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Department:
Sport and Recreation South Africa
REPUBLIC OF SOUTH AFRICA

TENDER NUMBER:	1/8/5/2 (004/2016-17)
COMPULSORY BRIEFING SESSION	N/A
CLOSING DATE:	01 SEPTEMBER 2016
CLOSING TIME:	11:00AM
TENDER DESCRIPTION:	APPOINTMENT OF A PANEL OF CONTRATORS ON THE DEPARTMENT OF SPORTS AND RECREATION SOUTH AFRICA WITH CIDB GRADING 4 (BOTH GB AND CE) AND ABOVE FOR CONSTRUCTION OF SPORTS FACILITIES
	ALL DOCUMENTS SHOULD BE RETURNED ON OR BEFORE 1 SEPTEMBER 2016 , AT THE DEPARTMENT OF SPORTS AND RECREATION SOUTH AFRICA.



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**APPLICATION FOR REGISTRATION AS A PROSPECTIVE CONTRACTOR
REFERENCE: 1/8/5/2 (004/2016-17)**

Original completed and signed forms must be submitted at:

**Department of Sport and Recreation South Africa
No. 66 Regent Place
Corner of Queen and Madiba Street
Pretoria 0001**

The bid box is situated at the reception and opens for 7 days a week and 24 hours

For any queries please contact:

Name	Surname	Email	Contact NO
Songezo	Patela	Songezo@srsa.gov.za	012 304 5254
Zolile	Chap	Zolile@srsa.gov.za	012 304 5220

It is imperative that suppliers read the application document carefully, complete in full and sign it, as well as add all required attachments. It should be noted that SRSA reserves the right to accept and reject any application without being obligated to give any reasons in this respect. Suppliers will not be notified whether application was accepted or not but will be advised of the outcome if telephonically requested. Suppliers must comply with all the registration criteria, complete all information required and sign the application form for registration. Any incomplete application will be declined.

Suppliers Information:



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Name of Business: (Contracts/orders will be placed in this name and invoices must reflect it)
Income Tax reference Number:
Company/Close Corporation registration Number:
CSD Supplier Number:
CSD Unique Reference Number:
Email Address:
Web Address:
Telephone Number: (Office Number / Landline)
Cellphone Number:
Contact Person for Sales:
Fax Number: (Will be used by the SRSA for faxing requests for Quotations and Purchase Orders)
Postal Address:
Physical Address:
Town
Tax Clearance Certificate attached:
Tax Clearance Certificate expiry date:
Are you registered for VAT?
If so, VAT number:



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TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS:

List all Directors / Shareholders by Name, Surname, Position, Identity Number, Citizenship, % ownership,

Name	Surname	Position	ID No	Citizenship	% Ownership

NB: If more than 6, please submit and attached a listing

B-BBEE Status level of contributor

Level: _____

Please indicate (with an X) the geographical areas where your enterprise is willing and capable of supplying Department of Sports and Recreation South Africa:

1. Gauteng	
2. North West	
3. Northern Cape	
4. Western Cape	
5. Free State	
6. North West	
7. Kwazulu Natal	
8. Limpopo	
9. Mpumalanga	



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Previous Projects (*list services provided to other companies*)

Company Name	Items or Services Provided	Name and Contact Details	Values of Orders or Contracts

(Adapted from SBD 8 as issued by National Treasury)

1. This 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.
2. The service of any service provider may be disregarded if that service provider, or any of its directors have:
 - a. abused the institution's supply management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the application.



4. Questionnaire

Item	Question	Yes	No
4.1	Is the service provider or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the service provider or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website: www.treasury.gov.za, click on the icon "Register for Tender Defaulters".	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the service provider 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the service provider and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

DECLARATION OF INTEREST

(Adapted from SBD 4 as issued by National Treasury)

- Any legal person, including persons employed by the State, or persons who act on behalf of the State or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to provide goods or services. In view of possible allegations of favoritism, should the resulting service, or part thereof, be awarded to persons employed by the State, or to persons who act on behalf of the State, or to persons connected with or related to them, it is required that the service provider or his authorized representative shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest,
where –



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- the service provider is employed by the State or acts on behalf of the State; and/or
- the legal person on who's behalf the application form is signed, has a relationship with persons/a person who are/is involved with the evaluation of the application, or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarant acts and persons who are involved with the evaluation of the application.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the application.

2. Are you or any person connected with the service provider, employed by the State?
*YES// NO

2.1 If so, state particulars.....

3. Do you, or any person connected with the service provider, have any relationship (family, friend, other) with a person employed in the department concerned or with the State or its administration and who may be involved with the evaluation or adjudication of this application?

*YES / NO

3.1 If so, state particulars.....

4. Are you, or any person connected with the service provider, aware of any relationship (family, friend, other) between the service provider and any person employed by the department concerned, State or its administration, who may be involved with the evaluation or adjudication of this application?

*YES / NO

4.1 If so, State particulars.....

Financial Information (if there any amendments to the information furnished to the Provincial database)

Banking Details (please attach a cancelled cheque or bank confirmation letter, after this page)	
Bank Name:	
Branch code:	
Branch:	
Account Type:	



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Bank Account Number:		
Name of Account Holder:		
<p>I/We hereby will not hold North West Department of Education liable for any payment not made to our bank account if the bank account details are incorrect or were not supplied to the SRSA prior to payment.</p>		
<hr/>	<hr/>	<hr/>
Initials and Surname	Authorized Signature	Date
	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"><p style="text-align: center;">Date stamp of Bank</p></div>	

Please note that the above form **MUST** be stamped by your bank otherwise a letter from the bank confirming the details, with the stamp appearing on the letter, must be provided.

DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN THIS APPLICATION FORM, ESPECIALLY THE TWO DECLARATIONS AND THE DETAILS PERTAINING TO THE COMPANIES OWNERSHIP IS TRUE AND CORRECT. I FURTHER CERTIFY THAT THIS COMPANY EXISTS AND THAT ANY SITE VISIT MAY BE PERFORMED BY SRSA WITHOUT PRIOR NOTIFICATION. I ACCEPT THAT THE SRSA MAY ACT AGAINST ME BY DEACTIVATING MY COMPANY ON THE DTATABASE, SHOULD ANY INFORMATION IN THIS FORM BE FOUND TO BE FALSE.



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TERMS OF REFERENCE

REQUEST FOR BIDS TO RENDER CONSTRUCTION OF SPORTS FACILITIES SERVICES FOR DEPARTMENT OF SPORTS AND RECREATION SOUTH AFRICA IN ALL THE 9 PROVINCES FOR A PERIOD OF THREE YEARS (36 MONTHS)

1. PURPOSE

As priority within the national government agenda is the promotion of Broad Based Economic Empowerment (BBBEE), Small, Medium, and Micro Enterprises (SMME's) as well as business owned by historically disadvantaged individuals and employing people with disabilities [The construction of these infrastructure projects will create job employment opportunities, contribute to local economic development at a municipality level. Once they have been completed and commissioned for use, these facilities will contribute towards the national sport plan (active and winning nation)].

2. INTENTION OF THE NATIONAL DEPARTMENT OF SPORTS AND RECREATION SOUTH AFRICA

The MIG special grant framework, which governs the construction of Sport Facilities across South Africa, makes provision for the creation of a panel of preferred contractors be established to expedite the procurement process of contractors for the construction of sports facilities in order to ensure quality services and efficient delivery is achieved.

3. ELIGIBLE TENDERERES

This invitation for Tenders is open to all tenderers who have a CIDB grading of 4 and above only as described in the tender documents. Successful Contractors shall complete the supply of services by the intended completion date specified in the award letters that will be issued as per requirements.

A paper based evaluation will be carried out on all bids received and if the mandatory documents are not signed and attached such bid will be eliminated from any further evaluation.

4. COST OF TENDERING

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.



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5. OBJECTIVES

The Supply Chain Management Directorate's role is to source and select suppliers for services required by awarding assignments via established and approved database as required.

Service Providers must have the capacity, functionality skills and experience to provide the services that the department requires; at times there might be a need for Service Providers to partner with each other to achieve effectiveness and efficiency.

6. SCOPE OF WORK

SRSA requires the establishment of accredited panel of Contractors for construction of sports facilities. As an outcome from this tender calling, a panel of Contractors will be formed. It is envisaged that the service providers making up the panel will be companies that undertake, as a core business, professional contract work on projects on cost that will be agreed by SRSA.

From this preferred panel of contractors, services providers will be offered the opportunity to compete on price for each project. The companies will be given an opportunity to compete on price only from which a successful company will be selected and awarded the implementation of such a project. The selected company would then, typically be required to work with the department; this work would be undertaken at the agreed offered price by the company.

7. DELIVERABLES

The deliverables for this project include but not limited to construction of sports facilities across the nine provinces of South Africa.

8. SPECIAL CONDITIONS

Contractors are required to indicate the areas they want to operate in the below table:

PROVINCE	DISTRICT MUNICIPALITY	LOCAL MUNICIPALITY	TICK WITH AN X
Gauteng			
North West			
Free State			
Limpopo			
Mpumalanga			
KwaZulu-Natal			
Western Cape			
Easter Cape			
Northern Cape			



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- 8.1. Contractors are required to insert proof of address for the chosen locality. The company that does not provide the required proof of address will not be considered for the area chosen.
- 8.2. Only Contractors registered as CIDB grading 4 and above will be considered.
- 8.3. SRSA reserves the right to terminate the agreement in the event that there is clear evidence of underperformance.
- 8.4. Project Management Unit will prepare a tool that will manage the panel of contractors and for reporting purposes.
- 8.5. Preferred Contractors should be in a position to commence work within 14 days after acceptance of appointment with regards to a specific project.
- 8.6. The offer of contract to a preferred Contractor who fails to commence within 14 days will lapse and offered to the second lowest preferred Contractor for the specific project concerned.
- 8.7. The contractor is expected to meet the timeframes or meet the contract duration of the specific project.
- 8.8. Contractors will be paid on approval of work done and submission of an invoice.
- 8.9. Contractors who upgrade their CIDB grading will be promoted from the current grade they were appointed in, to the grade they have been promoted to.

9. EVALUATION CRITERIA

The evaluation criteria of the bid shall be as follows:

Stage 1: Screening of mandatory documents

Stage 2: Consolidated Evaluation Report to Bid Adjudication Committee

9.1. STAGE 1

Tender documents shall be accompanied by the following Mandatory/statutory requirements for evaluation purposes:

Please tick either comply or not comply per each row, with a X

Mandatory Document Required	Comply	Do not Comply	If Comply, is the Proof of the Mandatory requirement submitted
Fully completed and signed tender document			
Signed and completed terms of reference			
Fully completed and signed vendor registration form			
Company profile			
Certificate of Company / Firm registration			



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Mandatory Document Required	Comply	Do not Comply	If Comply, is the Proof of the Mandatory requirement submitted
Valid Tax Clearance Certificate			
BBBEE Certificate (Certified)			
CK/CM or Share Certificate with respective share certificates of members interests			
Certified ID of all Directors / Members			
Annual Financial Statements			
COIDA Certificates			
CIDB Certificate of Registration			
CV's of Key Personnel			
Register of Plant			

NB. Failure to submit any of the above documents will lead to automatic disqualification

10. PRICE AND BBBEE EVALUATION

There will be no pricing to be completed at this stage as pricing will be conducted in a closed tender basis when projects are ready to be priced.

11. PROJECT TIME FRAME

The implementation of the project must start with 14 days of acceptance of award by the successful contractor.