

## 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:

<b>RETURNABLE DOCUMENTS –</b>			
<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Returnable Schedules required only for Evaluation Purposes.</b>			
	Schedule of the Bidder's Experience		
	Performance on Past Projects		
	Project Proposal / Methodology and Design		
<b>PART B: PRICING PROPOSAL</b>			
	Pricing Proposal Form & Declaration by Bidder		
	B-BBEE Certificate		
	Pricing Schedule		

**PART A: TECHNICAL RETURNABLES**

**1. Experience of the Company**

The bidder must list relevant projects completed in the last five years (minimum of three)

Company Name	Contac Person Contact number and email	Description of project	Value of Work (Inclusive of Vat)	Date Completed

Date

Signed

Name

Position

## 2. PERFORMANCE ON PAST PROJECTS

The bidder should provide references from clients. Please note that SANSa will be contacting references as part of due diligence process for RFQ's.

Company Name	Contac Person	Address	Contact Details

Signed

Date

.....

Name

Position

.....



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### 3. Project Proposal / Methodology and Design

Project proposal for mobile storage solution must include details of the project, including design, project scope, project team, lead times for materials, installation, and commissioning.

SIGNATURE: .....

DATE:

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

## PART B: PRICING PROPOSAL

### 1. PRICING INSTRUCTIONS TO BIDDERS .

The bidder is required to provide separate pricing for all costs relating to design, materials, commissioning and installation for each area as listed in Pricing Schedule A-C, as well as a summary of all costs in Pricing Schedule D

**Mobile Storage Solution**

RFQ SS/314/03/2022

PRICING SCHEDULE - D		
SUMMARY OF SECTIONS		
	DESCRIPTION	AMOUNT R
	<b>SCHEDULE A : Main Building Room H13</b>	
	<b>SCHEDULE B : Safe</b>	
	<b>SCHEDULE C : Science Engagement Storeroom – Open Area</b>	
	Sub Total ( ex VAT)	
	10% Contingency	
	Total ( ex VAT)	
	15% VAT	
	<b>TOTAL CARRIED TO PRICING PROPOSAL FORM</b>	

**Mobile Storage Solution**

RFQ SS/314/03/2022

ITEM NO	DESCRIPTION	AMOUNT R
	<b>SCHEDULE A : Main Building Room H13</b>	
	<b>Total</b>	

ITEM NO	DESCRIPTION	AMOUNT R
	<b>SCHEDULE B : Safe</b>	
	<b>Total</b>	

**Mobile Storage Solution**

RFQ SS/314/03/2022

ITEM NO	DESCRIPTION	AMOUNT R
	<b>SCHEDULE C : Science Engagement Storeroom – Open Area</b>	
	<b>Total</b>	



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**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
<b>Poor</b> (score 0)	Bidder did not provide details of any project previously undertaken
<b>Satisfactory</b> (score 20)	Bidder provided details of three (3) or more high density filing cabinet installations as requested in the scope and evaluation criteria
<b>Good</b> (score 30)	Bidder provided details of more than three (3) high density filing cabinet installations as requested in the scope and evaluation criteria, and has demonstrated through the project proposal extensive experience in relation to the scope of work.

### PERFORMANCE ON PAST PROJECTS (REFERENCES) (30)

	PERFORMANCE ON PAST PROJECTS
<b>Poor</b> (score 0)	Service provider did not supply any references
<b>Satisfactory</b> (score 15)	Service provider supplied three (3) references
<b>Good</b> (score 30)	Service provider supplied more than three (3) references

**PROJECT POPOSAL / METHODOLOGY AND DESIGN (40)**

	<b>Project Proposal</b>
<b>Poor</b> (score 40)	Bidder did not provide any project proposal.
<b>Satisfactory</b> (score 15)	Bidder submitted a project proposal which lacked some details relating to the design, supply and installation
<b>Good</b> (score 20)	Bidder submitted a project proposal for a mobile storage solution that is generic, with details relating to design, supply and installation
<b>Excellent</b> (score 40)	Bidder submitted a project proposal which covers the complete spectrum for a mobile storage solution specifically tailored to SANSa's need and provides details solution design, project team, lead times on installation and sourcing of materials.

**ANNEXURE B – DRAWINGS/DESIGNS**

**The bidder is welcome to attached diagrams/design that will add to the evaluation. Please list attachments here.**

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