

5.13	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity b) the tenderer provides written proof from SARS that the tenderer either has no tax obligations or has made arrangements to meet outstanding tax obligations; c) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; d) the tenderer has not: <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; or ii) had a previous government contract cancelled due to the consultants poor performance; and e) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process; f) The tenderer is not appearing on the list of blacklisted service providers; g) Meet all the requirements as stated in this tender document.
	<p>The additional conditions of tender are:</p> <p>The department will enter into a Framework Agreements with all the service providers who meet the requirements of this tender, without any guarantee of quantum of works during the 3 years.</p> <p>Post the appointment on the framework agreement, the department will call all qualifying service providers and issues request for task orders as necessary. The request for task orders will be based on Option A: Priced Contract with Activity Schedule and Option G: Term contract. Option A will also entail the employer appointing the service providers based on the percentage fee of the actual value of construction works as per Annexure 3: Framework for the determination of professional fees associated with the delivery of a package of this bid.</p> <p>Preference and scoring for the award of the task order will be done as per LDPWR&I Preferential Procurement Regulations of 2022 – or as amended, at the time of the issuing of the request for task order and will be included on the Request for Quotations. Generally, the Appointment from list of approved service providers will be based on Method 2 (Financial offer and preferences), unless otherwise stated on the RFQ.</p>



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
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The process of inviting service providers during the RFQ will be based on the nature (either complex or simple) and size of the project (estimated total value of the project).

For Complex Projects, only companies with registered professional Architect(s) and/or professional Architectural Technologist shall be considered.

The estimated value of the construction works applicable to the project will be used to determine the size of enterprises (small, medium or large) to be invited as follows:

- (i) Where the estimated costs of construction for the project is less than R 20 million, **all the bidders** within the framework agreement will be invited.
- (ii) Where the estimated costs of construction for the project is above R 20 million and less than R 50 million, **only medium and large enterprises** will be invited.
- (iii) Where the estimated costs of construction for the project is above R 50 million, **only large enterprises** will be invited.

Size of enterprise versus estimated value of construction works

SIZE OF ENTERPRISE TO BE INVITED	ESTIMATED VALUE OF BUILDING WORKS	PROFESSIONALS REQUIRED
All bidders within the framework agreement	Less than R 50 million	A minimum of 1 Professionally registered person
Medium and Large enterprises only	Above R 50 million and less than R 100 million	A minimum of 2 Professionally registered persons
Large enterprises only	Above R 100 million	A minimum of 3 Professionally registered person

The Department reserves the right to review these limits as and when necessary.


However, for complex projects, the department may also consider additional information during the evaluation of the proposals. This may include amongst others, the following during the assessments of the proposals:

- Current performance of the service provider in relation to similar works allocated by the department.
- Experience of the consultants (Consultant's general experience and record in the field covered by the ToR – only professional Architects will be considered.
- Submission of a proposed project approach/methodology that best represents the ToR.
- Submission of proposed project schedule, or work plan that best represents the ToR.

Special Conditions

The following conditions forms part of this tender:

- LDPWR&I reserve the right to call interviews with short-listed bidders before final selection. This may be done during this tender and/or during implementation of the framework agreement.
- LDPWR&I reserve the right to conduct supplier due diligence prior to final award or at any time during the implementation of the framework agreements.
- LDPWR&I reserve the right to appoint the bidder that proves to be fully capable and qualified to handle and execute the job.
- At the issuing of the RFQ, the proposals from the consultants should be in line with the detailed specification stated on the RFQ.
- LDPWR&I reserve the right to cancel or withdraw this bid if:
 - i. Due to changed circumstances, there is no longer a need for this services; or
 - ii. Funds are no longer available to cover the total envisaged expenditure; or
 - iii. No acceptable bids are received; or
 - iv. There is a material irregularity in the Bid process.
- Bidders who are not registered on Central Supplier Database (CSD) must register before submission of bids.
- Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.
- Bids received after the closing date and time will not be accepted for consideration.
- No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party, in any manner whatsoever without the prior written permission of LDPWR&I.
- Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited.

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PART T2: RETURNABLE DOCUMENTS



T2.1 : LIST OF RETURNABLE DOCUMENTS

1. The following forms, certificates and schedule are required for evaluation of tender responsiveness.
 - 1.1. Practice Declaration - must be fully completed and signed, including all the associated supporting documentation listed in such the declaration.
 - 1.2. Compulsory Declaration - must be fully completed and signed
 - 1.3. Certificate of Authority for Signatory (must be completed and signed – do not write “see attached” unless the number of signatories exceed the number of rows provided)
 - 1.4. SBD 1: Invitation to bid.
 - 1.5. SBD 4: Declaration of Interest.
 - 1.6. Record of Addenda (if applicable).
 - 1.7. SBD 6.1: Reference Points claim form in terms of the Limpopo Department of Public Works, Roads and Infrastructure Preferential Procurement Regulations 2022 or amended.
 - 1.8. CSD Summary report showing shareholders and/or proof of ownership.
 - 1.9. Signed Form of Offer

Failure to comply with 1.1, 1.2, 1.3, 1.4, 1.5 and 1.9 will be considered non-responsive, and the bidder will automatically be disqualified.

The tender document should be returned in printed and original form. It may not be re-typed. The documents must be completed in black ink (non-erasable) – in an eligible handwriting. Mistakes are to be corrected by drawing a line through it and writing the correct information above it. Tenderer to sign next to the correction. **Use of correction fluid is prohibited and bidders shall automatically be disqualified. In addition, submission of copy of copy is prohibited and will lead to disqualification.**


2. The following returnable documents are **required for tender evaluation purposes (i.e. awarding of scoring points – and not for disqualification)**
 - a. Referral letters for previous work conducted by the service provider – duly signed off by client. A template is attached herein for the bidders to use. The letters must detail the scope of work undertaken, project value undertaken, date of award, location where work was carried out and whether the projects were handover and closed-out accordingly.
 - b. Curriculum Vitae (not longer than 4 pages) of all key staff allocated to this project, indicating their experience and qualifications and professional registration with various councils. Use of key personnel not employed by the service provider may lead to disqualification during award of the tender as the department reserve the right to confirm this before awarding of the tender. CVs should reflect experience in relation to projects implemented by the person.
 - c. Certified copies (not older than 6 months) of all qualifications, professional registrations and training.
 - d. Certified copy of the company's directors' identity documents not older than six (6) months. No copy of a certified copy will be accepted.
 - e. Company office and fully established office in Limpopo Province.
 - f. ISO Certificate

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3. The following returnable documents **will be incorporated as part of the contract after entering into the framework agreement with the department:**
- Annexure 2: Standard scope of professional services associated with the delivery of a package
 - Annexure 3: Framework for the determination of professional fees associated with the delivery of a package
 - Annexure 4: Specification for developing skills that result in nationally accredited outcomes through infrastructure contracts
 - Part C1.2: Contract Data

T 2.2 : RETURNABLE SCHEDULE

Number	Heading	Page No.		Bidder's schedule
T.2.2.1	Practice Declaration	15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.2	Record of Addenda to tender documents (if applicable)	17	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.3	Compulsory Declaration	18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.4	Proposed amendments and qualifications	22	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.5	SBD1: Invitation to tender	23	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.6	SBD 4: Declaration of Interest	24	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.7	SBD 6.1: Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022	28	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.8	Certificate of Authority	37	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.9	List of Contactable references	39	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.10	Evaluation schedule 1: Experience of Principal Consultant	40	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.11	Evaluation schedule 2: Bidder's value Add	41	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.14	Evaluation schedule 3: Proof of company office based in Limpopo Province	43	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.15	Referral letter for consultants	44	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
T.2.2.16	Form of offer	46	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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T2.2.1: Practice Declaration

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

1) The tenderer is not an unincorporated joint venture and is (tick appropriate box):

☐ a close corporation – ck no

☐ a company – company no

☐ a partnership

(Attach Proof of company registration in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or partnership agreement as applicable)

2) The tenderer has in his full time employ the following Principal Consultant (or *key person*) whose name is stated as such in Part 2 of the Contract Data) i.e. the person who will provide the service or under whose active and personal direction, control and supervision the service is to be provided (see scope of work) and who has experience in providing similar services to those described in the scope of work.

Name of Proposed Principal Consultant: <i>(Only one person to be named - The same person as identified in Contract Data Part 2.</i>		
ID Number or Passport number:		
Type of Professional registration: <i>(tick relevant box)</i>	<input type="checkbox"/> Professional Architect (Pr.Arch) <input type="checkbox"/> Professional Architectural Technologist (Pr.Arch.T)	
Professional registration Number: <i>(insert registration number and tick relevant registration council)</i>	No:	<input type="checkbox"/> South Africa Council For the Architectural Profession
Location of home base of Principal Consultant (ie: location where this person normally operates from):		
Physical Address:	X co-ordinate e.g. 26° 7'36.13"S Y co-ordinate e.g. 28° 10'37.84"E Post Code:	

3) The tenderer has professional indemnity cover is in place in an amount of not less than R 3 million without a limit to the number of claims

PI Cover held by the tenderer: R 3 million

(Attach an active certified copy of the professional indemnity professional cover and provide an active certified copy of the latest Annual Financial Statements)

4) The tenderer's turnover over the preceding financial year is not less than R5 million large firms, not less than R 3 million medium firms, and not less than R 0.5 million small firms respectively.
(Complete the Annual Financial Statement Declaration)

5) The tenderer must have at least 51% of its Shareholders, directors, members or partners, as relevant, who are professionally registered as Professional Architect or Professional Architectural Technologists.

The tendering entity can demonstrate to the satisfaction of the Employer as evidenced by having in its full time

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- 6) employ the following professionals who shall be deployed to projects pertaining to this framework agreement (in line with Schedule 2) :

Name (Registered professionals)	Identity number	Professional registration type and number e.g. Pr.Arch no xxxxxxxx

- 6) The contactable client references (3 minimum) for satisfactorily completed projects during the last five years requiring the provision of Architectural Services which generated a fee income of at least R 0.5 million including VAT.

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

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T2.2.2. Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

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

Attach additional pages if more space is required.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

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