



## **NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicoe AVENUE, ROSEBANK 2196  
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

<b>REQUESTS FOR QUOTATIONS</b>	
<b>APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO CONSTRUCT AN EMERGENCY ENTRANCE/EXIT IN THE CHAMBER ROOM</b>	
<b>RFQ NUMBER:</b>	RFQ10783
<b>RFQ ISSUE DATE:</b>	04 May 2023
<b>CLOSING DATE AND TIME:</b>	16 May 2023 @ 11h00
<b>SITE VISIT</b>	Venue: Nedlac House, 14A Jellicoe Avenue, Rosebank Date: Tuesday 9 & Wednesday 10 May 2023 Time: 12h00 – 13h00
<b>DESCRIPTION OF SERVICES</b>	<b>CONSTRUCTION AN EMERGENCY ENTRANCE/EXIT IN THE CHAMBER ROOM</b>  NB: TORs are attached from pg 14 and Bill of quantities attached on pg 20

<b>SUBMISSION ADDRESS</b>	Submissions to be sent electronically
<b>PROCUREMENT ENQUIRIES</b>	Name: JOYCE TONGWANE Email: <a href="mailto:joyce@nedlac.org.za">joyce@nedlac.org.za</a>
<b>TECHNICAL ENQUIRIES</b>	N/A

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**COMPANY REGISTRATION NUMBER:**.....

**CSD NUMBER :** .....

**ADDRESS:** .....

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**CONTACT PERSON :** .....

**TEL:** .....

**FAX:** .....

**E-Mail :** .....

**Mobile:** .....

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**TOTAL RFQ PRICE R .....(VAT Incl.)**

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## 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 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

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.


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

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 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:  
 .....  
 .....

**3 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:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 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

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<sup>2</sup> 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.

the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 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.
- 3.5 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.
- 3.6 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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL  
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT  
OF THE  
TENDER AND  
PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
  - b) The applicable preference point system for this tender is the 80/20 preference point system.
  - c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>BBBEE</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## **DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

### **3.1. POINTS AWARDED FOR PRICE**



### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

## POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

BBBEE LEVELS	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE Level 1	10	20		
BBBEE Level 2	8	16		
BBBEE Level 3	5	10		
BBBEE Level 4	4	8		
BBBEE Level 5	3	6		
BBBEE Level 6 - 8	0	0		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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### **REQUESTS FOR QUOTATIONS**

#### **APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO CONSTRUCT AN EMERGENCY ENTRANCE/EXIT IN THE CHAMBER ROOM**

#### **1. INTRODUCTION**

- 1.1 The National Economic Development and Labour Council (Nedlac) is a statutory body that was established through the Nedlac Act No. 35 of 1994 and operates under the terms of the Nedlac Constitution. Nedlac's vision is to promote growth, equity and participation through social dialogue.
- 1.2 Nedlac has one office nationally with an employee compliment of +-fifty (50) staff members and external stakeholders/social partners. Before the Covid-19 pandemic, on average +- sixty (60) people would use the facilities on a daily basis. The office is situated at 14A Jellicoe Avenue in Rosebank, Johannesburg.

#### **2. PURPOSE**

- 2.1 The purpose of this Request for Proposal (RFQ) is to invite reputable, accredited and experienced service providers with commercial building construction expertise to bid for the construction of an emergency entrance/exit and extension of the current entrance/exit door in the chamber room of at Nedlac House.

2.2 The objective of this exercise is to ensure compliance of the chamber room with fire safety requirements.

### 3. SCOPE OF WORK

3.1 The service provider is required construct an emergency entrance/exit, extend the current entrance/exit to a double door, construct evacuation ramps and rearrange existing furniture in the areas of the chamber room that will be affected by the construction of the entrance/exit as well as supply and install relevant safety signage.

The construction work should include the following:

- a) Demolish two windows on the front side of the chamber room, arch lintels and internal window pier.
- b) Construct an opening for a new entrance/ exit door spanning across two windows on the front side of the chamber room.
- c) Construct a steel platform and ramp to access the new entrance/ exit door. Dimensions of ramp to comply with SANS 10400 Part S and T to satisfy requirements for access for people with disabilities and fire protection requirements.
- d) Construct a wheelchair ramp leading to the entrance/exit in the chamber room.
- e) Construct low impact concrete bollards around the steel access to protect it from vehicle impact.
- f) Extend the current entrance and exit door in the chamber room to a double door entrance/exit.
- g) Supply and install all required building materials.
- h) Supply and install quality industry approved and SABS approved materials relevant to the services required.

3.2 Service provider must have a safety plan for the project.

3.3 Protective clothing must be provided to the construction workers.

3.4 Service provider to conduct a site visit prior to quoting.

Site visit is scheduled as follows: **Ask for Moipone or Sam upon arrival.**

**Venue: Nedlac House, 14A Jellicoe Avenue, Rosebank**

**Date: Tuesday 9<sup>th</sup> May 2023**

**Time: 12h00 – 13h00**

**and**

**Date: Wednesday 10<sup>th</sup> May 2023**

**Time: 12h00 – 13h00**

3.5 Service provider to issue Nedlac with warranty for work done and guarantee on materials installed.

Drawings and a copy of the BoQ are attached.

#### **4. REQUIREMENTS OF THE SERVICE PROVIDER**

4.1 The successful service provider must meet the following mandatory requirements:

- a) Be a registered building contractor with proven expertise in commercial building construction and alterations.
- b) Provide up to date accreditation by the NHBRC and CIDB.
- c) Provide up to date COID registration.
- d) Provide a safety file. Failure by the service provider to adhere to the safety Act, will result in immediate termination of the contract.
- e) Have a minimum of five (5) years in commercial building construction and alterations.
- f) Provide Nedlac with a project plan outlining the project deliverables, timelines and costs.
- g) Provide certified copies of trade certificates.



- h) Provide a list of similar projects completed in the last five (5) years.
- i) Provide at least five (5) signed reference letters and contactable references for similar projects completed in the last five (5) years.
- j) Provide a company profile.

## **5. SUBMISSION OF DOCUMENTS**

Service providers must submit the following documents:

- 5.1 Budget indicating the maximum amount for the assignment.
- 5.2 Proof that the firm is in good standing with the South African Revenue Services (SARS).
- 5.3 BBBEE certificate or affidavit.
- 5.4 CSD registration.
- 5.5 Completed SBD forms.

## **6. SELECTION AND EVALUATION CRITERIA**

### **6.1 Evaluation Criteria**

As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a bidder/tenderer for broad-based black economic empowerment as follows:

- B-BBEE status Level 1 contributor: 20 points
- B-BBEE status Level 2 contributor: 16 points
- B-BBEE status Level 3 contributor: 10 points
- B-BBEE status Level 4 contributor: 8 points
- B-BBEE status Level 5 contributor: 6 points
- B-BBEE status Level 6 - 8 contributor: 0 points

6.2 The RFQ will be evaluated in two phases as follows:

## Phase 1 – Functionality Evaluation

<i>Functionality</i>	<i>100</i>
<i>Threshold</i>	<i>70</i>

## Phase 2 – Pricing and Specific Goal Evaluation

<b>Price</b>	<b>80</b>
<b>Specific Goal Evaluation</b>	<b>20</b>

### 6.3 Functionality Evaluation criteria

The below matrix will be used in scoring the submissions:

<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
Years of experience in commercial building construction and alterations.	5 = 10 or more years 4 = 7 or more years 3 = 5 or more years 2 = 3 or more years 1 = 1 or more years	40%
Up to date accreditation with the NHBRC and CIDB.  Up to date registration with COID.	5 = Evidence of NHBRC and CIDB and COID accreditation/registration.  3 = COID registration only.  1 = No evidence of up to date accreditation/registration.	30%
Project plan outlining deliverables, timelines and projected costs.	5 = Detailed plan outlining deliverables, timelines and projected costs	30%

	<p>3 = Basic plan covering deliverables and projected costs.</p> <p>1 = No plan provided.</p>	
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#### 6.4 To note

- The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.
- Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

### 7. SUBMISSION AND ENQUIRIES

- 7.1 Service providers should send their quotation and accompanying relevant documentation to [joyce@nedlac.org.za](mailto:joyce@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) by **Tuesday 16 May 2023 at 11h00**

### 8. ENQUIRIES

- 8.1 Technical enquiries regarding these Terms of Reference should be emailed to Charlotte Kopano van Rooyen at [sharlotte@nedlac.org.za](mailto:sharlotte@nedlac.org.za).
- 8.2 Procurement enquiries regarding this Terms of Reference should be emailed to [joyce@nedlac.org.za](mailto:joyce@nedlac.org.za) copying [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za).

### 9. PAYMENT TERMS

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.

**BILL OF QUANTITIES**  
**AN EMERGENCY ENTRANCE/EXIT IN THE CHAMBER ROOM**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>SECTION A1: GENERAL</b>				
1.1	Site Establishment (all inclusive of backup power supply)	Sum	100%		
1.2	Occupational Health & Safety Act & Regulation				
	a) Compliance with OHS Act and Construction Regulation 2003	Sum	100%		
	<b>SECTION A2: STRUCTURAL DEMOLITION</b>				
2.1	Demolition of existing window and pier wall at proposed area of new exit door (inclusive of existing slab propping)	Sum	100%		
	<b>SECTION A3: STRUCTURAL WORKS</b>				
3.1	Installation of 305x164x40 I beam inclusive of bolting and grout levelling as specified in construction drawings.	Sum	100%		
3.1	Supply and erect structural steel ramp (all inclusive)	Sum	100%		
	<b>SECTION A4: MISCELLANEOUS WORKS</b>				
4.1	Supply and installation of low impact bollards	No.	7		
4.2	Supply and installation of new exit double and related door fittings to match existing doors.	Sum	100%		
<b>SUB TOTAL</b>					
<b>15% VAT</b>					
<b>GRAND TOTAL</b>					