Where no TCS is available but the subcontractor is registered on the Central Supplier Database (CSD), a CSD number must be provided. (Refer to Clause D2.12) Alternatively, where a subcontractor is not yet registered on the National Treasury CSD, submission of a Valid Tax Clearance Certificate together with the bid. (Refer to Clause D2.12)**

1. Will any portion of the works be sub-contracted? Yes  / No
2. If yes, indicate:
  - (i) The name of the proposed sub-contractor, the nature and extent of the work to be sub-contracted and the previous experience with the sub-contractor in the table below.

	Name and address of proposed Sub-contractor	Nature and extent of work	Previous experience with Sub-contractor
1.			
2.			
3.			
4.			

**Part E2: Returnable Documents**  
**Section E2.2: Returnable Schedules**

(iii) What percentage of the contract will be sub-contracted, the B-BBEE status level of the sub-contractors and whether they are an EME/QSE, must be stated in the table below and specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Name of proposed Sub Contractor	% of the work that will be sub-contracted	B-BBEE status level of the sub-contractor																		
			Black people		Black people who are youth		Black people who are women		Black people with disabilities		Black people living in rural or under-developed areas or townships		Cooperative owned by black people		Black people who are military veterans		Any EME		Any QSE	
			EME		EME		EME		EME		EME		EME		EME		EME		EME	
			QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE	
			EME		EME		EME		EME		EME		EME		EME		EME		EME	
			QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE	
			EME		EME		EME		EME		EME		EME		EME		EME		EME	
			QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE	
			EME		EME		EME		EME		EME		EME		EME		EME		EME	
			QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE		QSE	

Signature of person authorised to sign the tender: .....

Date:

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**SECTION E2.2.2 FORM B: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

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## 2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:

B-BBEE Status level certificate issued by an authorized body or person;

- 1) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor. = ..... (maximum of 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Refer to Form A

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**



Part E2: Returnable Documents  
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.....  
.....  
.....  
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

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.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

WITNESSES

1. ....

2. ....

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
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**SECTION E2.2.3: FORM C: RECORD OF ADDENDA TO SUBMISSION**

We confirm that the following communications received from the Employer before the submission of this proposal, amending the EOI documents, have been taken into account in this EOI:

Date		Title of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature of person authorised to sign the tender: .....

Date: .....



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<b>SECTION E2.2.5: FORM E: STATUS OF CONCERN SUBMITTING TENDER</b>
--

**1. GENERAL**

State whether the tenderer is a company, a closed corporation, a partnership or a one-man concern.  
(Make an X in the appropriate space below)

Company  Closed Corporation  Partnership   
One-man concern  Joint Venture

**2. INFORMATION TO BE PROVIDED**

(Block letters)

**2.1 If the tenderer is a Company:**

- (a) Affix a certified copy of the Certificate of Incorporation to this page.
- (b) List the Directors.

**2.2 If the tenderer is a Closed Corporation:**

- (a) Affix a certified copy of the Founding Statement to this page.
- (b) List the Members.

**2.3 If the tenderer is a Partnership:**

List the partners.

**2.4 If the tenderer is a One-man concern:**

Provide the full name and ID number of the person.

**2.5 If the tenderer is a Joint Venture:**

- (a) Affix a certified copy of the Founding Statement of each partner of the JV to this page.
- (b) Affix JV agreement.

**3. REGISTERED FOR VAT PURPOSES IN TERMS OF THE VALUE-ADDED TAX ACT, (Act Nr. 89 of 1991) (Make an X in the appropriate space below)**

Yes  / No  Registration nr.: .....

Signature of person authorised to sign the tender: .....

Date: .....

**SECTION E2.2.6: FORM F: DECLARATION OF INTEREST (SBD 4)**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, 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 where-

- the bidder is employed by the state; 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 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number: .....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
- 2.4 Company Registration Number: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....

2.6.1 .....T  
 he names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder Presently employed by the state? Yes  / No

2.7.1 .....I  
 f so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....

---

<sup>1</sup> "State" means –  
 (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);  
 (b) any municipality or municipal entity;  
 (c) provincial legislature;  
 (d) national Assembly or the national Council of provinces; or  
 (e) Parliament.

<sup>2</sup> " Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:.....

Any other particulars: .....

.....

2.7.2

If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? Yes  / No

2.7.2.1 If yes, did you attach proof of such authority to the bid document? Yes  / No

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? Yes  / No

2.8.1 If so, furnish particulars:

.....

.....

.....

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

2.9.1 If so, furnish particulars:

.....

.....

.....

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

2.10.1 If so, furnish particulars:

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? Yes  / No

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number



4. Declaration

I, the undersigned (Name .....  
certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the state may reject the bid or act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Name of Bidder

.....  
Position of Bidder

**SECTION E2.2.7: FORM G: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)**

1. This Standard Bidding Document must form part of all tenders invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The tender of any tenderer will be rejected if that tenderer, or any of its directors have:
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:**

Item	Question	Yes	No
4.1	Is the bidder any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? <b>(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars: ..... ..... ..... .....		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars: ..... ..... ..... .....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
	..... ..... .....		
4.4	Was any contract between the bidder and the Department entity or any other organ of state terminated during the past five years on account of failure to perform on or to comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars: ..... ..... .....		
4.5	Does the bidder or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars: ..... ..... .....		

**CERTIFICATION**

I, the undersigned (full name) .....  
 certify that the information furnished on this declaration form to be true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....  
 Signature

.....  
 Date

.....  
 Name of Bidder

.....  
 Position of Bidder

## SECTION E2.2.8: FORM H: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

.....  
(Bid Number and Description)

in response to the invitation for the bid made by:

.....  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of .....that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.

<sup>3</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.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....  
Signature

.....  
Date

.....  
Name of Bidder

.....  
Position of Bidder

**SECTION E2.2.9: FORM I: SCHEDULE OF 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 or will acquire or hire for this contract if my/our tender is accepted.

- (a) Details of major equipment that is owned by and immediately available for this contract.  
**Proof of ownership or must be attached.**

Quantity	Description, size, capacity, etc.

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 acceptable.

**Proof of lease agreement must be attached or a letter of intent from a hiring company.**

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature of person authorised to sign the tender: .....

Date: .....





**SECTION E2.2.11: FORM K: KEY-PERSONNEL/ SUPERVISORY AND MANAGEMENT STAFF**

The Tenderer shall, submit the names of all management and supervisory staff that will be employed to supervise Contract. **Please attach CV's and certified copy of qualification of the proposed key personnel.** The Tenderer shall also include an organogram of the project team and the company structure.

1. Position	Contract Manager
Name	
Indicate Qualification (minimum of <b>NQF level 7 or Higher</b> ) with <b>experience in similar projects</b>	
Indicate Years of Experience as a <b>Contract Manager</b>	
List of Projects Worked on as a Contract Manager	
Currently Employed by Tenderer (Y/N)	
Signature	

2. Position	Site Agent
Name	
Indicate Qualification (minimum of <b>NQF level 6 or Higher</b> )	
Indicate Years of Experience <b>as a Site Agent</b>	
List of Projects Worked on as a Site Agent	
Currently Employed by Tenderer (Y/N)	
Signature	

Signature of person authorised to sign the tender: .....

Date: .....

3. Position	Foreman
Name	
Indicate Qualification minimum of <b>NQF level 3 or matric or Higher</b>	
Indicate Years of Experience <b>as a Foreman</b>	
<p>List of Projects Worked on as a Foreman</p>	
Currently Employed by Tenderer (Y/N)	
Signature	

Signature of person authorised to sign the tender: .....

Date: .....

**SECTION E2.2.12: FORM L: QUALITY MANAGEMENT SYSTEMS**

Briefly describe the construction quality system incorporated by the tenderer in his organisation and which will be applicable to this Contract.

	Internal	External	Name of responsible Company /or Person (In case of Person give years' experience and qualification)

Signature of person authorised to sign the tender: .....

Date: .....

**SECTION E2.2.13: FORM M: CSD SUPPLIER NUMBER AND TAX COMPLIANCE PIN**

Bidders registered on the **National Treasury Central Supplier Database (CSD)** are required to submit their unique **Personal Identification Number (PIN)** issued by SARS in the space provided below as stipulated in Clause D2.12.

Bidders may also submit a **printed TCS** together with the bid.

In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party **must** submit a separate proof of **TCS / PIN / CSD** number.

Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a **CSD number** must be provided

**Alternatively**, the tenderer must submit a valid tax clearance certificate together with the Bid, including Valid Tax Clearance Certificates for the Joint Venture partner/s and Subcontractors proposed.

The certificates may be stapled into the tender document without taking the tender document apart or may be attached in a separate file to the tender document.

**Tenderer/Leading JV Partner**

Name of Company:

---

CSD Supplier Number: (Master Registration Number)

---

Tax Compliance PIN number:

---

**JV Partner 1**

Name of Company:

---

CSD Supplier Number: (Master Registration Number)

---

Tax Compliance PIN number:

---

**JV Partner 2**

Name of Company:

---

CSD Supplier Number: (Master Registration Number)

---

Tax Compliance PIN number:

---

**\*NB: All contractors, even tendering in JV, are encouraged to register on National Treasury's Central Supplier Database**



**SECTION E2.2.15: FORM S.1: SUPPLIER MAINTENANCE FORM**

BAS  PMIS  LOGIS  WCS   CONTRACTOR  
CONSULTANT

**OFFICE:** .....

**The Director General: Department of Agriculture Land Reform and Rural Development**

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post.

Please ensure information is validate as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	<input style="width: 100%;" type="text"/>
Trading Name	<input style="width: 100%;" type="text"/>
Tax Number	<input style="width: 100%;" type="text"/>
VAT Number	<input style="width: 100%;" type="text"/>
Title:	<input style="width: 100%;" type="text"/>
Initials:	<input style="width: 100%;" type="text"/>
First Name:	<input style="width: 100%;" type="text"/>
Surname:	<input style="width: 100%;" type="text"/>
Address Detail	
Payment Address <small>( Compulsory if Supplier )</small>	<input style="width: 100%; height: 40px;" type="text"/>
Postal Code	<input style="width: 50px;" type="text"/>
New Detail	
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information	
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other ( Specify ) <input style="width: 100px;" type="text"/>
Department Number	<input style="width: 30px;" type="text"/>

### Supplier Account Details

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Account Type

	Cheque Account
	Savings Account
	Transmission Account
	Bond Account
	Other (Please Specify) <table border="1" style="display: inline-table; width: 300px; height: 20px; vertical-align: middle;"></table>

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Practise Number

**When the bank stamps this entity maintenance form they confirm that all the information completed by the entity is correct.**

**Bank stamp**

It is hereby confirmed that this details have been verified against the following screens

- ABSA-CIF** screen
- FNB-Hogans** system on the CIS4
- STD** Bank-Look-up-screen
- Nedbank-** Banking Platform under the Client Details Tab

### Contact Details

Business

Area Code 



 Telephone Number 



 Extension

Home

Area Code 



 Telephone Number 



 Extension

Fax

Area Code 



 Fax Number

Cell

Cell Code 



 Cell Number

Email Address

Contact Person:

Supplier Signature	Regional Office Sender
Print Name	Print Name
	Rank
/ /	/ /

Date (dd/mm/yyyy)                      Date (dd/mm/yyyy)

**PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

**NB: All relevant fields must be completed**



**SECTION E2.2.16 FORM O: TENDERERS PERFORMANCE EVALUATION FORM**

PROJECT PERFORMANCE EVALUATION FORM

Project Name of Tenderer: \_\_\_\_\_

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_

Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent in the box below:

	REMARKS BY CONSULTANT/COMPANY LISTED BY THE CONTRACTOR AS REFERENCE
1. Project performance/ time management/ programming	
2. Quality of Workmanship	
3. Resources Personnel	
4. Resources Plant	
5. Financial management/ payment of subcontractors/ cash flows etc	

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

\_\_\_\_\_  
 \_\_\_\_\_

D. My contact details are:

Telephone: \_\_\_\_\_

Cellphone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor

Witness 1

Witness 2

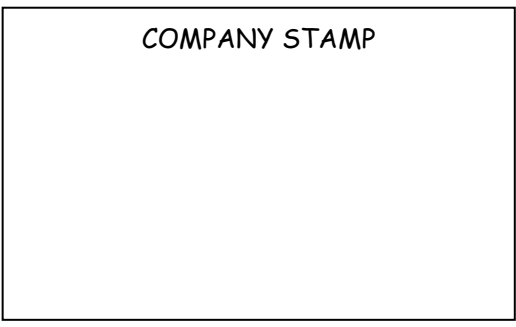
Employer

Witness 1

Witness 2

Thus, signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Signature of principal agent



**NOTE:**

If reference cannot be verified due to the inability to contact the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

**SECTION T2.2.17: FORM P: COMPULSARY ENTERPRISE QUESTIONNAIRE**

**Annex X**  
(normative)  
**Compulsory Enterprise questionnaire**

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number, if any:** .....

**Section 3: cidb registration number, if any:** .....

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: The attached SBD4 must be completed for each tender and be attached as a tender requirement.**

**Section 7: The attached SBD 6 must be completed for each tender and be attached as a requirement.**

**Section 8: The attached SBD8 must be completed for each tender and be attached as a requirement.**

**Section 9: The attached SBD9 must be completed for each tender and be attached as a requirement.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

Signed

Date

Enterprise Name

.....

.....

.....

Name

Position

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CONTRACT NO.: 5/2/2/1 CON 0004 (2021/2022)**

**ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND INSTALLATION OF FENCING FOR THE PERIOD OF THIRTY SIX (36) MONTHS**

**PART E3: INDICATIVE SCOPE OF WORK**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

*INDEX*

Section No	Description	Page
E3.1	DESCRIPTION OF THE WORKS.....	E3.1.1
E3.2	PROJECT SPECIFICATIONS .....	E3.3.1
E3.3	PROCUREMENT.....	

---

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT

**CONTRACT NO.: 5/2/2/1 CON 0004 (2021/2022)**

**ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY SIX (36) MONTHS**

### **E3.1 DESCRIPTION OF WORKS**

---

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

### **E3.1 DESCRIPTION OF THE WORKS**

#### **3.1.1 Location**

The supply, delivery and construction of various type of fences for the agricultural sector works will be required in various provinces.

#### **3.1.2 Description of the Works**

The Scope of work for the project includes the following: -

Service providers who have successfully been short-listed into the Department's panel of service providers are expected to tender on, and perform the following activities:

##### **Site Clearance**

Digging up and removal of rubbish, debris, vegetation, hedges, shrubs & trees not exceeding 200mm in girth, bush , etc, around along the proposed perimeter fence position not exceeding 1.4 meters wide in width

##### **Excavations**

Excavations of trenches in earth 600mm deep for fence posts and stays. Excavations for fence posts, strip and gate foundations according to dimensions, plans and specifications set out by the Department

##### **Fence Positioning**

The positioning of the fence line, additional/specific material according to the departments plans and specifications.

##### **Fence Construction**

Supply, delivery and Construction of a complete fence with provisions of designs and specifications made by the Department according to the departments norms, standards and specifications.

##### **Occupational health and safety measures**

- Cost of health and safety measures required in terms of the Construction Regulations (2003) of the Occupational Health and Safety Act (1)
- Compilation and maintenance of a Health and Safety Plan, including Risk Assessments, Safe Work Procedures and Method Statements (1).
- Compilation and maintenance of a Health and Safety File (1).
- Compilation and maintenance of a Health and Safety File (1).

### **E.3.2 PROJECT SPECIFICATIONS**

Specifications will be provided/communicated through a task order as and when works are required.

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT

**CONTRACT NO.: 5/2/2/1 CON 0004 (2021/2022)**

**ACCREDITATION OF CONTRACTORS (PANEL) WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT WITH SUPPLY, DELIVERY AND CONSTRUCTION OF FENCING FOR THE PERIOD OF THIRTY SIX (36) MONTHS**

### **E3.3 PROCUREMENT**

---

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2



### 3.3.1. INDICATIVE SCOPE OF WORKS

#### 1.1. INTRODUCTION

It is the intention of the Department of Agriculture Land Reform and Rural Development (DALRRD) to enter into a formal contract with Contractors that will carry out the services described above (Refer to Section E3.1). These Terms of Reference and the Contractor's registration will form the basis of the framework agreement.

Framework agreements are designed to allow the employer to invite bids from contractors to carry out work on an as and when instructed basis over a set term. Framework agreement is between two parties that establish the terms for the supply, delivery and construction of fencing over a period of time within a broad scope of work without guaranteeing any quantum of goods, services or works.

**The essential elements of a framework agreement are:**

- 1.1.1. A framework agreement is only entered into with contractors who have the resources and the capacity to carry out work that is likely to be instructed.
- 1.1.2. A framework agreement uses Bills of Quantity as the basis by which contractors are to be remunerated for instructed work by the employer.
- 1.1.3. The scope of work of a framework agreement needs to identify the extent and location of the work covered by the contract as the employer may not instruct a contractor to provide work outside of the scope of work associated with the contract.
- 1.1.4. Contractors may only proceed with work associated with a task when an official task Order is issued.
- 1.1.5. Employers are not permitted to issue a task order after the end date of the term of The framework agreement
- 1.1.6. Any work commenced before the end of the term of a framework contract may Continue until the end date provided in the task order.

#### 1.2. Section 1: Summary of Brief

Panel registration are requested from CIDB registered service providers with grading of **3SQ to 9SQ** Works. Service providers must have experience and qualification to undertake the supply, deliver and construction of fencing as requested by the DALRRD.

#### 1.3. Section 2: Project Description

---

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

### 1.3.1. Background

- a. The DALRRD seeks to accelerate delivery of an infrastructure and related services in order to improve access and meet its objective of providing quality service in the province.
- b. It is against this background that the Department is seeking to register Contractors, in the form of construction companies for the implementation of infrastructure fencing projects for period of three (3) years from date of appointment.

### 1.4. Section 3: Contract Purpose / Objectives

1.4.1. The DALRRD intends to establish a data base of service providers capable of implementing the Supply, delivery and construction of fencing works. In an effort to ensure that the Department consistently meet its service delivery targets, sufficient resources and effective measures need to be put in place.

1.4.2. To achieve this, the Department needs to have a readily available pool of contractors which can be called upon to assist in the roll out of infrastructure (Fencing) projects as and when requested. The DALRRD would like to invite contractors to be included into a framework contract, with no guarantee of any quantum of works.

1.4.3. The objective is to have a readily available pool of contractors which can be called upon to perform work in the Supply, delivery and installation of fencing works on an as-and-when basis.

1.4.4. In an effort to fast track the delivery and implementation of Fencing projects, the Department seeks to establish a framework contract with contractors that can be called upon on an “ad hoc basis” to perform the following classes of work:

**a. Specialist Works (SQ).**

1.4.5. The Department intends to create a data base of registered contractors capable of undertaking the Supply, delivery and installation of fencing construction works and other similar projects.

1.4.6. As part of efforts to ensure that the Department consistently meets its service delivery targets as outlined in the Annual Performance Plan of the Department, proactive planning and effective measures which ensures sufficient resources can be deployed within a short period of time are put in place.

1.4.7. To achieve objectives stated above, the Department will request and accept Expression of Interest pool of registered, suitably qualified and experienced contractors in the CIDB SQ category of works and grading levels who are readily available to assist with the implementation of Fencing projects, which can be requested within a short period and on as and when commence with projects.

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Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

1.4.8. The Department will appoint the contractors into the framework contract, with no guarantee of any quantum of works as the objective is to have a readily available pool of contractors which can be called upon to perform work in the Supply, delivery and Construction of Fencing construction works on an as-and-when basis for a period of three (03) years.

**1.5. Envisaged scope of work which will be covered by the framework**

1.5.1. The framework contract will be for suitably qualified and experienced contractors in the CIDB Specialist Works (SQ) category and grading levels who readily available to assist with the implementation of Fencing projects, which can be requested within a short period and on as and when commence with projects.

1.5.2. The scope of work will broadly include the following type of projects:

- a. The Supply, delivery and Construction of fencing construction work which fall under the CIDB SQ category and various grading levels on “as and when” needed.
- b. However, the department reserves the right to go on a normal tender process for any of the categories works listed above should it opt to do so.
- c. The essential elements of a framework agreement are:
  - i. A framework agreement is only entered into with contractors who have the resources and the capacity to carry out work that is likely to be instructed and each contractor must submit a separate bid for each category of works they are bidding for. Contractors will only be allowed to bid for their current CIDB grading level.
  - ii. A framework agreement uses Bills of Quantity as the basis by which contractors are to be remunerated for instructed work by the employer.
  - iii. The scope of work of a framework agreement needs to identify the extent and location of the work covered by the contract as the employer may not instruct a contractor to provide work outside of the scope of work associated with the contract.
  - iv. Contractors may only proceed with work associated with a task when an official task order is issued to do so.
  - v. Employers are not permitted to issue a task order after the end date of the term of the framework agreement.
  - vi. Any work commenced before the end of the term of a framework contract may continue until the end date provided in the task order.

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Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

### 1.5.3. Competitive bidding process

- a. An electronic data base will be established for those submissions that satisfy the prescribed criteria. Tenderers will be invited to submit tender offers based on a search criteria as well as their position on the data base. Tenderers will be repositioned on the data base upon appointment or upon the submission of a tender offer.
- b. A minimum of five (5) panel registered service providers will be requested by the employer to price, a detailed bill of quantities in a competitive bidding process in line with the Preferential Procurement Policy Framework Act (PPPFA).
- c. Where applicable bids/quotation will be evaluated in line with the applicable Local Content and production requirements (SBD 6.2)
- d. The applicable preference point system will be evaluated when projects are implemented on “as and when bases” based on the estimates of each project.
- e. Bidders will be evaluated according to the 80/20 or 90/10 points system depending on the estimated value of the project.
- f. Issuing of task order will be done on an as and when basis for specific tasks and the Department will invite contractors to submit responses for such a tasks order.
- g. The Department will invite quotations on “as and when basis”. The issuing of specific tasks orders will be informed by the evaluation of quotations received from firms which will be appointed to perform such a task if their quotation is the most favourable quotation

### 1.6. Remuneration Framework

The appointed service providers will be remunerated based on work completed, subject to measurement of a priced bill of quantities, verified by the employer’s delegated project manager or consultant.

### 1.7. Service level agreement

Prior to the commencement of any task order, the contractor shall enter into project specific built environment contract, e.g. NEC3 or JBCC edition 4.1 of 2005. Such document must be made available to the employer at no additional cost.

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Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2