

RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of SANSA will inevitably effect the proposal and may lead to rejection on the grounds that the proposal is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –			
PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes.			
	Schedule of the Bidder's Experience		
	Performance on Past Projects - Reference Letters		
	Method Statement		
	Preliminary Programme		
	Financial Rating		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract.			
	Pricing Proposal Form & Declaration by Bidder		
	B-BBEE Certificate		
	Bills of Quantities		

PART A: TECHNICAL RETURNABLES

These are returnable schedules required for Tender Evaluation Purposes only

1. SCHEDULE OF THE BIDDER'S EXPERIENCE & CIDB RATING

The bidder must list relevant projects completed in the last five years (minimum of three) and attach hereto their CIDB Certificate

Firm: Contact Person and Telephone Number	Consulting Principal Agent / Engineer (where applicable): Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Date Completed

Date

Signed

.....

Name

Position

.....

2. PERFORMANCE ON PAST PROJECTS

The bidder shall attach hereto Reference Letters from previous clients where extensive roof structural work and sheeting or re-sheeting projects have been undertaken successfully. Note that no letters of appointment or completion certificates will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic. Also note that only past projects located in the **Western Cape region** would be considered for evaluation so that site visits to verify workmanship can be done.

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

3. METHOD STATEMENT

The Bidder to attach hereto a Method Statement.

SIGNATURE:

(of person authorised to sign on behalf of the Bidder)

DATE:

4. PRELIMINARY PROGRAMME

The Bidder shall attach a preliminary programme reflecting the proposed sequence of the various activities comprising the work for this Contract. The programme shall be in accordance with the scope of works and requirements of the Project Specifications and with all other aspects of the RFQ.

SIGNATURE:

(of person authorised to sign on behalf of the Bidder)

DATE:

FINANCIAL RATING

The bidder shall attach an original letter from their Banker's indicating the Banks' rating on the bidder's business trading account.

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

PART B: PRICING PROPOSAL

These are returnable schedules required for evaluation purpose, and will also be incorporated in the Contract.

4 PRICING INSTRUCTIONS TO BIDDERS & BILLS OF QUANTITIES

The Bills of Quantities must form part of the Proposal Submission and must be compiled using the work of scope/project brief in conjunction with the Conditions of Tender, Conditions of Contract, Specification and Drawings.

A price and a unit rate must be filled in against each item in the Bills of Quantities. Items which are not priced will be accepted as being covered by the Bidder by other prices and unit rates in the Schedule of Quantities.

The unit rates and prices as quoted in the Bills of Quantities must cover all the Bidder's obligations under this Contract and must include full compensation for all provisional costs, temporary work, transport, labour, material, plant, equipment, housing and all matters and obligations of any nature necessary for the construction, completion and maintenance of the Works as well as for any loss or damage resulting from the nature of the work, weather conditions, floods, etc.

Proposals will be evaluated on the unit rates tendered for each item and not on the RFQ price. In the case of arithmetic mistakes in the Proposal the unit rates will be taken as correct and the Total Amount accordingly adjusted.

The general description of the work and material which appears in the Specification will not be repeated in the Bills of Quantities.

The Contract Amount for the completed Contract will be calculated from the actual quantities of work done and will be valued by applying the unit rates tendered opposite every item in the Bills of Quantities.

Scope of contract

The description hereunder is a general guide only and the bidder is referred to their own Engineer's drawings for proposal purposes. No liability will be accepted should the information provided be misconstrued.

All cost associated to design changes and council submission should be included in the pricing proposal

Queries from bidder

On no account should this document be used for placing orders for materials, the bidder does so at his own risk and shall not be reimbursed for additional costs so incurred.

Acquaintance with RFQ documents, regulations, etc.

By submission of a Proposal, the bidder will be deemed to have acquainted himself fully with the RFQ documents, local authority requirements and by-laws, the standard specifications applicable, occupational health and safety regulations and all other aspects of the work envisaged in the documents prior to pricing and submission of this RFQ.

Provision for health and safety

The bidder should make adequate provision in the quoted rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS Act 1993 construction regulations 2014.

RFQ Document

The RFQ comprises, **this document, the Returnable Schedules and the Bills of Quantities**, all of which shall be duly completed, signed and posted or delivered or mailed on or before the time and date to the address indicated on this document.

Where necessary, Bidders are requested to complete the above mentioned documentation in black ink and Bidders are to note that only plain paper photo static copies of the abovementioned documentation will be acceptable.

A Proposal shall be considered incomplete if all of the abovementioned documentation is not submitted together, in which case such proposal shall be liable for rejection

ENTERTAINMENT AREA ROOF RECONSTRUCTION, SANSa HERMANUS

(EXAMPLE OF BOQ LAYOUT)

This only serves as a guideline

RFQ SS/267/08/2021

<u>BILL OF QUANTITIES</u>		
SUMMARY OF SECTIONS		
	DESCRIPTION	AMOUNT R
	SCHEDULE A: PRELIMINARY AND GENERAL	
	SCHEDULE B: SITE PREPERATION	
	SCHEDULE C: STRUCTURAL WORK	
	SCHEDULE D: INSULATION	
	SCHEDULE E: ROOF SHEETING	
	SCHEDULE F: CORROSION PROTECTION	
	SCHEDULE G: FLASHING AND ROOF VENTS	
	SCHEDULE H: GUTTERS	
	Sub Total (ex VAT)	
	10% Contingency	
	Total (ex VAT)	
	15% VAT	
	TOTAL CARRIED TO PRICING PROPOSAL FORM	



ENTERTAINMENT AREA ROOF RECONSTRUCTION, SANSa HERMANUS

RFQ SS/267/08/2021

BILL OF QUANTITIES

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE A : PRELIMINARY AND GENERAL				
Total Carried Forward						

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE B: SITE PREPERATION				
Total Carried Forward To Summary: Schedule B						

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE C: STRUCTURAL WORK				
Total Carried Forward To Summary: Schedule C						

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE D : INSULATION				
Total Carried Forward To Summary: Schedule D						

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE E : ROOF SHEETING				
Total Carried Forward To Summary: Schedule E						

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE F: CORROSION PROTECTION				
Total Carried Forward To Summary: Schedule F						

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
		SCHEDULE G: FLASHING AND ROOF VENTS				
Total Carried Forward To Summary: Schedule G						



PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THIS FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the RFQ, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ document

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....

..... Rand (in words); R (in figures),
..... (firm)

This offer may be accepted by SANSa by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder , whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the RFQ document.

Signature(s)

Name(s)

Capacity

For the Bidder

Name and signature of witness

Date

ANNEXURE A – EVALUATION CRITERIA

EXPERIENCE OF THE FIRM (30%)

	EXPERIENCE OF THE FIRM
Poor (score 40)	Has completed less than 3 similar projects
Satisfactory (score 70)	Completed between 3 to 5 similar projects or using subcontract expertise
Good (score 90)	Completed between 6 and 10 similar projects using in house expertise
Very good (score 100)	More than 10 years' experience on similar projects, using in house expertise

PERFORMANCE ON PAST PROJECTS (REFERENCES) (30%)

	PERFORMANCE ON PAST PROJECTS (REFERENCES)
Poor (score 40)	Poorly rating from clients and professional teams. Bidder has abandoned projects in the past. Projects terminated due to non-performance. Poor record for health and safety and labour relations.
Satisfactory (score 70)	Satisfactory Rating rated by clients and professional teams. Projects completed with no cost and time overruns with Satisfactory workmanship. Good record for health and safety and labour relations.
Good (score 90)	Good rating from clients and professional teams. Projects completed with no cost and time overruns with good workmanship. Good record for health and safety.
Excellent (score 100)	Excellent rating from clients and professional teams. Projects completed on time and on budget with excellent workmanship. Excellent record for health and safety.

PROPOSED METHODOLOGY - METHOD STATEMENT / TECHNICAL APPROACH (15%)

	Technical approach
Poor (score 40)	The technical approach and/or methodology is poor / is unlikely to satisfy project objectives or requirements. The bidder has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic.
Satisfactory (score 70)	The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the project.
Good (score 90)	The approach is innovative and meets the required project objectives. Specific requirements for the project are outlined indicative understanding of the project specific requirements.
Very good (score 100)	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

PRELIMINARY CONSTRUCTION PROGRAMME (15%)

	Preliminary Construction Programme
Poor (score 40)	The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.
Satisfactory (score 70)	All key activities are included in the activity schedule, but are not sufficiently detailed. There are minor inconsistencies between timing and project deliverables.
Good (score 90)	The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan.
Very good (score 100)	The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the bidder has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.

FINANCIAL RATING (10%)

	Bank Rating
Poor (score 40)	D or Less
Satisfactory (score 70)	C Rating
Good (score 90)	B Rating
Very good (score 100)	A Rating

ANNEXURE B – DRAWINGS/DESIGNS

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