



INVITATION TO BID

**PROVISION OF WATERPROOFING SERVICES
FOR THE SKILLS CENTRE AT SEFAKO
MAKGATHO HEALTH SCIENCES UNIVERSITY**

RFQ NO: BED/002/2026

PROVISION OF WATERPROOFING SERVICES FOR THE SKILLS CENTRE AT SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

INVITATION TO BID

RFQ NUMBER	BED/002/2026
CLOSING	DATE: 19 MAY 2026 TIME: 10:00
BRIEFING SESSION	N/A
DESCRIPTION	Provision of waterproofing services for the Skills Centre at Sefako Makgatho Health Sciences University

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1. INVITATION TO BID

- 1.1 **BID VALIDITY:** 90 days from the date of closure of this bid.
- 1.2 **BID DOCUMENTS MUST BE PLACED IN THE BID BOX AT THE ADDRESS INDICATED BELOW:**
Bidders should ensure that bids are delivered timeously to the correct address. If the bids are late, it will not be accepted for consideration.
- 1.3 **ANY ENQUIRIES REGARDING THE BID PROCEDURE MAY BE DIRECTED TO:**

Department: Supply Chain Management

Contact Person: Ms. Senamile Zulu

Tel: (012) 521-5780; e-mail address: Senamile.Zulu@smu.ac.za

- 1.4 **ANY TECHNICAL ENQUIRIES RELATING TO THIS BID, MAY BE DIRECTED TO:**

Department: Built Environment

Contact Person: Mr. Lesego Mathekga

E-mail address: lesego.mathekga@smu.ac.za

2. DEFINITION OF TERMS

- 2.1 **“All applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means enterprises whose B-BBEE score, in terms of a sector scorecard which has been issued as a sector code of good practice or in terms of the DTI’s Generic Scorecard, has been verified by an accredited B-BBEE verification agency or in the case of Exempt Micro Enterprises or Qualifying Small Enterprise that are at least 51% Black Owned, produced an affidavit verifying their status;
- 2.4 **“BID”** means a written bid in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bid processes or proposals;
- 2.5 **“BID rigging (or collusive bidding)”** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bid process. Bid rigging is, therefore, an agreement between competitors not to compete.
- 2.6 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.7 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

- 2.8 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with annual total revenue of R10 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or resignation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“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.
- 2.13 **“Non-firm prices”** means all prices other than “firm” prices;
- 2.14 **“Person”** includes a juristic person;
- 2.15 **“Rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.18 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.20 **“PURCO SA”** means Purchasing Consortium Southern Africa

3. GENERAL CONDITIONS OF THE BID

- 3.1 Bids must be delivered to the correct address location which is indicated in the bid document, which must be delivered timeously as late bids submissions will **NOT** be accepted for consideration.
- 3.2 Late submissions will not be accepted. A submission will be considered late if it arrives only a second after **10:00** or any time thereafter. The bid shall be closed at exactly **10:00** and

bids arriving late **will not** be accepted under any circumstances. Bidders are therefore strongly advised to ensure that their bids be dispatched, allowing enough time for any unforeseen events that may delay the delivery of the bid.

3.3 The bid including the returnable address must be submitted in a sealed envelope in the Bid Box, Clinical Pathology Building, Fifth Floor, marked with:

- 3.3.1 RFQ Number: BED/002/2026
- 3.3.2 Closing Date and Time: 19 May 2026 @ 10:00
- 3.3.3 The Name and Address of the Bidder.
- 3.3.4 Submit two (2) copies of the bid document. One (1) Original and One (1) Copy.

PLEASE NOTE: The bid is subject to the Sefako Makgatho Health Sciences University Procurement Policy, the Preferential Procurement Policy Framework Act, the Higher Education Act of 1997 and, if applicable, any other special conditions of contract.

- 3.4 The successful bidder will be required to sign a written contract or agreement with the University.
- 3.5 It is an absolute condition of the bid that the taxes of the bidder **to be in order**, or that proof is submitted that suitable and satisfying arrangements have been made with the South African Receiver of Revenue (SARS).
- 3.6 **A Valid, Tax Compliance Status Certificate / proof of tax compliance must be submitted** with the bid proposal on or before the closing date and time of the bid. Failure to submit will invalidate the bid.
- 3.7 Failure to submit a valid B-BBEE Certificate will result in zero preference points being awarded for B-BBEE.
- 3.8 Bid forms contained within the bid document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars should be furnished on this document where appropriate, or in a separate Annexure.
- 3.9 Should the bidder desire to make any departures from, or modifications to this bid or to qualify its proposal in any way, it shall clearly set out its bid departure/modification as an Annexure, or alternatively state them in a covering letter attached to the bid proposal referred to herein, failing which, the bid shall be deemed to be unqualified unless it conforms **exactly** with the requirements of this bid. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid, which deviates from any terms and conditions stated within the bid document, shall be of no force or effect.
- 3.10 This bid document, together with associated forms and annexures, may NOT be retyped or redrafted, but photocopies or reprints may be prepared and used.
- 3.11 This bid document, together with associated forms and annexures, may NOT be filled in by means of mechanical devices. A black ink pen should be used to fill in this bid document.
- 3.12 Bidder shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.

- 3.13 The bid price/ bid shall be open for **acceptance for a period of at least 90 days after the closing date of the bid and the bid price quoted must be fixed for a period of 1 year after the bid has been awarded.** It should be noted that Bidders may bid a shorter validity period, but their bid may in that event, be disregarded for this reason. Bidders shall clearly state the period of validity of their bid.
- 3.14 All prices shall be quoted in South African currency; **all prices quoted must include VAT (where applicable).**
- 3.15 Sefako Makgatho Health Sciences University reserves the right to only accept part of the submitted bid by a service provider or reserve the right not to accept lowest bid or any other bid
- 3.16 Sefako Makgatho Health Sciences University reserves the right to withdraw or cancel this bid.
- 3.17 Unless specifically provided for in the bid document, no bids will be considered if submitted or transmitted by telegram, telex, facsimile, e-mail or similar apparatus.
- 3.18 It should be noted that Sefako Makgatho Health Sciences University reserves the right to accept or reject any bid proposal without being obliged to give any reasons in this respect.
- 3.19 Unsuccessful service providers will **not be notified** whether their bid/bid was accepted or not, but will be advised of the outcome if telephonically requested.
- 3.20 The service provider's **company letterhead** must be used in the bid's cover letter and reflect **the company's name, address and contact details.**
- 3.21 The correct Bid Reference Number (See the front page of this bid for the bid Number) **and service provider's company name must appear on all pages of the proposal.**
- 3.22 All pages of the proposal must be **initialed** by the responsible person.
- 3.23 These conditions form part of the bid general conditions and failure to comply therewith will invalidate your bid.

4. SERVICE PROVIDER DETAILS

Registered Name of the Company:		
Trading Name of the Company:		
Company / Close Corporation registration Number:	VAT Registration Number:	Income Tax Reference Number:
Telephone Number:	Fax Number:	
Web Address:	E-mail Address:	
Name of Contact Person:	Contact Numbers Cell:	

Business Physical Address:	Postal Address:
Web Address:	E-mail Address:

TYPE OF FIRM (Please tick the relevant box or boxes)

<input type="checkbox"/> Public Company (Ltd)
<input type="checkbox"/> Private Company (Pty) Ltd
<input type="checkbox"/> Closed Corporation (CC)
<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Partnership
<input type="checkbox"/> Other, (Specify)

PARTICIPATION CAPACITY (Please tick the relevant box or boxes)

<input type="checkbox"/> Director
<input type="checkbox"/> Partner
<input type="checkbox"/> Associate
<input type="checkbox"/> Senior Associate
<input type="checkbox"/> Junior Associate
<input type="checkbox"/> Owner

BUSINESS SECTOR (Please tick the relevant box or boxes)

<input type="checkbox"/> Agriculture
<input type="checkbox"/> Accounting services
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas and Water
<input type="checkbox"/> Construction
<input type="checkbox"/> Auditing
<input type="checkbox"/> Consulting

- Professional services
- Retail and Motor trade
- Wholesale trade, commercial and other trade
- Catering, accommodation and other
- Transport, storage and other trade
- Communications
- Finance and Business Services
- Repair/Allied Services
- Commercial Agents
- Community and Social Services
- Personal Services
- Other, (Specify)

SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please tick the relevant box)

- Micro
- Very Small
- Small
- Medium
- Large

TOTAL NUMBER OF EMPLOYEES (Please tick the relevant box and state the number)

- Full Time Number:
- Part Time Number:

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING

LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS AN OWNERSHIP INTEREST IN ANOTHER FIRM

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% VOTING

IDENTIFY ANY OWNER OR MANAGEMENT OFFICER WHO IS AN EMPLOYEE OR HAS DUTIES IN ANOTHER BUSINESS ENTERPRISE

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OCCUPATION	DESIGNATION	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% TIME DEVOTED

LIST THE MAJOR ITEMS OF PROPERTIES, LAND, EQUIPMENT, PLANT AND VEHICLES OWNED BY THE FIRM

ITEM DESCRIPTION	QUANTITY	ESTIMATED VALUE

INDICATE BY NAME AND STATUS, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON-OWNERS) RESPONSIBLE FOR THE DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS

ACTIVITY	NAME AND SURNAME	RACE	GENDER (MALE/FEMA)	DISABLED (YES/ NO)

CLIENT DETAILS WHERE SIMILAR PROJECTS TO THIS BID HAVE BEEN UNDERTAKEN, ATTACH PROOF

Company/ Institution Name			
Address			
Contact Person	Telephone:		
Value of contract	R	Date:	
Description of Work			
Company/ Institution Name			
Address			
Contact Person	Telephone:		
Value of contract	R	Date:	
Description of Work			

Company/ Institution Name			
Address			
Contact Person	Telephone:		
Value of contract	R	Date:	
Description of Work			
Company/ Institution Name			
Address			
Contact Person	Telephone:		
Value of contract	R	Date:	
Description of Work			
LIST YOUR CURRENT MAIN CLIENTS BELOW			
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	

Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
GENERAL			
i.	Did the firm exist under a previous name?		YES/ NO
	If YES , what was its previous name?		
ii.	Does your company/any of its employees have a vested interest in Sefako Makgatho Health Sciences University? If YES , state which Department / Unit within Sefako Makgatho Health Sciences University the said employee(s) have such vested interest		
iii.	Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of Sefako Makgatho Health Sciences University , or has been in the service of Sefako Makgatho Health Sciences University in the previous twelve months?		
iv.	At what % of full capacity is your firm / company currently operating?		
v.	What percentage of work, directly/indirectly, is for Sefako Makgatho Health Sciences University ?		
vi.	What was your firm's / company's average turnover (excluding VAT) during the previous three financial years?		

vii. Has your firm / company previously been on an approved supplier list with Sefako Makgatho Health Sciences University ? If YES , specify
viii. Does your company have an after-hours service policy? (If YES , specify)

5. BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as Electronic Funds Transfer and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by Sefako Makgatho Health Sciences University in a normal way, and that it will indicate the date on which funds will be available in my/our account. Bank account confirmation in the form of an electronic bank confirmation or a bank-stamped letter.

Bank Account Name: _____

Name of Bank: _____

Branch Name & Code: _____

Account Number: _____

Type of Account: Cheque Savings Transmission

6. TAX CLEARANCE REQUIREMENTS

- 6.1 It is a bid condition that the taxes of the Bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder tax obligations.
- 6.2 In order to meet this requirement, Bidders are required to obtain from SARS and complete in full the “Application for a Tax Compliance Status Certificate” and submit it to any SARS branch office nationally.
- 6.3 The original, valid Tax Compliance Status Certificate / proof of tax compliance must be submitted together with the bid/ bid proposal. Failure to submit the original, valid Tax Compliance Status Certificate / proof of tax compliance will result in the bid/ bid proposal being invalidated. **Certified copies of the Tax Compliance Status Certificate will not be accepted.**

7. PREFERENCE POINTS CLAIM

The preference point system will be applied in the adjudication of all qualifying Bids.

NB: BIDDER SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS IN RESPECT OF THE PREFERENCE POINT SYSTEM APPLICABLE TO B-BBEE AND PRICE.

7.1 BID EVALUATION POINTS

- 7.1.1 The following formula will be used to calculate the total points awarded
$$TP = \text{Price} + \text{Functionality} + \text{B-BBEE}$$

Where, TP = Total points scored
- 7.1.2 **Functionality Points:** The Bid Specifications Committee have set minimum **70** points on functionality requirements to be met by Bidder before their bid qualify for price and BBBEE evaluation. Functionality requirements will include technical capacity to deliver, expertise, knowledge and understanding of the service to be provided, relevant track record in the industry and other such requirements.
- 7.1.3 In this instance, the Bid Specifications Committee have decided and stipulated the functionality requirement of 70 points will be required before the price and BBBEE evaluation and before awarding of the bids.
- 7.1.4 The total points awarded for price will not exceed **80**.

7.2 SCORING METRICS

In summary the scoring matrix is as follows:

Functionality	100 Points
Price	80 Points
B-BBEE	20 Points

- ❖ The bidder obtaining the highest number of points will be awarded the bid.
- ❖ Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- ❖ Points scored will be rounded off to two decimal places.

- ❖ In the event that two or more bids have scored equal total points or provides same bid, the successful bid must be the one scoring the highest number of preference points for B-BBEE, in the event the B-BBEE points are equal, the bidder scoring the highest points on functionality will be the preferred bidder.
- ❖ Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- ❖ A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- ❖ A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- ❖ The SMU may request additional information, clarification or verification in respect of any information contained in or omitted from a bidder submission. This information will be requested in writing.
- ❖ The SMU may conduct a due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder track record or other information and capabilities(Including visiting the bidder various premises and/or sites to verify certain stated information or assumptions) and in this instances the bidder will be obliged to provide the SMU with all necessary access, assistance and/or information which the SMU may reasonably request and to respond within the given time frame set by the SMU.
- ❖ The SMU may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the proposal.
- ❖ The SMU may call shortlisted bidders for presentations and interviewing of the projects managers.
- ❖ The SMU reserves the right to withdraw, accept or rejects any bid below the reserved property price from the bidders.

8. PRICE DECLARATION BY THE BIDDER

I/ We have examined the information provided in your bid document and bid to undertake the work prescribed in accordance with the requirements as set out in the bid document. The bid price quoted in this bid is valid for the stipulated period. I/We confirm the availability of the proposed team members. I/We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

8.1 Pricing Schedule for this bid

All prices in SA Rand and VAT inclusive

All other additional information must be detailed separately.

Name and Surname: _____

Signature: _____

Date: _____

Are you duly authorized? To commit this bid: Yes or No

Capacity under which this bid is signed _____

TOTAL BID PRICE R

THE AMOUNT IN WORDS.....

8.2 VALIDITY OF THE BID FOR THE PERIOD OF ACCEPTANCE

The bidder is required to complete the following information on the duration for acceptance of the bid, as follows:

The bid holds price fixed until _____

(State alternative period if less than 90 days after Bid closure, and 1 year After the bid bid)

Print Name: _____

Signature of bidder: _____

Name of Company: _____

Date: _____

9. DECLARATION OF INTEREST

9.1 Any legal person, including persons employed by the Sefako Makgatho Health Sciences University, or persons having a kinship with persons employed by the Sefako Makgatho Health Sciences University, including a blood relationship, may make a bid or bids in terms of this invitation to submit bid (includes a price quotation, advertised bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the Sefako Makgatho Health Sciences University, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

9.1.1 the bidder is employed by the Sefako Makgatho Health Sciences University; and/or

9.1.2 the legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

9.2 In order to give effect to the above, the following questionnaire must be completed.

Full Name of bidder or his or her representative: _____

Identity Number: _____

Position occupied in the Company (director, shareholder):

Company Registration Number: _____

Tax Reference Number: _____

VAT Registration Number: _____

9.3 The names of all directors /shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in below.

9.4 "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

9.5 Are you or any person connected with the bidder presently employed by the state? **YES / NO** If so, furnish the following particulars:

Name of person (s) / director(s) / trustee(s) / shareholder(s)/ member _____

Name of the division(s) at which you or the person connected to the bidder is employed:

Position occupied at Sefako Makgatho Health Sciences University:

Any other particulars: _____

9.6 If you are presently employed by the Sefako Makgatho Health Sciences University, did you obtain the appropriate authority to undertake remunerative work outside employment in the Sefako Makgatho Health Sciences University? **YES / NO**

9.7 If yes, did you attached proof of such authority to the bid document **YES / NO** (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid)

If no, furnish reasons for non-submission of such proof:

9.8 Did you or your spouse, or any of the company’s director’s trustees / shareholders / members or their spouses conduct business with the University in the previous twelve months? **YES / NO**

If so, furnish particulars:

9.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this BID? **YES / NO**

If so, furnish particulars:

9.10 Are you, or any person connected with the bidder; aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this BID? **YES / NO**

If so, furnish particulars:

9.11 Do you or any of the partners / directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidder for this contract? **YES / NO**

If so, furnish particulars:

9.12 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	University employee personnel number

9.13 Declaration

I, THE UNDERSIGNED (NAME) _____

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name and Surname of the bidder

Date

Position

Signature

10. PREFERENCE POINTS CLAIM FORM

This preference claim form must form part of all BIDs submitted. Before completing this form, Bidders must study the General Conditions and Definitions in respect of B-BBEE. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and it must be completed by Bidders claiming points in respect of B-BBEE Status Level of Contribution.

10.1 Claim Declaration

Bidders who claim points in respect of B-BEE Status Level Contribution must complete and provide the following information:

10.2 B-BBEE Status Level of Contribution: _____(Maximum of 20 points (see above))

(Points claimed must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit).

11. DECLARATION WITH REGARD TO COMPANY/ FIRM

11.1 Name of company/ firm _____

11.2 VAT registration number (if applicable): _____

11.3 Company registration number: _____

11.4 TYPE OF COMPANY/ FIRM [Tick Applicable Box]

- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited
- Partnership

11.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

11.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Bus transport company
- Other Transport Service Provider etc.

11.7 Total number of years the company/firm has been in business? _____

11.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 9 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

11.8.1 The information furnished is true and correct.

11.8.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

11.8.3 In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the Sefako Makgatho Health Sciences University that the claims are correct.

11.8.4 If the B-BBEE status Level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the Sefako Makgatho Health Sciences University may, in addition to any other remedy it may have to:

11.8.4.1 disqualify the person from the bid process.

11.8.4.2 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

11.8.4.3 cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.

11.8.4.4 restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from the Sefako Makgatho Health Sciences University for a period not less than 10 years, after the *Audi alteram partem* (hear the other side) rule has been applied; and

11.8.4.5 Forward the matter for criminal prosecution.

WITNESSES:

Name and Surname of witness 1

Date

Position

Signature

Name and Surname of witness 2

Date

Position

Signature

12. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

12.1 This document serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

12.2 The Bid of any bidder may be disregarded if that bidder, or any of its directors have:

12.2.1 Abused the Sefako Makgatho Health Sciences University's supply chain management system;

12.2.2 Committed fraud and or bribery or any other improper conduct in relation to such system; or

12.2.3 Failed to perform on any previous contract.

12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.

Item	Question	Yes	No
i.	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za		
	If so, furnish particulars		

ii	Is the bidder or any of its Directors listed on the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for bidder Defaulters can be accessed on the National Treasury's website www.treasury.gov.za		
	If so, furnish particulars		
lii	Is the bidder or any of its directors convicted by a court of Law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
	If so, furnish particulars		
iv	Is any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, furnish particulars		

I, THE UNDERSIGNED FULL NAME _____ CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

Name and Surname of the bidder

Date

Position

Signature

13. CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 13.1** Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bid (or bid rigging). Collusive bid is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 13.2** Treasury Regulation 16(A)9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - 13.2.1** Disregard the bid of any bidder if that bidder or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - 13.2.2** Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidder process or the execution of that contract.
- 13.3** This form serves as a certificate of declaration that would be used by the Sefako Makgatho Health Sciences University to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid -rigging.
- 13.4** In order to give effect to the above, the attached Certificate of bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: _____

(BID Number and Description) in response to the invitation for bid made by: _____ (Name of Institution) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that: (Name of bidder)

- i. I have read and I understand the contents of this Certificate;
- ii. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- iii. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- iv. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- v. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. Has been requested to submit a bid in response to this bid invitation;
 - b. Could potentially submit a bid in response to this bid invitation, based on their

14. STATUTORY REQUIREMENTS CHECK LIST

See the table below for statutory documentation. These have to be supplied with your bid. Bids that do not meet the mandatory requirements will not be considered or accepted.

Order	Mandatory Documents to be Submitted
1	Proof of tax compliance status e.g. valid tax compliance certificate or personal identification number (PIN) issued by South African Revenue Services (SARS)
2	Copies of business registration certificate from the Companies and Intellectual Property Commission (CIPC)
3	Copies of Identity Documents of all Directors/trustees shareholder
4	Letter of Good Standing (COID) or Letter of good standing from the Department of Labour or Tender Letter issued by the Department for COIDA
5	CIDB Grading of 3SN or higher
6	Returnable Forms
7	Proof of Central Supplier Database (CSD) supplier registration report
8	Public Liability Insurance of R5 million / proof that there is an arrangement to obtain the public liability insurance once awarded
	Proposals that do not meet the mandatory requirements will not advance to the next stage of assessment. No points allocated to this stage.

PLEASE NOTE: THE ABOVE MANDATORY DOCUMENTS MUST BE INSERTED IN A SEPARATE FILE OR SEPARATE SECTION OF THE TENDER DOCUMENT REFERRED TO AS 'MANDATORY DOCUMENTS'.

All documents submitted in support of this tender must be documents of the tendering unit. It is not permitted that documents submitted pertain to different companies or units within a group. For example, a Tenderer cannot submit its own B-BBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Tenderer cannot submit its own financial statement, but the B-BBEE certificate, SARS certificate, etc. of other companies in the group.

15. TERMS OF REFERENCE FOR THE PROVISION OF WATERPROOFING SERVICES TO THE SKILLS CENTRE AT SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

1. Purpose

The purpose of these terms of reference (ToR) is to outline the requirements for the appointment of a suitably qualified service provider for the provision of waterproofing services at the Skills Centre located at the Sefako Makgatho Health Sciences University

2. Background/ Project Description

The existing waterproofing to the concrete roofs is in a bad condition. There is almost no fall to the outlets and water does not drain successfully from the roof. The waterproofing is old and damaged. There are areas where the waterproofing has completely delaminated from the substrate leaving the concrete roof without any protection from the weather elements.

The requirements for new waterproofing to be installed in the building is herein specified to ensure that all requirements for structural integrity are met.

3. The Scope of Work

The proposal should include a comprehensive pricing schedule along with the required data sheets for the equipment offered. Additionally, the proposal must confirm and commit to lead times and delivery dates for all material.

3.1. The scope of work to be carried out under this project will comprise the following:

Supply and install waterproofing to the Skills Centre. The roof to be completely stripped and new waterproofing installed.

- Bitumen torch-on waterproofing to concrete roofs
- Thermoflex MF mineral stone finish torch-on waterproofing to existing and repaired waterproofing on concrete roofs.
- Pipe inspection and clearing.
- Lining of steel pipes as per “Blueline” pipe repair system or similar
- Installation of new polycarbonate panels to existing skylights.
- Provide 5-year guarantee on material and workmanship. The entire roof system to carry a 5-year guarantee

3.2. The following documents need to be submitted:

- Completed Technical Data Sheet as per Annexure.
- Completed Bill of Quantities (BOQ) for pricing.
- Detailed program

4. Target Completion Date

The services are expected to commence as soon as possible.

5. Company Selection Criteria

Submissions are to comprise of a comprehensive report that must provide sufficient information to make a sound and fair evaluation of the proposal, as well as the experience and capability of the firm to undertake this type of project successfully. The proposal should include a company profile and fee proposal as per the attached BOQ reflecting any discounts offered of the tariff fee. No conditional discounts will be accepted.

6. Evaluation Process

The evaluation process will comprise three stages as follow:

- Stage 1: Evaluation in terms of mandatory compliance requirements.
- Stage 2: Evaluation in terms of functionality
- Stage 3: Evaluation in terms of PPPFA – Price and B-BBEE

Bidders are requested to furnish the following information: (Failure to submit any of the required documents or submitting a non-compliance document may disqualify the bid).

i. Stage 1: Evaluation in terms of Compliance Requirements

Compliance requirement	Submitted Yes/no	Comply	Not comply
Proof of tax compliance status e.g. valid tax compliance certificate or personal identification number (PIN) issued by South African Revenue Services (SARS)			
Copies of business registration certificate from the Companies and Intellectual Property Commission (CIPC)			
Copies of Identity Documents of all the Directors / trustees / shareholder			
Letter of Good Standing (COID) or Letter of good standing from the Department of Labour or Tender Letter issued by the Department for COIDA			
CIDB Grading of 3SN or higher			
Returnable Forms			
Proof of Central Supplier Database (CSD) supplier registration report			
Public Liability Insurance of R5 million / proof that there is an arrangement to obtain the Public Liability Insurance once awarded			

ii. Stage 2: Evaluation in terms of Functionality

The 80/20 points principle will be applicable; bidders must score minimum 70 points on functionality before they can be considered for price and B-BBEE points.

FUNCTIONALITY		Points
Criterion	Key Components	Score
<p>Relevant Organizational Experience outlining relevant track record which shows knowledge and understanding of the industry</p>	<p>Relevant Organizational experience with track record</p> <ul style="list-style-type: none"> • Provide five (05) or more contactable references letters or certificates of completion of a similar project in size within the past 10 years – 30 points • Four (4) references letters or certificates of completion of a similar project in size within the past 10 years provided – 20 points • Three (3) reference letters or certificates of completion of a similar project in size within the past 10 years provided – 15 points • Two (2) reference letters or certificates of completion of a similar project in size within the past 10 years provided – 10 Points • One (1) reference provided – 5 Points • Zero contactable references letter or certificates of completion of a similar project in size within the past 10 years submitted will result in zero – 0 point 	30
<p>Project Approach / Methodology</p>	<p>Project Approach/Methodology – Detailed (1) relevant project plan with (2) methodology, (3) activities and (4) timelines</p> <ul style="list-style-type: none"> • Bid having 4/4 of the elements listed in paragraph 1 of this section of the evaluation criteria – 20 points • Bid having 3/4 of the elements listed in paragraph 1 of this section of the evaluation criteria – 15 points • Bid having 2/4 of the elements listed in paragraph 1 of this section of the evaluation criteria – 10 points • Bid having 1/4 of the elements listed in paragraph 1 of this section of the evaluation criteria – 5 points • Bid with 0/4 of the elements listed above or with no submission of the requirements mentioned on paragraph 1 of this section of the evaluation criteria – 0 point 	20

Proposed project team structure and Organogram	Proposed project organization and management arrangements/ structures - <ul style="list-style-type: none"> • Structural Engineer (10 Points) CV indicating 8 or more years relevant experience on - 3 Points, certified built environment qualifications (NQF 7 and above) – 5 points and professional registration certificate with statutory body within the built environment (SACPCMP, ECSA, or SACQSP) - 2 points any of the three • Contracts Manager (10 Points) CV indicating 8 or more years relevant experience on waterproofing projects- 3 Points, certified built environment qualifications (NQF 7 and above) – 5 points and professional registration certificate with statutory body within the built environment (SACPCMP, - 2 points • Site Agent (5 Points) CV indicating 5 or more years relevant experience on waterproofing related projects - 2 Points, certified civil engineering National Diploma or above (NQF 6 and above) – 3 points • Health and Safety Officer (5 Points) CV indicating 5 or more years relevant experience on waterproofing related projects - 2 Points, certified safety National Diploma or above (NQF 6 and above) – 2 points and professional registration certificate with statutory body (SACPCMP) as a CHSO – 1 point • No information submitted on project organogram will result in zero (0) points scored 	30
Risk Management Plan	Risk management plan with (1) risk assessment report, (2) risk profile, (3) risk mitigation and prevention strategies and (4) emergency response times <ul style="list-style-type: none"> • Risk management plan with 4/4 elements listed in paragraph 1 of this section of the evaluation criteria – 20 points • Risk management plan with 3/4 elements listed in paragraph 1 of this section of the evaluation criteria – 15 points • Risk management plan with 2/4 elements listed in paragraph 1 of this section of the evaluation criteria – 10 points • Risk management plan with 1/4 elements listed in paragraph 1 of this section of the evaluation criteria – 5 points 	20
TOTAL POINTS		100

- iii. **Stage 3: Evaluation in terms of PPPFA (Price and B-BBEE - calculation of points):** Only bidder/s who scored a minimum of 70 points threshold will be eligible for evaluation on Price and B-BBEE. The 80/20 points principle will be applicable to evaluate Price and B-BBEE. Bidders who did not submit their valid B-BBEE documents or not submitted their B-BBEE credentials at all shall not be disqualified but they shall be scored zero (0) on B-BBEE and equity

Points	Criteria	Document required
80	Price: Points for price will be allocated in accordance with the formula	Price schedule to be completed
20	B-BBEE: Points on B-BBEE will be allocated in accordance with the Service Providers BBEE status	Valid B-BBEE Certificate from a SANAS accredited verification agency/affidavit attested by the commissioner of oaths or CIPC

a) Price point allocation formula

A maximum of 80 points is allocated for price. The evaluation for price will be done based on the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

P_{min} = Rand value of lowest acceptable tender

b) B-BBEE Point allocation

A bidder must submit proof of its B-BBEE status level contributor. Failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified and will score 0 points out of 20 for B-BBEE. The allocation of points for B-BBEE is as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0

16. PRICING SCHEDULE

Item No	Quantity	Rate	Amount
<p><u>SEFAKO MAKGATHO SMU:</u> <u>WATERPROOFING</u></p>			
<p><u>BILL: 1 PRELIMINARIES</u></p>			
<p><u>NOTES:</u></p>			
<p><u>Contractor's detail breakdown</u></p>			
<p>The tender is to provide a detailed breakdown of Preliminaries, including fees, levies, builders deposit, NHBRC fees, site maintenance and management, plant and tool hire, compliance costs, overheads, etc.</p>			
<p><u>BUILDING AGREEMENT AND PRELIMINARIES</u></p>			
<p>The JBCC Principal Building Agreement (July 2007 Edition 5.0) prepared by the Joint Building Contracts Committee shall be the applicable building agreement, amended as hereinafter described.</p>			
<p>The JBCC Principal Building Agreement Contract Data forms an integral part of this agreement.</p>			
<p>The ASAQS Preliminaries (November 2007) published by the Association of South African Quantity Surveyors for use with the JBCC Principal Building Agreement shall be deemed to be incorporated in these Bills of Quantities.</p>			
<p>The Tenderer is deemed to have referred to the above mentioned documents for the full intent and meaning of each clause. The Tenderer shall obtain at his own cost copies of the relevant contract documentation incorporated in these Bills of Quantities.</p>			
<p>The Tenderer is to refer to the Amendments to Standard Conditions of Tender. It is deemed that the Tenderer has priced below in accordance with these contract amendments taken into consideration.</p>			
<p>Carried Forward</p>			
<p>Bill No. 1 Bill 1: Preliminaries</p>			
			R

PREAMBLES FOR TRADE

The General Preambles for Trades (2017 Edition) as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these Bills of Quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained.

Supplementary preambles are incorporated in these Bills of Quantities to satisfy the requirements of this project. Should there be conflict between the Supplementary Preambles and the Model Preambles, such discrepancy should be brought to the Principal Agent's attention.

The Tenderer's rates for all items throughout these Bills of Quantities shall take account of and include for all of the obligations, requirements and specifications given in the Model Preambles and in any supplementary preambles.

PRICING OF PRELIMINARIES

Should the Tenderer select Option A in terms of clause D4.0 of the Contract Data for the purpose of adjustment of these Preliminaries, the amount entered into the amount column in these Preliminaries is to be divided into one or more of the three categories provided namely fixed (F), value related (V) and time related (T).

SUMMARY OF CATEGORIES

Fixed Related

1 Category: Fixed

Item

Value Related

2 Category: Value

Item

Time Related

3 Category: Time

Item

Carried to Summary

R

Bill No. 1
Bill 1: Preliminaries

Item No	<u>SEFAKO MAKGATHO SMU:</u> <u>WATERPROOFING</u>	Quantity	Rate	Amount
	<u>BILL NO. 2</u>			
	<u>SKILL BUILDING ROOF</u>			
	All amounts excludes VAT and fees			
	<u>MODEL PREAMBLES FOR TRADES</u>			
	For Preambles refer to "MODEL PREAMBLES FOR TRADES 2017". These "MODEL PREAMBLES", published by the Association of South African Quantity Surveyors are deemed to be included in these Bills of Quantities and tenderers are to ensure that they are in possession thereof.			
	PLEASE NOTE THE FOLLOWING:			
	This bill will cover all items required to repair the roof. All items will be grouped under suitable headings, but will not be divided into separate bills			
	<u>PREPARATORY WORK</u>			
1	Take up and remove existing torch-on waterproofing from concrete roof and parapets	m2	3,035	
2	Take up and remove existing torch-on waterproofing from concrete roof and parapets	m2	3	
3	Take out and remove existing polycarbonate panels form skylights	m2	138	
4	Service skylight frames size 1975 x 5800mm long	No	8	
5	Clean out existing full bore steel down pipes	m	456	
6	Remove full bore grating and set aside for later re-use	No	38	
7	Remove from storage and replace existing full bore grating	No	38	
8	Clean out existing full bores and prepare to receive waterproofing	No	38	
9	Clean and inspect existing concrete roof	m2	1,349	
	Carried Forward			R
	Bill No. 2 Bill 2: Skills Building			

Brought Forward

R

WATERPROOFING

SUPPLEMENTARY PREAMBLES

Waterproofing of roofs, basements, etc. shall be laid under a ten-year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc. with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs

Specialist firm

All waterproofing must be done by a specialist firm licensed by the manufacturer

Bitumen torch-on waterproofing to concrete roofs in strict accordance with manufacturer's recommendations

10	4mm Thick waterproofing in single layer	m2	1,349
11	4mm Thick waterproofing in single layer in turn-ups and turn-downs	m2	472
12	Extra over 4mm thick waterproofing for additional waterproofing around and into full bores as per Detail 1	No	38

Thermoflex MF mineral stone finish torch-on waterproofing to existing and repaired waterproofing on concrete roofs in strict accordance with manufacturer's recommendations

13	4mm Thick waterproofing single layer	m2	1,349
14	4mm Thick waterproofing in single layer in turn-ups or turn-downs	m2	472
15	Extra over 4mm thick waterproofing for additional waterproofing around and into full bores as per Detail 1	No	38

SUNDRIES

Skylights

16	New polycarbonate panels, curved	m2	138
17	300x300mm Louvres on both sides of skylights	No	8

Carried to Summary

R

Bill No. 2
Bill 2: Skills Building

Bill No	<u>FINAL SUMMARY</u>	Page No	Amount
	<u>SEFAKO MAKGATHO SMU:</u> <u>WATERPROOFING</u>		
1	Bill 1: Preliminaries	2	
2	Bill 2: Skills Building	4	
	Subtotal		R
	Allow 5% (Five Percent) for Contingencies to be used as directed and deducted in whole or in part if not required	5.00%	R
	SUB TOTAL (EXCLUDING VAT)		R
	ADD: Value added Tax at 15%	15.00%	R
	TOTAL TENDERED AMOUNT		R
	Carried to Form of Tender		R