



South African Reserve Bank

**Financial Services Department
370 Helen Joseph Street (formerly Church Street)
Pretoria**

Tender No.BM/16-2014

**Project Name: Consultant Quantity Surveyor for the air-conditioning upgrade
project at Head Office Building**

Date issued: 2014-08-01

Closing date: Friday, 15 August 2014, at (10h00)



South African Reserve Bank

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Invitation to Tenderers



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Invitation

The South African Reserve Bank (the Bank) wishes to invite and contract a quantity surveyor to act an agent of the Bank in respect of the air-conditioning upgrade project at its Head Office building in Pretoria.

Interested parties are hereby invited to tender by furnishing the following:

- Company profile containing, *inter alia*, demonstrable experience in projects of a similar nature and capacity to deliver;
- Valid BBBEE rating certificate;
- Suitable affiliations and registrations
- Profile of staff compliments to be assigned in the project
- Other letters or certificate of good standing as per statutory requirements
- Valid Tax Clearance certificate and
- Price or costing model (hourly rates, please).

Your tender must be an original document clearly marked “**original**”, accompanied by **four (4)** copies thereof, clearly marked “**copy**” (five (5) documents in total). The documents must be enclosed in a sealed envelope bearing the tender name and reference number, as well as the due date and closing time.

Service providers are to note that it remains their responsibility to ensure the timeous delivery of these documents. Where courier services companies are used for delivery of the documents, please give specific instructions for the documents to be deposited strictly in the tender box and **not through the Bank internal mailing system. Tenders not deposited in the tender box will not be accepted.**

Tenders shall remain valid for a period of 120 (one hundred and twenty) days from the closing date for the submission of tenders, during which period it may not be amended or withdrawn. However, the Bank reserves the right to amend or withdraw

the tender at any time during the tender process, and tenderers would, however, be advised accordingly in writing.

Potential service providers would be required to undergo rigorous security vetting.

Applications will be received until Friday, **15 August 2014, at 10h00.**

A compulsory site briefing will be held at the Bank's Head office on **Tuesday, 12 August 2014, at 09h00.** **Prospective tenders to send the details of their representatives to** Badanile.Masango@resbank.co.za **by latest Friday 8 August 2014, 14h00.**

Your tender should be deposited strictly in the **tender box** at the Bank's Head Office, **370 Helen Joseph Street (formerly Church Street), Pretoria.**

Late submissions will not be considered.

Enquiries: Badanile Masango at e-mail address: Badanile.Masango@resbank.co.za



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Section 1

Conditions of tender



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Conditions of tender

1.1 Introduction

- 1.1.1 The Bank will select a service provider among those which have responded based on set criteria as specified in this tender.
- 1.1.2 Please note that (i) the costs incurred or losses suffered by the tenderer in preparing and submitting the proposal, and of negotiating the contract, including a visit to the Bank, are not reimbursable as a direct cost of the assignment; and (ii) the Bank is not bound to accept any of the tenders submitted.
- 1.1.3 The Bank's policy requires that tenderers provide professional, objective, and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work.
- 1.1.4 It is the Bank's policy to require that tenderers observe the highest standard of ethics during the execution of such tender. The Bank will reject a tender for award if it determines that the service provider recommended for the award has engaged in corrupt or fraudulent activities in competing for the tender in question.

1.2 Clarification and amendment of the tender documents

- 1.2.1 Tenderers may request a clarification of any information in the tender before the submission date. Any request for clarification must be sent in writing (by e-mail) to the following person at least 48 hours before the closing date: Badanile.Masango@resbank.co.za.
- 1.2.2 At any time before the submission of tender, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the tender. Any amendment shall be issued in writing through addenda.

1.2.3 Addenda shall be sent by e-mail to all invited tenderers and will be binding on them. The Bank may at its discretion extend the deadline for the submission of tenders.

1.3 Preparation of tender

1.3.1 Tenderers are requested to submit the tender written in English.

1.3.2 In preparing the tender, tenderers are expected to examine the documents constituting this tender in detail. Material deficiencies in providing the information requested may result in rejection of a tender.

1.3.3 While preparing the tender, tenderers must ensure that the majority of the key professional staff proposed are permanent employees of the service provider, or have an extended and stable working relationship with it.

1.4 Submission of tender

1.4.1 Tenderers are warned that if the conditions set out hereafter are not closely adhered to, it may result, at the sole discretion of the Bank, in the tender not being accepted for consideration.

1.4.2 The original tender shall contain no interlineation or overwriting, except as necessary to correct errors made by the service provider itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

1.4.3 Tenders have to be submitted in the official sequence of this tender document and preferably not be qualified by the tenderer's own conditions of tender.

1.4.4 Each tenderer is required to return the complete set of tender documents with all the required information supplied and complete in all respects. **NB: where requested to provide specific information, please provide same and refrain from referring to some attachment or other pages unless you have been specifically requested to do so. Failure to adhere to this will negatively affect your scoring and could lead to disqualification.**

1.4.5 Tenderers are instructed to strictly adhere to the numbering used in the tender document to facilitate ease of evaluation.

1.4.6 Tenderers are to note that it remains the responsibility of the tenderers to ensure the timeous delivery of the tender.

1.4.7 Only tender deposited into the tender box will be considered.

1.5 **Completion of tender**

1.5.1 The tender document contains forms of tender to be completed by the tenderer in every detail, in ink.

1.6 **Signing of tender**

1.6.1 The person duly authorised thereto shall sign the tender.

1.7 **Procurement process**

1.7.1 The Evaluation Committee of the Bank (the Evaluation Committee) evaluates the tender on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a score.

1.7.2 A tender shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum score pre-determined by the Evaluation Committee.

1.8 Tender evaluation criteria

1.8.1.1 Tenders will be evaluated based on, *inter alia*, the following criteria:

1.8.1.2 Experience in project of a similar nature;

1.8.1.3 Organisational capacity to deliver and/reputation as a service provider;

1.8.1.4 B-BBEE rating; and

1.8.1.5 Price (hourly rates according to SA Council for QS Professions Act, no 49 of 2000.

1.9 Negotiations

1.9.1 The aim of negotiation is to reach agreement on all points. Negotiations will include a discussion of the tender. The Bank and the firm appointed will then work out final Terms of Reference indicating activities, staff, logistics, and reporting, etc. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services". Special attention will be paid to getting the most the firm can provide within the available budget and to clearly defining the inputs required from the Bank to ensure satisfactory implementation of the programme.

1.9.2 The Bank will not be bound to accept the lowest price quoted, and post-tender negotiations may be entered into, where necessary, to qualify or clarify tenders, or to discuss potential improvements or adjustments to tenderers' offers.

1.10 Awarding of contract

1.10.1 The contract will be awarded following negotiations. After negotiations are completed, the Bank will promptly notify other tenderers on the shortlist that they were unsuccessful.

1.11 Confidentiality

1.11.1 Information relating to the evaluation of tenders and recommendations concerning awards shall not be disclosed to the service providers who submitted the proposals or to other persons not officially concerned with the process, until the successful service providers have been notified.



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Section 2

Notes to tenderers



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Notes to Tenderers

2.1 Price to include

- 2.1.1 Where applicable, the total price shall be deemed to include any and all things and matters necessary for the complete and satisfactory execution and completion of the services to be provided whether or not specifically referred to in the document.
- 2.1.2 Apart from the Form of Tender (Appendix A), tenderers should provide a breakdown of costs.

2.2 Increase and decrease of costs

- 2.2.1 Where applicable, the quotation price shall be all inclusive on a fixed price basis and no alteration shall be made to the total price.

2.3 Quality assurance

- 2.3.1 The Bank's Project Manager will agree with the service provider on set standards of quality acceptance.

2.4 Tender

2.4.1 The tender is required to comprise the following:

2.4.1.1 Form of Tender (Appendix A);

2.4.1.2 Detailed cost breakdown;

2.4.1.3 Company profile;

2.4.1.4 All the vetting documents requested (Annexure A);

2.4.1.5 B-BBEE rating certificate;

2.4.1.6 Tax Clearance certificate.



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Section 3

Scope of Work/Specification/ Terms of Reference

3.1 The quantity survey

3.1.1 The Bank is engage in a number of capital investment projects that can run into hundreds of millions of rands. Most of these projects are managed through Engineering (Design), Projects and Construction Management (EPCM) consultancy. The air-conditioning project at head office is one of these key and critical projects, requiring the services of the suitable qualified quantity surveyor (QS) to assist with, among others;

Measurement of the physical technical work and verification of claimed progress

Validation of payment certificates from the managing consultants

Authenticate the progress reports as tabled by EPCM consultants on scheduled frequencies (or as and when required)

Audit (and do quantitative re-measure) of tasks that have already been close and claimed by EPCM consultants

Validate and sign off the scope and price of new and pending tasks

Compile objective report to the progress and costing of the project

Advise the Bank on any discrepancies and irregularities

Assist with high level management and reporting of the project progress

Add value by engaging in any other professional activities as required of the QS profession

3.2 Scope of works: Stage 5

3.2.1 Attending site, technical and progress meetings as may be deemed necessary

3.2.2 Commenting on tender reports and recommendations for subcontracts

3.2.3 Commenting on financial control reports and cash flow schedules

3.2.4 Advising the client on payment certificates prior to issuing

3.2.5 Attending management/financial meetings

3.2.6 Commenting on the financial and contractual aspects of claims between the client, and the contractor, excluding services related to mediation, arbitration and litigation

3.2.7 Commenting on the Stage 5 deliverables provided by the professional consultants

and for which the following deliverables are applicable:

3.2.8 Report to client on matters of concern and action taken

3.3 Scope of works: Stage 6

3.3.1 Advising the client on the acceptability of the final account

3.3.2 Advising the client on the final payment certificate prior to issuing

3.3.3 Commenting on the Stage 6 deliverables provided by the professional consultants

3.3.4 Report to client on matters of concern and action taken



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Section 4 Breakdown of costs



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Breakdown of costs

Detailed cost breakdown must be provided and attached herewith and signed by the service provider.

A company letterhead and VAT registration must be provided at the top of each page of the breakdown list of costs and the pages must be initialled. Please insert this page at the end of the cost breakdown and sign it.

Signed: _____
(for and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: _____



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Appendix A

Form of Tender



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Appendix A

Employer: The South African Reserve Bank
 Street address: 370 Helen Joseph Street (formerly Church Street),
 Pretoria
 Telephone number: 012-313 3262
 Supplier: _____
 Contact person: _____
 Postal address: _____
Telephone: _____ **Fax:** _____

| | |
|-----------------------|--|
| | <i>Consultant Quantity Surveyor for the air-conditioning upgrade project</i> |
| The tender sum | |
| 14% VAT | |
| TOTAL: | |

Amounts in words

.....
.....

Signed: _____
 (For and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: _____

VAT Number: _____

Tax Number: _____

Please attach your standard terms and conditions of contract



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Annexure A

Vetting Requirements



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Annexure A

Security Vetting

Please note that each company, consultant and or contractor appointed by the Bank will be subjected to a personnel security vetting process in accordance with the Bank's Security Vetting Policy. Companies, consultants and contractors must submit copies of the following documentation.

1 Documents to be submitted with regard to the Company

- 1.1 Company name and registration number;
- 1.2 A valid Tax Clearance Certificate - Tender;
- 1.3 A certified copy of a valid certificate to commence business;
- 1.4 A certified copy of a valid certificate of change of name of company;
- 1.5 A certified copy of a valid certificate of incorporation of a company having a share capital;
- 1.6 A certified copy of the JV agreement;
- 1.7 A certified copy of Professional Indemnity Insurance Cover;
- 1.8 A list reflecting the names and ID numbers of all the company directors; and
- 1.9 A company profile.

2 Documents to be submitted with regard to consultants/contractor or staff

- 2.1 A list reflecting the names, ID numbers and a short description of the role of each staff member on the project.
- 2.2 A certified copy of the first page of the ID book of each staff member on the project.
- 2.3 A company profile as per Annexure B.

3. Security Vetting Process

As the Bank is an organ of state and a National Key Point, the National Intelligence Agency is obliged to issue all Bank employees (permanent and temporary employees of the Bank, job applicants, independent contractors or contract workers, consultants, and other service providers) with a security clearance. Through personnel security vetting, the Bank ensures that all employees have appropriate security clearances for the work they are required to do.

The personnel security vetting process is guided by the principles of fairness, objectivity, professionalism, respect for human rights and privacy, and the application of due processes as enshrined in the Bill of Rights, Chapter II of the Constitution of the Republic of South Africa (Act No 108 of 1996). In particular, the employee's right to privacy, religion, belief, opinion, freedom of expression, freedom of association, freedom of movement and residence, and political rights will be duly respected by the Bank.

All the individuals that you may require for the purpose of this project will have to complete a security clearance questionnaire and be successfully security cleared prior to accessing any Bank premises or information.



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Annexure B

Company Profile