



SUPPLY CHAIN MANAGEMENT

Dear Sir/Madam

THE DEPARTMENT OF TOURISM INVITES YOU TO BID FOR RENOVATION OF KITCHEN AND HOUSE AT DR KENNETH KAUNDA HOTEL SCHOOL (1A MILTON AVENUE ORKNEY)

DOT 2016/10

Evaluation Criteria 90/10

You are hereby invited to bid for the Department of Tourism renovation work in line with this invitation letter and tender documents prepared by the Department of Public Works.

1. ACCESSING BIDDING DOCUMENTS

- 1.1 Bid documents will be available at the Department of Tourism, SCM office No **764/754/747**, 1st Floor at West Wing, Garona building on presentation of proof of deposit of the non-refundable fee of **R100** per bidding document, weekdays (Monday to Friday) starting **27 January 2017 from 8:00 to 16:30**
- 1.2 All deposit slip/proof of payment must display **Bid Number and Company Name**
- 1.3 Account No: 4085956806, ABSA Bank, Cheque account, Megacity branch.
- 1.4 Bidders who can manage to download the complete tender document from departmental website/e-tender portal will not be liable to pay R100 fee.

2. Compulsory Briefing Session and site inspection is scheduled as follows:

- Place: Orkney Hotel School, Anglo Ashanti Building, Orkney.
- Date: 06 February 2017
- Time: 13:30 a.m

3. No Telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will be considered.

4. The Department of Tourism **reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.**

5. CLOSING DATE

Sealed bids must be deposited in a bid box situated at Department of Public Works and Roads, Old Parliament building, Modiri Molema Road, Gate House, Mmabatho 2735 on;

Closing Date : 17 February 2017

Closing Time : 11H00 a.m

Late bids will not be considered. Please note that bids are late if they are received at the address given in the bid document after the bid closing date and time

6. BID REQUIREMENTS

6.1 Important conditions to note

- a) Bids will be valid for a period of 90 days after closing date
- b) Successful bidder must be tax compliant.
- c) All bid prices must be quoted in South African Currency and must be VAT inclusive.

- d) All the relevant forms attached to this bid document must be completed in full and signed in ink where applicable by a duly authorised person.
- e) Bidders should also submit National Treasury Central Supplier Database (CSD) registration report.
- f) Potential bidders will be liable for vetting by State Security Agency
- g) The successful bidder will be required to submit proof of registration with the UIF and Compensation Fund Commission

6.2 OHS Compliance

- a) Compliance to Occupational Health and Safety Act. Bidders should provide protective clothing for its employees; i.e. dust masks, hand gloves, hard hat, two piece overalls , goggles, safety boots etc.

6.3 Compliance to VTSD

- a) The successful bidder will be required to employ unskilled labour/workers from Orkney/Kanana.
- b) The successful bidder must procure sand, cement, and other attainable material within Orkney or areas within KOSH.ie Klerksdorp, Orkney, Stilfontein, and Hartebeesfontein.

6.4 Minimum wages for unskilled labour/workers

- a) Monday to Saturday R 142.00 per day , Sundays R284.00 per day, overtime R26.63 per hour
- b) Working hours to be in line with Labour Relations Act
- c) The successful bidder will be required to fully comply with Unemployment Insurance Act requirements

6.5 Leave days

- a) Employees are entitled to accrued paid leave of one day after every 17 days of work

7. Compulsory/Mandatory documentation or information required

- a) Only CIDB registered contractors with a contractor designation of **4GB or higher** will be considered
- b) Only bidders who attend the compulsory briefing session and site inspection will be considered.

8. The following documents must be attached for evaluation on functionality.

- a) A Company Profile
- b) Financial statements (refer to functionality table for full details) and 3 months bank statements
- c) Completed DPW -09 (EC); capacity of tenderer table and a signed final certificate of completion
- d) Certified copy of rates and taxes/ municipal letter/ proof of residence from relevant authority

9 The following documents must be attached for evaluation on preferential points 90/10

- a) Original valid BBBEE certificate/certified copy. EME's must submit certificate issued by verification agency accredited by SANAS /affidavit
- b) In case of Joint Venture a consolidated certificate in line with requirements as stated on paragraph 9. a) above

10. The evaluation process will entail the following phases:

- a) Phase 1- Mandatory requirements
- b) Phase 2- Verification of administrative requirements (refer to DPW document Table of contents volume 2 returnable documents and additional requirements on
- c) Phase 3- Evaluation on functionality
- d) Phase 4- Evaluation on price 90/10 and BBEE points claimed

11. Phase 3 - Evaluation on functionality

Bids will be evaluated on the following set functionality criteria

NB: Bidders must score a minimum of 60 points out of 100 points in order to qualify for the next stage of evaluation.

WEIGHTS AND VALUES FOR THE FUNCTIONALITY CRITERIA

Criterion	Reference documents/information for evaluation	Tender rating (1-5)	Weighting
Company experience in relation to fencing projects:			60
Three positive references	Completed DPW -09 (EC); capacity of tenderer and a signed final completion certificate Company profile	5	
Two positive references	Completed DPW -09 (EC); capacity of tenderer and a signed final completion certificate. Company profile	4	
One positive reference	Complete DPW -09 (EC); capacity of tenderer and a signed final completion certificate Company profile	3	
Any incomplete information.	Incomplete DPW-09 (EC); capacity of tenderer attached without a signed final completion certificate. Completion certificate attached without DPW- 09(EC) No Company profile etc	2	
No reference	DPW -09 (EC) ;capacity of tenderer not completed and no signed final completion certificate attached,	1	

	No company profile		
Financial capacity	Reference documents/information for evaluation		30
2 years or more audited financial statements indicating financial viability	Financial statements: i.e- Cash flow, Balance sheet, income statement, 3 months bank statement.	5	
1 year audited financial statements indicating financial viability	Financial statements: i.e- Cash flow, Balance sheet, income statement, 3 months bank statement.	4	
1 year financial statement indicating financial viability.	Financial statements: i.e- Cash flow, Balance sheet, income statement, 3 months bank statement.	3	
Incomplete requested financial statements still indicating financial viability	Financial statements: i.e- Cash flow, Balance sheet, income statement, 3 months bank statement.	2	
Incomplete statements whereby the department cannot conclude that the company is financially viable	Financial statements: i.e- Cash flow, Balance sheet, income statement, 3 months bank statement.	1	
Companies located at Villages, Townships, Small Dorpies within North West Province (VTSD)	Certified copy of rates and taxes/ municipal letter/ proof of residence from relevant authority		10
Companies located within VTSD areas	Company profile indicating company physical address.	5	
Non VTSD companies within North West Province	Company profile indicating company physical address.	3	
Non VTSD companies outside North West province /Non availability of company profile.	Company profile indicating company physical address.	1	

12. Values

5	Meets and exceed functionality requirements
4	Above average compliance to the requirements
3	Satisfactory and should be adequate for the stated elements
2	Compliance to the requirements
1	Unacceptable and does not meets set criteria

13. Claiming of Preference Point.

- Only service providers that have attached Broad-Based Black Economic Empowerment (BBBEE) Status Level Certificates will earn preferential points accordingly.
- In case of Joint Venture, a consolidated Broad-Based Black Economic Empowerment (BBBEE) Status Level Certificates must be provided.
- In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 90/10-preference point system in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 90 points)
 - B-BBEE status level of contributor (maximum 10 points)

14. Calculation of points scored

- The following formula will be used to calculate the points for price: 90

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

- A maximum of 10 points will be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4

6	3
7	2
8	1
Non-compliant contributor	0

15. Reasons for disqualification:-

- a) Bidders who are not tax compliant during the stage of award
- b) Bidders who fails to comply with mandatory requirements in all respect
- c) Bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;
- d) Bidders who received information not available to other bidders through fraudulent means;
- e) Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts;
- f) Bidders who are listed on the National Treasury's Database of restricted suppliers
- g) Bidders who did not attend compulsory briefing session and site inspection that will be held on the **06 February 2017**
- h) Lower CIDB grading than the one required

16. Project monitoring

The Department of Public Works and Department of Tourism will be responsible for the over-all performance monitoring of a successful service provider, including final approval of reports, proposal and ensuring payment of approved invoices. The day to day management of service provider's working team will remain the responsibility of the Service Provider

For more information please contact the following:

Department of Tourism (North West) for administrative enquiries:

Contact Person (admin): Ms A Moeketsi-018 388 2706 moeketsia@nwpg.gov.za

Contact Person (admin): Mr Mike Sebogodi- 018 388 1478 SebogodiM@nwpg.gov.za

Department of Public Works (North West) for technical enquiries:

Technical enquiries: Mrs Babalwa Momo (018 293 9000) Bmomo@nwpg.gov.za

Technical enquiries: Ms Keneilwe Mpunzi (018) 293 9000) Kmpunzi@nwpg.gov.za

Mr S Mmope
Chairperson
Bid Specification Committee


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Signature

18/01/2017
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Date

Terms of reference approved ☒ Not Approved ☐

Mr M Moiloanyane
Chairperson
Bid Adjudication Committee


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Signature

19/1/2017
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Date