



SPECIAL ECONOMIC ZONE
Maluti-a-Phofung
Free State, South Africa
Growing the Economy

DESCRIPTION	BID NO.	ADVERT DATE	CLOSING TIME AND DATE	BIDS OBTAINABLE FROM	DELIVERY OF BIDS TO				
<p>APPOINTMENT OF A SUITABLY QUALIFIED, REGISTERED PROFESSIONAL ENGINEERING CONSULTANT SERVICES “AS AND WHEN NEEDED BASIS” FOR THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE</p> <p><u>The bids must include the following mandatory requirements:</u></p> <ul style="list-style-type: none"> ❖ Valid certified copy of the company registration certificate issued by CIPC not older than 6 months. ❖ Provide a tax status compliance pin issued by SARS. ❖ Valid proof of registration on National Treasury’s Central Supplier Database must accompany this bid. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD Master registration number. ❖ Certified copy of valid and active Council for Engineering South Africa (CESA) registration certificate in the name of the respective engineering consulting services company must accompany this bid. ❖ Duly Singed and Completed SBD 1 – Invitation to tender. ❖ Duly Singed and Completed SBD (4) – Bidder’s declaration. ❖ Bidder are expected to submit the CVs and certified qualifications of the professional resources (personnel) recommended for these services. ❖ Professional resources offered by bidders <u>must</u> be professionally registered with relevant professional body, ASAQS & SAPQSP for Quantity Surveyors and ESCA for Electrical, Civil and Mechanical Engineers. ❖ Certified copy of Directors(s) ID copy not older than 6 months. <p>See bid document for entire list for mandatory requirement.</p> <p><u>The following criteria is applicable:</u></p> <p>The bid will be evaluated on Mandatory requirement and functionality [Detailed functionality criteria will be outlined in the bid document].</p> <table border="1" data-bbox="73 1362 1160 1426"> <tr> <td>Price</td> <td>80</td> </tr> <tr> <td>Specific Goals</td> <td>20</td> </tr> </table>	Price	80	Specific Goals	20	<p>MAPSEZ 002/2024 (T)</p>	<p>19th July 2024</p>	<p>12th August 2024 at 11h00am.</p>	<p>Please note that bid documents will be available at the following portals www.etenders.gov.za</p> <p>OR</p> <p>www.mapsez.co.za</p> <p>OR</p> <p>Bid documents will also be available for collection MAPSEZ SCM Offices, reception area at no cost Maluti-a-Phofung Special Economic Zone’s head office at corner Amanda and De Lange Streets, Tshiame, Harrismith 9880.</p>	<p>Bids must be submitted on the tender documentation that is issued and should be submitted only at the tender box at the Maluti-a-Phofung Special Economic Zone’s head office located at C/o Amanda and De Lange Streets, Tshiame, Harrismith 9880 on or before 11h00 on 12th August 2024</p>
Price	80								
Specific Goals	20								



SPECIAL ECONOMIC ZONE
Maluti-a-Phofung
Free State, South Africa
Growing the Economy

The 80/20 preference points system will be utilised, where a maximum of 80 points may be awarded to the bidder with the lowest price. A maximum of 20 points may be awarded to a tenderer for points claimed towards the specific goal specified in the tender document. This is in accordance with the PPPFA and Preferential Procurement Regulations of 2022. Bidding entities will be expected to provide supporting documents to claim points or support claims that they are eligible for preference points for relevant specific goals.

NOTES:

- ❖ Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za at no cost from Friday, 19th July 2024 **OR** on our Maluti A Phofung Special Economic Zone (MAPSEZ) website www.mapsez.co.za
- ❖ Bid documents will also be available for collection at no cost from Friday, 19th July 2024 from 11h00 to 16h00 at the Maluti A Phofung Special Economic Zone at the reception area, Maluti-a-Phofung Special Economic Zone's head office at corner Amanda and De Lange Streets, Tshiame, Harrismith 9880.
- ❖ **Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.**

Enquiries:

Bidding Process: Mr. Thapelo Moloi – thapelom@mapsez.co.za / 058 635 1120 / 1134

Technical: Mr. Vusimuzi Nyathi - vusimuzi@mapsez.co.za or 0606376909 / Mr. Thobani Guma - thobani@mapsez.co.za / 073 498 8311

**MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE
REQUEST FOR BIDS/TENDERS**



Bid No:	MAPSEZ T 002/2024
Bid Description:	APPOINTMENT OF A PANEL OF PROFESSIONAL CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR RENDERING OF PROFESSIONAL SERVICES ON INFRASTRUCTURE PROJECTS AS AND WHEN NEEDED FOR A PERIOD OF THREE YEARS
Advert Date:	19 July 2024
Briefing Date & Venue:	None
Closing Date:	12 August 2024 at 11:00
Submission of bids	Tender Box at C/r Amanda and De Lange Street Tshiame Harrismith 9880

Company Name:	
Company CSD #:	MAAA
Company PSIRA #:	
Completed By:	
Email:	
Telephone:	
Mobile Number:	
Date:	

Inquiries

Procurement inquiries related to this RFQ can be forwarded by email to Mr. Thapelo Moloji at thapelom@mapsez.co.za / 058 635 1120

Technical inquiries related to this RFB can be forwarded by email to Vusi Nyathi at vusmuzi@mapsez.co.za / 0606376909 and Thobani Guma at thobane@mapsez.co.za / 073 498 8311

DOCUMENTS IN THIS BID DOCUMENT PACK	
SECTION A: TERMS OF REFERENCE	
PART 1	SCOPE OF WORK & SERVICE REQUIREMENTS
PART 2	EVALUATION TERMS & CONDITIONS
PART 3	GENERAL TERMS & CONDITIONS
SECTION B: RETURNABLE DOCUMENTS	
PART 1	RETURBABLE DOCUMENTS
	Note: Documents in this section must be completed and returned with bids. Bidders are encouraged to set out their bids in the following format.

DOCUMENTS IN THIS BID DOCUMENT PACK

Respondents are to ensure that they have received all pages of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information / instruction of respondents and may be withdrawn when returning bids:

- Section A Part 1:** Terms of Reference (Evaluation Criteria Quality Scoring Support Forms)
- Section A Part 2:** General Terms and Conditions
- Section A Part 3:** General conditions of contract

SECTION B

- Returnable Documents

Note: Documents in this section must be completed and returned with bids. Bidders are encouraged to set out their bids in the following format:

Section B	Details	Bidder to tick in confirmation
Part 1	Invitation to Bid (SBD 1)	
Part 2	Pricing Schedule SBD 3.1, 3.2, or 3.3 (whichever is applicable / if applicable)	
Part 3	Bidders Disclosure (SBD 4)	
Part 4	Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1.)	
Part 5	CV Template(s)	
Part 6	Testimonials / References (where relevant)	
Part 7	Submission of contactable references	
Part 8	Proof of registration with relevant Professional Body	
Part 9	Proposed Personnel	
Part 10	Tax Clearance Certificate / Tax Status Pin (The tax clearance certificate requirements page must not be returned with the bids; a valid Tax Clearance Certificate / Tax Status Pin must be submitted with the bid)	
Part 11	An original / certified copy of a valid B-BBEE Certificate or an Affidavit signed by a Commissioner of Oaths	
Part 12	Resolution of Board of Directors	

**SECTION A
PART 1 – TERMS OF REFERENCE**

GLOSSARY

Term	Definition
Addendum	Any document issued by MAPSEZ after the date of this Request for Bids and labelled as an “Addendum” to this Request for Proposals; collectively known as “Addenda”.
MAPSEZ	Means Maluti a Phofung Special Economic Zone, subsidiary of the FDC.
FDC	Means the Free State Development Corporation, the licence holder of the MAPSEZ.
Business Day	A day other than Saturday, Sunday and any other day not taken to be a public holiday in New South Wales.
Closing Date	The date specified on the cover of this Request for Bids
RFQ Process	The process commencing on the issuing of this Request for Bids and concluding when MAPSEZ has notified each Recipient whether or not it has been shortlisted, or upon the earlier termination of the process by MAPSEZ.
Bidder / Respondent / Service Provider	A person in receipt of this Request for Bids who intends to respond to the request. And is interchangeable with the terms Bidder, Service Provider, Applicant, Bidding Entity and Supplier.
RFB	This document, including its schedules, attachments and appendices. It is interchangeable with the term Bid.
Response	The document submitted by a Bidder to deliver the Services in response to this Request for Tenders
Services	The services described in the section entitled “Scope of Work”

1. BID DETAILS

- 1.1. **Advert Date:** 19 July 2024
- 1.2. **Compulsory Briefing Session:** None
- 1.3. **Closing Date:** 12 August 2024 at 11:00

2. CONTACT DETAILS

- 2.1 All inquiries or any further information (if required) regarding the technical specifications of this tender, may be obtained from the MAPSEZ at thapelom@mapsez.co.za / civilmapsez@gmail.com or thobaniguma@gmail.com / thobane@mapsez.co.za / vusmuzi@mapsez.co.za

3. BACKGROUND OF THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE

- 3.1. The Maluti-a-Phofung Special Economic Zone (MAPSEZ) was designated as an Industrial Development Zone by the Department of Trade, Industry and Competition in September 2015 and was subsequently converted to a Special Economic Zone (SEZ) after the promulgation of the SEZ Act no 16 of 2014 in February 2016.
- 3.2. On the 27 April 2017, the Entity was officially awarded the SEZ Operator Permit and the Free State Development Corporation (FDC) was awarded the SEZ License.
- 3.3. The Zone is nested on 1038 hectares of land located in Tshiame, Harrismith on the N3/N5 SIP Corridor.

3.4. The main objective of the MAPSEZ is to attract foreign and direct investment and to stimulate the local economy as well as to create permanent and temporary work opportunities for the people of the Free State and in particular the Maluti-A-Phofung region.

3.5. As part of its role of attracting foreign and direct investments, MAPSEZ has the responsibility to provide or facilitate provision of infrastructure and other services required for the Special Economic Zone to achieve its strategic and operational goals; this is in line with section 35 c of the Special Economic Zone Act.

3.6. It is in line with this responsibility that the MAPSEZ seeks to create a panel of professional civil and building consulting engineering firms to render specialist sound engineering and technical advice / services in the design and development of key infrastructure in the MAPSEZ.

4. PRODUCT OFFERINGS OF THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE

4.1. The MAPSEZ currently has 25 Factories operating inside the Zone. The MAPSEZ is designated to attract investors in the following Sectors:

Priority Sectors	
•	Automotive Sector
•	Agro Processing
•	Logistics
•	Food Processing
•	General Processing
•	Information Technology & Communication

5. PURPOSE OF CONTRACT

5.1. The purpose of the contract is to appoint professional consulting firms to form part of panel of professional civil and building consulting engineering firms to render professional consulting services on infrastructure projects to MAPSEZ on an “as and when needed basis” for a period of three (3) years.

5.2. The disciplines required from the professional consulting firms are;

- a) Civil / Structural Engineering
- b) Electrical Engineering
- c) Mechanical Engineering
- d) Quantity Surveying
- e) Architectural Services

5.3. The panel is intended for professional engineering consulting firms.

5.4. Firms wishing to form part of the panel must demonstrate to the MAPSEZ that they have in their employ, adequately trained and duly registered professional personnel who can be successfully assigned to the project.

5.5. Furthermore, the bidders must demonstrate that they have adequate experience in performing in similar contracts in the past.

6. NATURE OF CONTRACT

6.1. The duration of the panel will be for three years and the services of the panel members will be used rotationally on an “as and when needed basis”.

7. SCOPE OF WORK

7.1. Civil Design

➤ Bulk Services Design

- Water Reticulation network and bulk supply
- Fire Water reticulation
- Sewer Network and main outfall line, including pumpstations if required
- Stormwater pipe network, surface flow and attenuation ponds

➤ Bulk Earthworks, terraces and benching

- Parking Layout and checking of turning circles for trucks
- Pavement Design of parking areas, roads and staging areas

➤ Structural Design

- Foundation Design of all structures; strip foundations, pad footings and rafts.
- Concrete floor Design
- Mezzanine floor Design
- Canopy Design, including columns, main rafters, purlins and connection detail

7.2. Electrical Design

➤ Electrical Works

- Bulk Supply and reticulation
- General Electrical layouts (Lights / Power points)
- Smoke Detection unit
- Access Control
- CCTV

7.3. Architectural Design

➤ Architectural Works

- 3D Renderings
- Architectural Drawings; floor plans, sections, elevations and details
- Fittings and Fixtures
- Windows and Doors Schedules

7.4. Quantity Surveying Work

➤ Quantity Surveyor

- Detailed and conceptual BOQs
- Definitive and conceptual cost estimates
- QS work throughout the Project life cycle

7.5. Mechanical Engineering Work

➤ Mechanical engineer

- All mechanical designs

7.6. Project Stages

The main project stages to be carried out by the professional team are as follows:

a) Inception (Will be applicable to the architect, civil/structural and electrical engineers)

- To establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies, and will involve the following tasks:
 - Assist in developing a clear project brief.
 - Attend project initiation meetings.
 - Advise on procurement policy for the project.
 - Advise on the rights, constraints, consents and approvals.
 - Define the services and scope of work required.
 - Conclude the terms of the agreement with the client.
 - Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the following stages, including the availability and location of infrastructure and services.
 - Determine the availability of data, drawings and plans relating to the project.
 - Advise on the criteria that could influence the project life cycle cost significantly.
 - Provide necessary information within the agreed scope of the project to other consultants involved.

- The deliverables will typically include:
 - Agreed services and scope of work.
 - Signed agreement.
 - Report on project, site and functional requirements.
 - Schedule of required surveys, tests, analyses, site and other investigations.
 - Schedule of consents and approvals.

b) Concept and Viability (Will be applicable to the architect, civil/structural and electrical engineers)

- To prepare and finalize the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project, and will involve the following tasks:
 - Agree documentation programme with principal consultant and other consultants involved.
 - Attend design and consultants' meetings.
 - Establish the concept design criteria.
 - Prepare initial concept design and related documentation.
 - Advise the client regarding further surveys, analyses, tests and investigations which may be required.
 - Establish regulatory authorities' requirements and incorporate into the design.
 - Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
 - Establish access, utilities, services and connections required for the design.
 - Prepare preliminary process designs, preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
 - Provide cost estimates and comment on life cycle costs as required.

- **The deliverables will typically include:**

- Concept designs, including 3D modelling and design alternatives.
- Schedule of required surveys, tests and other investigations and related reports.
- Process design.
- Preliminary design, including layouts, schedules and drawings.
- Cost estimates as required.

c) Design Development (Will be applicable to the architect, civil/structural and electrical engineers)

- To develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project, and will involve the following tasks:

- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate other consultants' designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction cost.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.

- **The deliverables will typically include:**

- Design development drawings related to all the disciplines.
- Outline specifications.
- Local and other authority submission drawings and reports.
- Detailed estimates of construction costs.

d) Documentation & Procurement (To be carried out by the appointed QS)

- To prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project, and will involve the following tasks:

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documentation if necessary to remain within budget.
- Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant.
- Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- Evaluation of tenders.
- Preparation of contract documentation for signature.
- Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.
- Assess samples and products for compliance and design intent.

- **The deliverables will typically include:**

- Specifications.
- Services co-ordination.
- Budget construction cost.
- Tender documentation.
- Tender evaluation report.
- Tender recommendations.
- Priced contract documentation.

e) **Contract Administration and Inspections** (all consultants to be involved, under principal agent)

- To manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works, and will involve the following tasks:

- Attend site handover.
- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Inspect works for quality and conformity to contract documentation.
- Adjudicate and resolve financial claims by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued by the principal agent.
- Instruct, witness and review of all tests and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arranging for the delivery of all test certificates, statutory (regulatory) and other approvals, as-built drawings and operating manuals.
- Level 2 contract administration which includes two site visits per month.

- **The deliverables will typically include:**

- Schedules of predicted cash flow.
- Construction documentation.
- Drawing register.
- Estimates for proposed variations.
- Contract instructions.
- financial control reports.
- Valuations for payment certificates.
- Progressive and draft final account(s).

- Practical completion and defects list.
- Electrical Certificate of Compliance.

f) Close-out

- To fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project, and will involve the following tasks:
 - Inspect and verify the rectification of defects.
 - Receive, comment and approve relevant payment valuations and completion certificates.
 - Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties.
 - Prepare and/or procure as-built drawings and documentation.
 - Conclude the final accounts where relevant.
- **The deliverables will typically include:**
 - Valuations for payment certificates.
 - Works and final completion lists.
 - Operations and maintenance manuals, guarantees and warranties.
 - As-built drawings and documentation.
 - Final accounts.
- The abovementioned methodology is generic in detail and will be amended as required for the specific project.
- The methodology and workplan will at the outset be finalized with the client representative based on the aforementioned, after which this will form the basis of the implementation of the project.

10. MONTHLY MEETINGS

Once a month the Security Manager will convene a meeting attended by the Contractor and MAPSEZ Officials to discuss amongst others the Contractor's monthly report, performance and other relevant issues. Evidence from these meetings will form part of the portfolio of evidence to motivate extension of contract after the expiry of one year.

11. COST OF BIDDING PREPARATIONS

The cost for preparing this bid will be for the bidder's account

12. JOINT VENTURES

Bidders who would wish to respond to this bid as a Joint Venture [JV] or consortium, must state their intention to do so in their RFP submission. Such Bidders must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.

**SECTION A
PART 2 – EVALUATION TERMS & CONDITIONS**

EVALUATION PROCESS

MAPSEZ will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). Companies will be short listed in line with the criterion listed below.

The bid will be evaluated based on functionality, price and preference in terms of the PPPFA and Preferential Procurement Regulations of 2022 as per the 80/20 points system.

The evaluation of the bid will be conducted in line with the following stages:

Stage	Description
Stage 1 Administrative Compliance and adherence to mandatory requirements (as listed below)	Bid is checked for completeness and whether all documentation certificates and formalities have been complied with.
Stage 2 Functionality Evaluation	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and functionality requirements.

PHASE 1 PRE- COMPLIANCE EVALUATION

All bid responses that do not meet the below listed administrative / mandatory requirements will be disqualified and will not be considered for further evaluation on the Functional Requirements.

Bidders will be eliminated for not complying with submitting returnable documents as stated below:

Documentation	Submitted (YES or NO)
Valid certified copy of the registration certificate issued by CIPC not older than 6 months.	
Provide a tax status compliance pin issued by SARS.	
Valid proof of registration on National Treasury`s Central Supplier Database must accompany this bid. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD Master registration number.	
Certified copy of valid and active Council for Engineering South Africa (CESA) registration certificate in the name of the respective engineering consulting services company must accompany this bid.	
Duly Signed and Completed SBD 1 – Invitation to tender.	
Duly Signed and Completed SBD 4 – Bidders Declaration	
Bidder are expected to submit the CVs and certified qualifications of the professional resources (personnel) recommended for these services.	
Professional resources / personnel offered by bidders <u>must</u> be professionally registered with relevant professional body, ASAQS & SAPQSP for Quantity Surveyors and ESCA for Electrical, Civil and Mechanical Engineers.	
Certified copy of Directors(s) ID copy not older than 6 months.	

PERSONNEL REQUIRED AND PROFESSIONAL REGISTRATION

MAPSEZ requires the following personnel to form part of the team in rendering the required services to the entity. The services and expertise of the personnel will be used on an as and when needed basis, if needed depending on the needs of the particular assignment and prevailing circumstances.

No.	Professional
1.	Professional Electrical Engineer duly registered with ECSA
2.	Professional Civil Engineer duly registered with ECSA
3.	Professional Quantity Surveyor duly registered with ASAQS or SAPQSP
4.	Professional Mechanical Engineer duly registered with ECSA
5.	Professional Architect duly registered with SACMPC

The bidding entities (companies) are expected to be duly registered with the Council for Engineering South Africa (CESA).

PHASE 2 – FUNCTIONALITY EVALUATION

Bidders meeting the administrative / mandatory requirements will be considered eligible to be evaluated on the below listed functionality criteria.

As a risk mitigating factor a service provider scoring less than **70%** out 100 for functionality will be considered to be posing a quality risk to the company and will therefore be disqualified.

Functionality Criteria	Weight
Personnel Technical Ability & Experience <i>Bidders are expected to demonstrate the experience of the nominated team of professionals by attaching their CVs with accompanying qualification and professional registrations</i>	40
Professional Architect <ul style="list-style-type: none"> 1-4 years' experience – 5 points 5> years' experience – 10 points 	10
Professional Electrical Engineer <ul style="list-style-type: none"> 1-4 years' experience – 5 points 5> years' experience – 10 points 	10
Professional Civil/Structural Engineer <ul style="list-style-type: none"> 1-4 years' experience – 5 points 5> years' experience – 10 points 	10
Professional Quantity Surveyor <ul style="list-style-type: none"> 1-4 years' experience – 5 points 5> years' experience – 10 points 	10
Company experience <i>The bidders must demonstrate their company's experience in forming part of similar panels and rendering professional consulting services in multiple disciplines in the design and development of infrastructure.</i>	
Project experience <ul style="list-style-type: none"> To prove experience bidders must submit letters of appointment with related completion letters / certificates for similar services renders. The bidder must demonstrate a minimum of five completed projects between 2010 to 2024 <ul style="list-style-type: none"> 5 Project completed – 15 points 6 - 10 project completed - 25 points 	25
Project value <ul style="list-style-type: none"> The bidder must demonstrate relevant similar experience where they have provided professional multi-disciplinary consulting services for projects of a certain value. Points will be scored in line with the total values of the project(s) that the bidder consulted on. To prove experience bidders must submit letters of appointment with related completion letters. <ul style="list-style-type: none"> Total project value ranging R 3M – R 10M – 10 points Total project value ranging R 10M – R 15M – 15 points Total project value ranging R 15M > – 50 points 	25
Quality Assurance (ISO Certification) <ul style="list-style-type: none"> Quality Management – ISO 9001 or Company 	10
Total Points	100

Bidders scoring a minimum of 70 points out of 100 for functionality scoring will be eligible to be in the panel of professional engineering consultant services.

**SECTION A PART 3:
GENERAL TERMS AND CONDITIONS**

TERMS OF REFERENCE COMPILATION, AMENDMENT AND CONFIDENTIALITY

The MAPSEZ reserves the right to amend, modify or withdraw these Terms of Reference (ToR) if deemed necessary. If amendments are made, the amendments will be sent to each Bidder in writing. No oral amendments will be considered.

These ToR's have been compiled by the MAPSEZ and are being made available to all interested Bidders. Bidders submitting a tender in response to this invitation will be deemed to do so on the basis that they acknowledge and accept the terms as set out below.

ADDITIONAL INFORMATION REQUIREMENTS

The MAPSEZ reserves the right to call for supporting documentation, clarification or additional information in order to confirm any information provided by a Bidder in its Bid.

FRAUD AND CORRUPTION

All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and any other Act Applicable

No bidding entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFQ, failure to comply with its requirements will result in disqualification of the relevant bidding entity.

BID VALIDITY

The Bid should be valid for a period of 120 days after the closing date.

In exceptional circumstances, prior to the expiration of the tender validity period, the MAPSEZ may request in writing for bidders to extend the validity of their bids.

BID ACCURACY AND HOLDING

The MAPSEZ and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.

All Bids submitted to the MAPSEZ in relation to this RFB will become the property of the MAPSEZ and will as such not be returned to the Bidder unless if received after the closing date and time. The MAPSEZ will make all reasonable efforts to maintain Bids in confidence.

SUPPLIER REPRESENTATIVE

The duly authorized representative of the bidding entity must sign the Bid document.

RFQ REJECTION

Bids from persons whose tax affairs are not in order or those owing the MAPSEZ or its parent company the FDC for more than 90 days without acceptable official arrangements, will not be considered for the commissioning of the services.

MAPSEZ shall reject an RFQ if the recommended supplier has committed a proven corrupt or fraudulent act in competing for the particular contract or have failed to perform on any previous contract and proof exists.

MAPSEZ has the right to accept any bid in whole or in part.

VETTING OF RESPONDENTS

MAPSEZ reserves the right to vet applicants and to accept any quotation in whole or in part.

TERMINATION OF BIDDING PROCESS

If MAPSEZ terminates the bidding process;

- a) It may; negotiate with any one or more of the bidders or any other person for the supply of all or any of the services,
- b) Call for new RFB,
Engage in any other selection process for the supply of services, add to, alter or delete any services.

REQUEST FOR CLARIFICATION

Should bidders find any inconsistency, error or have any doubt as to the meaning or completeness of this RFQ or require clarification on any aspect of it, they should notify the MAPSEZ in writing via the provided email addresses not less than 2 days before the closing date.

MAPSEZ may issue an Addendum to all Bidders clarifying the discrepancy, error, doubt or query (as the case may be) and may extend the Closing Date if appropriate in all the circumstances.

BIDDING COSTS

The Bidder will bear all costs and expenses associated with the preparation and submission of a proposal in relation to this invitation. Neither the MAPSEZ or any of its respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated in preparing or submitting a Bid in response to this invitation.

FORMAT OF SUBMITTED BIDS

Respondents must complete all necessary documents and undertakings in this document. Respondents are advised that their bids should be concise, written in plain English and simply presented. Respondents are to set their proposal in the format prescribed in Section B below

SUBMISSION OF BIDS

The Bidder shall submit a duly signed and complete Quote comprising the documents and forms in accordance with the requirements and manner in section B of this document.

The Quote shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a resolution (see section B) or document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the Bidder fully accepts the MAPSEZ's General Contract Terms and Conditions.

- a) The signed bid shall bear the number and description of the bid
- b) It shall bear the name and address of the bidder
- c) Shall be addressed to the MAPSEZ
- d) Shall bear a warning that states "not to be opened before the time and date for bid opening as specified in the terms of reference"

Should the bidder submit an original copy and the envelope and packages are not sealed and marked as required, MASPEZ shall assume no responsibility for the misplacement, loss or premature opening of the bid.

If the bidder intends to courier the document, it is the responsibility of the bidder to ensure that their couriers deposit the document in the correct bid box.

SECTION B: RETURNABLE DOCUMENTS

PART 1

RETURNABLE DOCUMENTS

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners
of: _____

(Legally correct full name and registration number, if applicable of the Enterprise)

Held at: _____ *(place)*

On: _____ *(place)*

RESOLVED that:

(1) The Enterprise submits a Bid to the Maluti-a-Phofung Special Economic Zone, Free State Province in the respect of the following project:

(Project description as per the Bid document)

Bid No: _____ *(Bid number as per the Bid document)*

(2) *Mr. / Mrs. / Ms. _____ in *his / her Capacity as _____
and who

will sign as follows: _____ be, and is hereby, authorized to sign the Bid, and any
and all other
documents and or / correspondence in connection with and relating to the Bid, as well as to sign any
Contract, and any and all documentation, resulting from the award of the Bid to the Enterprise mentioned
above.

No	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			

Notes:

**Delete which is not applicable*

NB. *These resolutions must be signed by all the Directors / Members / Partners of the Tendering Enterprise.*

ENTERPRISE STAMP

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

(1) RESOLUTION of a meeting of the Board of
 *Directors/Members/Partners of: _____

(Legally correct full name and registration number, if applicable of the Enterprise)

held at: _____ on:

RESOLVED that: The Enterprise submits a Bid, in consortium, joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises form the consortium / joint venture)

to the Maluti-a-Phofung Special Economic Zone in respect of the following project:

(Project description as per the Bid document)

Bid Number: _____ *(Bid number as per the Bid Document)*

*Mr./Mrs./Ms. _____

in *his/her Capacity as: _____ *(position in the company)* and who will sign as follows:

_____ be, and is hereby authorized to sign a consortium / joint venture agreement

with the parties listed hereunder under item 1 above, and any and all other documents and/or correspondence in

Connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

The Enterprise accepts join and several liability with the parties listed under item 1 above for the due fulfillment of the

Obligations of the joint venture deriving from, and in anyway connected with, the Contract to be entered into with the MAPSEZ in respect of the projected described under item 1 above.

The Enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and the Contract with the MAPSEZ in respect of the project under Item 1 above:

Physical address:	
Postal address:	
Telephone No.:	

RECORD OF ADDENDA

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
Signed		Date
Name		Position
Tenderer Name:		

Attach additional pages if more space is required

SBD 1: INVITATION TO BID				
YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE				
QUOTE NO.	MAPSEZ T 002/2024	CLOSING DATE:	12 August 2024	CLOSING TIME: 11:00
QUOTE DESCR.:	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED PROFESSIONAL ENGINEER CONSULTANT SERVICES "AS AND WHEN NEEDED BASIS" FOR A PERIOD OF THREE YEARS FOR THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: C/O Amanda De Lange Str. Tshiame Harrismith 9880				
ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)				
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT				
SUPPLIER INFORMATION THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)				
NAME OF BIDDER:				
POSTAL ADDRESS:				
STREET ADDRESS:				
TELEPHONE NUMBER:	CODE:		NUMBER:	
CELLPHONE NUMBER:				
FACSIMILE NUMBER:	CODE:		NUMBER:	
EMAIL ADDRESS:				
VAT REGISTRATION NUMBER:				
CSD REGISTRATION NUMBER:				
HAS A VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO HAS ISSUED THE CERTIFICATE?				
AN ACCOUNTING OFFICER AS	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLSOE CORPORATION ACT (CCA)		

CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR: NAME:	
A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER B3 BELOW]
SIGNATURE OF BIDDER:		DATE:	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL BID PRICE	R		
BID PRICE IN WORDS		
		
(VAT INCLUSIVE)		
ENQUIRIES BIDDING PROCEDURE ENQUIRIES	Contact Person: Thapelo Molo Tel No.: 058 635 1120 Email: thapelom@mapsez.co.za		
TECHNICAL ENQUIRIES	Contact Person: Vusi Nyathi / Thobani Guma Tel No: 060 637 6909 / 073 498 8311 / 0606376909 Email: civilmapsez@gmail.com / vusmuzi@mapsez.co.za / thobaniguma@gmail.com / thobane@mapsez.co.za /		

SBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2.2. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.3. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1. If so, furnish particulars:

.....
.....

1.1. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 1.2. I have read and I understand the contents of this disclosure;
- 1.3. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 1.4. 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 consortium² will not be construed as collusive bidding.
- 1.5. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 1.6. 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.

² 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.

- 1.7. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 1.8. 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

BIDDER INFORMATION AND BIDDING STRUCTURE			
INDIVIDUAL BIDDER			
Company Name			
Company Reg No:		CSD #	MAAA
Email Adr.			
No. of Directors		Contact Person:	
Tel No & Cell No		Cell:	
Directors Names & % of share of company ownership	1.		6.
	2.		7.
	3.		8.
	4.		9.
	5.		10.
IF JV or Consortium, indicate the following for each partner:			
	PARTNER 1		PARTNER 2
Company Name:			
CSD #			
CSD #			
Tel No			
Cell No			
Email Adr.:			
Scope of work & the value as a % of the total value of the contract			
Names of Directors:			
% Share of ownership in company:			
	PARTNER 3		PARTNER 4
Company Name:			
Company Reg No:			
Vat Reg No:			
Tel No & Cell No			
Email Adr.:			
Physical Adr:			
Scope of work & the value as a % of the total value of the contract			

Names of Directors:		
% Share of ownership in company:		

TESTIMONIALS/REFERENCES (WHERE RELEVANT) – PART 6

Bidders are to complete the table here under to detail their experience. Together with completing the table they are to attach references/testimonials here under to support their quotes.

1 – Previous experience

TESTIMONIALS/FUNCTIONALITY EVIDENCE FORMS – PART 6

Tenderers are encouraged to complete the forms in this section in addition to submitting supporting documents for functionality scoring. The purpose of these forms is to chart out the history, experience and team composition of the tenderer.

RELEVANT PREVIOUS EXPERIENCE (PAST PERFORMANCE)

PROJECT NAME	CLIENT REFERENCE & CONTACT DETAILS	ORDER / APPOINTMENT LETTER DATE	CONTRACT VALUE & PERIOD	TYPE OF ACTIVITIES UNDERTAKEN
			R	
			R	
			R	
			R	
			R	
			R	

SUBMISSION OF CONTACTABLE REFERENCES – PART 6

COMPANY NAME	DESCRIPTION OF WORK UNDERTAKEN (CONTRACT TYPE)	CONTRACT DURATION	CONTACT PERSON A
		Start date: _____ Finish date: _____	Name: _____ Contact: _____
		Start date: _____ Finish date: _____	Name: _____ Contact: _____
		Start date: _____ Finish date: _____	Name: _____ Contact: _____
		Start date: _____ Finish date: _____	Name: _____ Contact: _____
		Start date: _____ Finish date: _____	Name: _____ Contact: _____

AUDITED FINANCIAL STATEMENTS AND BANK RATING CERTIFICATE / LETTER – PART 7

Here under bidders must append proof their three years financial statements and their bank rating certificate to claim functionality points under this point

CV TEMPLATE(S)/CVs OF PROPOSED PERSONNEL – PART 8**TEAM LEADER****Name****Nationality****Language proficiency****Education / qualifications****PSIRA Registration****Employment record / experience****References****SUPERVISOR 1****Name****Nationality****Language proficiency****Education / qualifications****PSIRA Registration****Employment record / experience****References**

CV TEMPLATE(S)/CVs OF PROPOSED PERSONNEL-PART 8

SUPERVISOR 2

Name	
Nationality	
Language proficiency	
Education / qualifications	
PSIRA Registration	
Employment record / experience	
References	

PROOF OF REGISTRATION WITH RELEVANT PROFESSIONAL BODY – PART 9

Here under bidders must append proof of their registration with the professional body, regulating their profession e.g., PSIRA for security service providers, ASAQS & SAPQSP for Quantity Surveyors, ESCA for Electrical, Civil, and Mechanical Engineers CIDB for construction professionals.

PROFESSIONAL BODY NAME:

REGISTRATION NUMBER:

IS YOUR REGISTRATION CURRENTLY ACTIVE?

YES NO

COMMENT _____

RESOLUTION OF BOARD DIRECTORS – PART 12

