



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

**INVITATION TO BID:
B2/2018: COMPREHENSIVE
FEASIBILITY STUDY FOR
POSSIBLE RELOCATION OF
PARLIAMENT TO PRETORIA
RELATING TO SOCIO-
ECONOMIC IMPACT & COST
EFFECTIVENESS OF THE
PROJECT**



ANNEXURE A

Background to Parliament

The Constitution of the Republic of South Africa sets a single, sovereign democratic state where government is constituted as national, provincial and local spheres of government which are distinctive, interdependent and interrelated. On the national sphere governance is effected through Parliament, the Executive and the Judiciary.

Parliament represents the people and ensures government by the people under the Constitution, as well as represents the provinces in the national sphere of government.

In this Parliament's vision is to build an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realising a better quality of life for all the people of South Africa.

Please visit our full Strategic Plan at www.parliament.gov.za



ANNEXURE B: SPECIFIC CONDITIONS OF CONTRACT

VALIDITY

1. This Bid and all proposals (costs included) shall remain binding and valid for a period of ninety (90) days calculated from the closing date of the Bid.
2. Parliament reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Parliament.
3. Any additional extension after the above days, Parliament will request approval from bidders received.

Documents

4. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
5. The Bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
6. **If any part of this Bid is not duly filled in and signed in ink it may invalidate the Bid. Where alterations have been made to any part of the Bid, the Bidder must sign next to such alteration.**
7. **All Bids must be submitted on the official forms (not to be retyped). The Bidder's must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.**
8. The bidder must certify that the personnel identified in its response to this Bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the Bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.
9. The company, its directorship and personnel assigned will be subject to vetting by Parliament's Protection Services. A register of particulars will be requested of the successful company.



Joint Ventures or Consortiums

10. Ensure one responsible lead bidder in the case of a consortium.
11. Where Joint Ventures or Consortiums are formed, the Supplier Accreditation Form (SAF) shall be filled in, in respect of every entity or company participating in the Joint Venture or Consortium.
12. A Copy of the Joint Venture Consortium agreement must be attached.

Compulsory Bid Briefing Session

Date: **13 February 2018**
Physical Address: **Boardroom 100, 5TH Floor, 90 Plein Street Building,
Parliament**
Time: **10H00**

Format for the submission of Bid proposals

13. This Bid must be submitted in accordance with the format, times and place as prescribed in the Bid document.
14. **All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this Bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.**
15. Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
16. Bidders must use the checklist below to ensure completeness of their bid submission.



***NB: Bid Compliance Checklist**

If you do not submit the following documents your bid will be disqualified automatically:

No.	Description of requirement	
a)	Completion of ALL bid documentation (includes ALL declarations and Commissioner of Oath signatures required)	
b)	A valid and original Tax Clearance Certificate or pin (valid as at the closing date of this bid)	

If you do not submit the following documents your bid will be considered non-compliant and these documents must be made available should an award be made:

No.	Description of requirement	
a.	Proof of Registration, Certificate of Incorporation or CK1.	
b.	Proof of Ownership	
c.	Certificate to Commence Business	
d.	Certificate of Change of Name or CK2 (if applicable)	
e.	Joint Venture / Consortium agreement / Trust Deed (if applicable)	

Non-submission of information that will be scored on functionality will lose points on functionality

Quantity of Bids to be submitted

17. Every prospective bidder must **provide one original together with one copy and 1 proposal on a disc / memory stick in pdf format and pricing to be in a separate envelope.**

Submission of bids

18. No faxed or e-mailed copies will be accepted.
19. This Bid document, proposal and all other relevant documentation requested must be submitted in **one** sealed envelope or sealed box. **(except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)**



20. Bids must be clearly marked **on the front** as follows:

Bid No: B2/2018

The Secretary to Parliament

Parliament of South Africa

For Attention: Mr N Ntanjana, SCM

21. Bids must be clearly marked **on the back** as follows:

Bid No: B2/2018

Bidders Name

Bidders Address

Bidders Contact Number

22. Bid documents may be posted / couriered by registered mail/courier to:

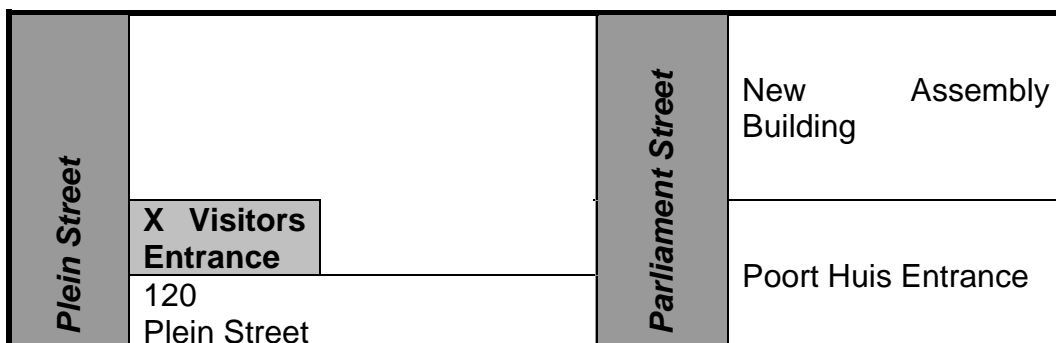
The Secretary to Parliament
Parliament of South Africa
For Attention: Mr N Ntanjana, SCM
PO Box 15
Cape Town
8000

PO Box 15
Cape Town
8000

or

Deposited in the tender box situated at:

Visitors Entrance
120 Plein Street
Cape Town (Parliamentary precinct)





	Building Lelie Str.		
90 Plein Street Building	Marks Building		Old Building Assembly

The Bid box can be accessed between 09:00 and 15h30, Monday to Friday (excluding Public Holidays), 90 Plein Street, Cape Town. Entrance via 120 Plein Street, Parliament's Visitors Centre, Cape Town.

Tenders are also available on Parliament's website at www.parliament.gov.za

23. Bidders must ensure that bids are delivered in a timely manner to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in Parliament through the visitor's entrance and other security checkpoints.

Time frames

24. Bidders are advised that Parliament reserves the right to change any of the dates indicated.
25. The timing and sequencing of events resulting from this Bid will be determined by Parliament.

Ownership of Proposals

26. All proposals in response to this bid, whether successful or unsuccessful, will become the property of Parliament.
27. Any costs incurred by the service providers in preparing and submitting their response to the RFT will be the sole responsibility of the service provider.

Preferential Point System

28. The following preference point systems are applicable to all bids:
- 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).



28.1 The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

28.2 Preference points for this bid shall be awarded for:

- (a) Price 80
- (b) B-BBEE Status Level of Contribution 20

Calculation of points for B-BBEE status level of contributor

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Discounts

29 When calculating comparative prices, Parliament will take into account any discounts which have been offered unconditionally.

30 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

Bid Declaration

31 Only a bidder who has completed and signed the declaration part of the tender documentation will be considered for preference points.

Visits / Meetings / Inspection

32 As part of the adjudication process Parliament may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.



- 33 Parliament may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to Parliament as deemed necessary.

Award of Bid

- 34 The award of this Bid by the Secretary to Parliament shall constitute a binding contract, and such acceptance may be by letter, email or facsimile message.
- 35 The Secretary to Parliament may award this Bid to more than one successful Bidder, either in full or in part.
- 36 Parliament reserves the right not to award this contract.
- 37 Service Level Agreements will be concluded with the successful service provider.

Subcontracting

- 38 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

Other

- 39 Parliament may amend or cancel this Bid before the award should Parliament deem it necessary.

Security and occupancy

40 Security

All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as “Restricted Areas” and all of the provisions of these Acts will apply to this contract.

All buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition all workmen and staff on site or in any way involved in this contract are subject to **prior** security clearance.

Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.

Any person rejected by the SAPS for failing to meet the security requirements, inclusive



of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

Successful Bidder will be required to hand in to the Department within Forty Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:

- Full names of each of the persons intended to be utilized on site, including supervisory staff.
- Position in firm plus service to be performed.
- Intended areas they will be working in.
- A copy of Identification Document, certified as a true copy of the original by the SAPS.
– Such document shall be the original certified copy.
- Home address.

The Bidder are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.

Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.

Such clearance for this project shall remain valid for a period not exceeding 12 months and shall only apply for this project.

In addition, the Oath of Secrecy form attached to this Bid document shall be fully completed and every person having necessity to observe or work with any part of documentation relating to this project is it on or off site.

Legible copies of the Oath of Secrecy document may be made. *(will be provided to the successful bidder)*

41 Safeguarding of documents

This project has been classified by the authorities as “Confidential”. As such, all specifications and drawings must be kept in a safe place at all times, and under no circumstances may they be shown or distributed to parties not directly concerned with the project.

All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

It will be the responsibility of the service provider to ensure that drawings do not get issued to unauthorized persons, that all superseded drawings are kept in a secure place until



they have been destroyed, and that current drawings are kept in a safe and secure environment.

All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

All documentation shall be strictly handled as set out in the NIA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.

It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

42 General Conditions of Contract (GCC)

Please visit www.parliament.gov.za for detailed document.



ANNEXURE C: TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT –

1. The taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations (Proof from SARS must be submitted).
2. Failure to submit an **original and valid** Tax Clearance Certificate **will** invalidate the bid. ***“Refer to page 6 “Bid Compliance Checklist”.***
3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a Quote, Parliament must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate. Copies of the application form for a tax clearance certificate are available at any Receiver’s Office. This form can also be downloaded from <http://www.sars.gov.za>



ANNEXURE D

COMPREHENSIVE FEASIBILITY STUDY FOR POSSIBLE RELOCATION OF PARLIAMENT TO PRETORIA RELATING TO SOCIO-ECONOMIC IMPACT AND COST EFFECTIVENESS OF THE PROJECT

Request for Bids (RFB)

Terms of Reference



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1. Background

Parliament of the Republic of South Africa located in Cape Town has the responsibility to provide office space to political parties (Executive, Members of Parliament and support staff) and the Administration. Furthermore, in its Strategic Plan, Parliament strive to improve usage and management of space, facilities and conducive environment.

During the February 11, 2016 State of the Nation Address, the President made a public pronouncement to persuade Parliament to consider relocating to Pretoria. Parliament of RSA took a decision to call for services of an external supplier to undertake a comprehensive feasibility study in relation to the socio-economic impact of Parliament in Cape Town compared to the proposed relocation to Pretoria. The feasibility study will also assess the cost implications of the proposed relocation in terms of Personnel, Members of Parliament and other related project.

2. Objectives

The broad objectives of this RFB include:

To provide prospective service providers with adequate information to understand and respond to Parliament's requirements.

- To ensure uniformity in the responses received from each prospective service provider.
- To provide a structured framework for the evaluation of proposals.

3. Purpose of the Request For Bid (RFB)

The purpose of this term of reference is to identify a suitable service provider(s) with the requisite capacity to undertake a comprehensive feasibility study relating to the socio-economic impact and cost effectiveness of the project for a period of 6 (six) months from date of signing the Service Level Agreement (SLA).

The purpose of this RFB is to contract with a suitably qualified service provider with the requisite capacity to execute this project within the desired quality, scope, timeframe and cost for Parliament.



4. Scope Of The Required Service

The services required will be the following:

The successful service provider must have delivered the following:

1. Collect data on previous studies conducted by Parliament and DPW
 - 1.1 Assess reports conducted on Parliament Space Utilisation identify gaps and propose recommendations.
 - 1.2 Review space requirements for Residential accommodation of:
 - a. Members of Parliament, Parliamentary Office Bearers & Leaders
 - b. Parliamentary Administration Officials and
 - c. Political Support Staff.
2. Provide Budget Estimates on the following two options:
 - a. Costs on space requirements for the new Parliament Precinct in Pretoria
 - b. Cost on upgrading and refurbishment of existing Parliament Precinct to meet the current space requirements.
3. Provide social consequences (recording all costs and benefits) that are likely to follow from the proposed project and specify clear economic rationale for the project, identify and quantify the economic consequences of the project and provide calculations for all inputs and output costs.
 - 3.1 Carry out a full Regional Socio-Economic Impact Assessment to clarify the economic benefits and costs of the project and to assess the consequences to human populations. The assessment will review the resulting socio-economic implications under the following broad themes:
 - a. Economic Impacts**
 - Loss on income to businesses in Cape Town due to relocation
 - Loss on income
 - Loss/gain of jobs to the Western Cape/Gauteng economies
 - Impact on Tourism in Cape Town
 - b. Real estate**
 - Effect on property prices
 - c. Infrastructural impacts**
 - Job creation from construction activities
 - Environmental impact
 - Transport impact – travel time and traffic
 - d. Social Impacts**
 - Culture, heritage and identity
 - Impact on Educational institutions
 - Diversity
 - Local skills profile



- Social capital and community life

e. Human resource impacts

- Recruitment/redundancy costs
- Loss of productivity

4. Conduct a risk assessment specific to the project and provide the following:

4.1 determine the risk-adjusted forecast cash flows in order to determine the total cost of the Project to Government:

- a) Identify risks
- b) Identify impact of each risk
- c) Estimate likelihood of risk occurring and cost of each risk
- d) Identify strategies for mitigating the risks
- e) Allocate risk
- f) Construct the risk matrix and
- g) Construct risk adjusted financial models

5. Provide an exhaustive analysis of different financing options and propose on the most appropriate for the proposed project



5. Deliverables

The successful service provider must have delivered the following:

1. Status Quo Report
2. Residential Accommodation Options Analysis Report
3. Budget Estimates on the following two options:
 - a. Option 1: Costs on space requirements for the new Parliament Precinct in Pretoria
 - b. Option 2: Cost on upgrading and refurbishment of existing Parliament Precinct to meet the current space requirements
4. Socio-economic impact Report
5. Value Assessment Report comprising:
 - a. Financial models on the different scenarios
 - b. Review of budgetary provisions and demonstrate affordability analysis
6. Risk Assessment Report
7. Due Diligence
8. Project closeout report



6. Mandatory Submission Requirements

Description of requirement	Indicate YES/NO	Comment or reference to proposal
Bidder must submit CV(s) of: <ul style="list-style-type: none"> • All the key project personnel that will be assigned to the project clearly indicating a minimum of five (5) years individual relevant experience & qualifications. • The Project Leader indicating a minimum of ten (10) years relevant project management experience and qualifications. 		
Bidders must submit a proposal indicating the proposed high-level methodology / approach, which will demonstrate their understanding of the requirements.		
Bidders must submit a proposed project plan for the implementation including project schedule indicating tasks, milestones, resources to be assigned to the project, timelines and dependencies.		
Bidders must submit company profiles indicating at least the following: the nature of the business, company address and contact, ownership, shareholders and size of company.		
Bidders must submit Financial statements for the last two (2) completed financial years (with comparative figures).		
Bidders must submit positive references were similar was undertaken.		
<p>I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.</p>		



7. Mandatory Functional Requirements

Description of requirement	Indicate YES/NO	Comment or reference to proposal
Bidders must have a minimum of five (5) years relevant experience in conducting socio-economic impact studies.		
Due to the technical complexity of this project the service provider must be able to provide technical advisory services during the project.		
Bidders must be able to provide technical expertise in the following areas: Investment Forecasting, Econometrics, Socio-economics, Economics, Legal Services, Labour Relations, Built Environment as well as Financial Modelling.		
<p>I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.</p>		



8. Evaluation Criteria

8.1. 80/20 Preference points system shall be applicable to this request, and all bid offers received shall be evaluated based on the following criteria;

Preference points for this bid shall be awarded for:

- (a) Functionality (100)
- (b) Price (80)
- (c) BBBEE (20)

8.1.1. **Evaluation Stage One** – Compliance with administrative requirements as stated in the Standard Bidding Documents and the mandatory requirements as listed on section 6 and 7. In this evaluation stage, all bidders that fail to provide the required information and documentation will be disqualified from further evaluation.

8.1.2. **Evaluation Stage Two** – In this evaluation stage, bidders are expected to obtain a minimum of 70 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed 70 points will automatically disqualify the bid offer from proceeding to the next evaluation stage. Refer to table 8.1.2 (a) below.

8.1.3. **Evaluation Stage Three** – In this evaluation stage 80 points are allocated for the cheapest price, and 20 points for the B-BBEE level status. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution as listed in the Standard Bid Documents.



Table 8.1.2 (a) - Functionality evaluation criteria

FUNCTIONALITY CRITERIA		MAXIMUM TO BE AWARDED
FUNCTIONALITY		100 points
1. Capability		30 points
a) Relevant experience in socio-economic studies and financial modelling.		15 points
<ul style="list-style-type: none"> • More than 15 years • Between 10 and 15 years • Between 5 and 9 years 	15 points 10 points 5 points	
b) Company references where similar work has been rendered:		15 points
<ul style="list-style-type: none"> • More than 3 positive references • Between 1 and 3 positive references • No positive reference provided 	15 points 8 points 0 points	
2. Capacity		45 points
a) CV of assigned key project personnel with individual relevant experience:		30 points
CV's of key project personnel with relevant individual experience in dealing with areas as outlined hereunder: Investment Forecasting, Econometrics, Socio-economics, Economics, Legal Services, Labour Relations, Built Environment and Financial Modelling: <ul style="list-style-type: none"> • Personnel with more than 10 years • Personnel with 8 – 10 years • Personnel with 5 – 7 years 	30 points 20 points 10 points	
b) CV of the Project Leader with relevant experience and relevant qualification		15 points
<ul style="list-style-type: none"> • More than 20 years • 16 – 20 years • 10 – 15 years 	15 points 10 points 5 points	



3. Viability of Bidders Response		10 Points
Financial capacity of the Bidder(s). The following financial ratios shall apply and grades as follows (Liquidity, Financial Autonomy, Profitability & Solvency)		
<ul style="list-style-type: none"> • Good • Acceptable • Weak 	10 points 5 points 0 points	
4. Proposal:		30 points
Proposal that demonstrates an understanding of the assignment, including proposed methodology and approach as well as project plan for the implementation including project schedule indicating tasks, milestones, resources to be assigned to the project, timelines and dependencies <ul style="list-style-type: none"> • Service provider shows exceptional understanding of requirements • Service providers shows partial understanding of requirements • Service provider shows limited or no understanding of requirements 	30 points 15 points 0 points	

Calculation of points for B-BBEE status level of contributor

Points shall be awarded to a bidder for attaining the B-BBEE status level of contribution as outline in the standard bidding document.



9. The Responses

Service providers' responses must be submitted as outlined in the standard bidding documents.

9.1. SERVICE PROVIDER CONTACT DETAILS

- a. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- b. Who, within the service provider organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

9.2. SERVICE PROVIDER PROFILE

- a. Service provider name and address
- b. Company / organisation structure
- c. Commencement date of business
- d. Certificate of Incorporation
- e. Consent letters for personnel to be assigned to the project, who are not employed by the bidder.
- f. Provide one (1) originally signed bid submission, with one (1) additional copy and one (1) softcopy on CD.



10. Pricing Structure

- 10.1 Price must be quoted in South African currency and must be inclusive of VAT.
- 10.2 Potential service providers are further requested to indicate their price in all elements listed on the pricing schedule below.
- 10.3 The total cost must be inclusive of all costs such as accommodation, labour rates, travel, etc.

Nr	Description	Total Cost
1.	Review of the current studies.	
2.	Comprehensive feasibility study and report in relation to the socio-economic impact of Parliament remaining in Cape Town.	
3.	Comprehensive feasibility study and report in relation to the socio-economic impact of Parliament relocating to Pretoria.	
4.	Option 1: Costs on space requirements for the new Parliament Precinct in Pretoria.	
5.	Option 2: Cost on upgrading and refurbishment of existing Parliament Precinct to meet the current space requirements.	
6.	Due diligence report for the project.	
GRAND TOTAL		



11. Specific Conditions

- 11.1 Bidders must certify that the personnel identified in its response to this bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately.
- 11.2 Where bidders have indicated 'YES' in section 6 and 7 of this bid document, proof must be submitted with their bid offers (where applicable). Failure to submit proof will disqualify a bid.
- 11.3 Parliament cannot award contracts to provide goods or services to a Member of Parliament or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- 11.4 A compulsory briefing session will be held at the venue and date published at the advertisement for the bid.
- 11.5 Prospective bidders may submit their questions to tenders@parliament.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 11.6 The award of the contract will be subject to the successful conclusion of a Service Level Agreement.
- 11.7 The successful bidder and its employees must comply with Parliament security clearance.
- 11.8 The successful bidder must be willing to sign confidentiality or non-disclosure agreement.
- 11.9 Parliament may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 11.10 Parliament reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.



- 11.11 Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by SARS.
- 11.12 Parliament reserves the right not to award this bid in total or part thereof.
- 11.13 Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder, if such bidder has been awarded a bid by Parliament or has performed services for Parliament during the last 12 months prior to the closing date of the bid.
- 11.14 All relevant clearances and/or memberships must be submitted to Parliament upon the renewal throughout the duration of the contract.
- 11.15 Bidders must ensure that the reference questionnaire (Annexure A) is signed by the referee, and the contact details are fully completed with a company stamp or logo thereon. The contact details must include the contact number and/or the e-mail address of the referee as this information will be used by Parliament to verify all references submitted. If the referee does not confirm the information provided, the reference will not be considered.
- 11.16 The scores allocation will be aggregated and applied on a conversion formula:

$$Ps = \frac{So}{Ms} \times AP$$

Where:

Ps = points scored

So = total score of bidder under consideration

Ms = maximum possible score

Ap = percentage weight allocated for references



Annexure A - References template

(TO BE COMPLETED BY BIDDER'S REFERENCE)

- Skill level and professionalism of personnel assigned:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Ability to deliver required project output on time and within the desired quality and scope:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Overall satisfaction of the service and deliverables received:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

.....
NAME AND POSITION OF AUTHORISED SIGNATORY

SIGNATURE:

COMPANY:

DATE:



ANNEXURE E: CONTRACTUAL OBLIGATIONS

Conditions and Procedures to be complied with as part of the Contract with Parliament.

1. STATUTORY REQUIREMENTS

All persons employed by the Contractor working within the premises of Parliament shall comply with the Regulations of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended.

The Contractor shall designate, in writing, one of his full time employees in terms of the provisions of General Safety Regulations or Section 8 of the Occupational Health and Safety Act who shall be in charge of work on site.

The above designation shall be made before work commences on site. The appointed person, for inspection purposes, shall hold one copy on site and a duplicate copy shall be handed to NDPW / WSP employee in charge of that particular project.

The Contractor shall instruct his authorised site representative to report to the NDPW / WSP employee who is in charge of the project.

2. GENERAL REGULATIONS

The Contractor shall submit a list of all portable electrical tools and equipment to security before permission is granted to enter or leave the premises. Vehicles will be subjected to a search before entry and when leaving the premises.

Contractors are not permitted to stay on the premises after their shift has been completed.

The Safety, Health and Environmental Manager (hereinafter the Safety Manager) must authorise any work, which could affect or interfere with normal activities of Parliament.

All excavation work must be railed off or barricaded, debris or material, which cannot be removed immediately, must be placed in such manner as to allow adequate and safe passage.

The Safety Manager will authorise areas where rubble and other material may be stored.

The Contractor will stay confined to the area of his work.



3. PERSONAL PROTECTIVE EQUIPMENT

Safety harness (parachute type) shall be used whenever work is performed at a height of 2 meters or higher unless a suitable platform with handrails is provided.

Suitable eye protection must be used whenever there is a danger of flying particles or splashing of chemicals.

Hearing protection shall be used whenever a noise zone is entered. Earmuffs shall always be worn whenever a jackhammer is used.

Gloves and welding helmet shall always be used for welding operations.

The Contractor is responsible to provide the necessary protective equipment and to ensure that it is used as required.

4. ISOLATION PROCEDURE

No one shall work above or on moving machinery, energy driven mechanical apparatus, electrical panel or switchgear unless it has been isolated from power or movement by means of applying a padlock on the main switch.

The Safety Manager must grant permission before padlock can be applied.

5. ELEVATED AREAS

No work may be performed above the heads of persons or aisles or roads unless suitable precautions have been taken to ensure the safety of persons and property below. The affected area must also be identified beforehand and effectively cordoned off.

All scaffolds and suspended loads must be left safe before leaving work at the end of each day – i.e. loads lowered to the ground, scaffolds securely tied down and all loose tools and equipment secured against falling.

Where scaffolding is erected, handrails, toe boards, etc., must be embodied and all such equipment shall be lowered to the ground under competent supervision.

6. TOOLS AND EQUIPMENT

Contractors shall provide their own ladders, trestles, scaffolds, lifting tackle, tools and portable electrical equipment.

Makeshift or unsafe equipment shall not be permitted on the premises and will be confiscated for the duration of the contract.

No insulation tape or similar may be used on any electrical wiring or cables. Joints in cables must be approved by the Safety Manager to use on the premises.



Contractors may not operate Parliament equipment, lifts and vehicles. In exceptional instances the Safety Manager may grant permission. In such an event, the contractor shall produce a valid Certificate of Competency as described in the Occupational Health and Safety Act. A copy of the certificate will be kept on the person of the Contractor who operates the above-described equipment. Any employee of Parliament may ask such Contractor to produce the said certificate.

All tools and equipment must be reported to Parliament Security whenever a Contractor enters or leaves the premises. It is the duty of the Contractor to ensure that articles or equipment are recorded in a Parliament register whenever it is brought on site.

7. PRECAUTIONS AGAINST FIRES

The Contractor shall ensure that his employees do not smoke anywhere on the premises except in identified smoking bays.

Paint, thinners, petrol, oil or any flammable materials shall be stored within a designated area.

The Contractor shall first obtain a Hot Work Permit from NDPW/ WSP before any naked flame or grinder is used anywhere outside a workshop.

The said permit is valid for one day only and shall be kept on the person who is using a naked flame.

The Contractor shall take all necessary precautions to eliminate all fire hazards and to prevent fire damage.

All fires shall be reported immediately to the Safety Manager.

8. HOUSEKEEPING AND FIRST AID

The Contractor shall uphold high standards of housekeeping.

The clinic on site will assist with first aid treatment if required. Should the employee require further medical attention, the emergency service provider will escort the person to the nearest hospital.

All surplus material and builder's rubble must be removed from the premises on completion of the contract or as otherwise specified by the Safety Manager. Parliament reserves the right to remove such material against cost within three days after completion of the contract.



9. TRADE UNIONS

No employees of a Contractor shall be allowed to actively further the interests of any Trade Union on site.

10. SECURITY

The principle of security fences must be upheld at all times.

Parliament does not accept responsibility for the safekeeping of any material, tools or equipment brought on site.

All portable tools or equipment brought on site must be removed at the end of the day's work.

11. PROCEDURE IN THE EVENT OF AN ACCIDENT / INCIDENT

The Contractor shall act as 'The Employer' in terms of Section 16 of the Occupational Health and Safety Act.

The Contractor shall report any injuries sustained by his employees to the Department of Labour and the Compensation Commissioner. The injuries and responsibilities are as defined in Section 24 of the Occupational Health and Safety Act.

All accidents / incidents shall be reported to the Safety Manager.

In the event of an accident causing the loss of a life or the possibility of the loss of a life, no person shall disturb the site at which the accident occurred or remove any objects involved in the accident before the arrival of an inspector from the Department of Labour.

12. SUB-CONTRACTORS

The Contractor shall inform the NDPW / WSP of any Sub-Contractors who may work on site.

The Contractor shall ensure that Appendix 1 is properly completed and submitted to NDPW / WSP prior to commencement of work.

The Contractor shall ensure that the Sub-Contractor complies fully with statutory and Parliament requirements.



13. USING OVERHEAD CRANES AND LIFTING TRUCKS

The following shall apply if the Contractor has to operate overhead cranes on site:-

The Contractor shall ensure that all his employees who have to operate a crane or lift truck to render services as stipulated in the contract, have had formal training as required by the Occupational Health and Safety Act.

The Contractor shall ensure that the training is valid in terms of the Act.

The Contractor shall present certificates of training to NDPW / WSP before work may commence.

14. FAILURE TO COMPLY WITH PROCEDURES

Failure to comply with the contents of this document could result in legal prosecution by the Department of Labour.

Non compliance by the Contractor with any of the requirements as stipulated in this document could result in any or all of the following actions being taken by the Safety Manager:

The Contractor could be requested to leave the premises and the contract for the project tendered for would become null and void. All costs incurred by Parliament for such actions would be borne by the Contractor.

A specific member of staff who breaches this contractual obligation could be requested to leave the premises without delay and would not be permitted to enter the premises in future. Any costs incurred would be borne by the Contractor.

Equipment which would be deemed as unsafe would be confiscated by NDPW / WSP / Parliament and returned upon completion of the specific contract. Any costs incurred would be borne by the Contractor.



15. HAZARDS IDENTIFICATION

The Contractor must determine the degree of hazards related to the project tendered for, and implement precautionary measures.

SIGNATURE: _____

DATE _____

NAME: _____

DESIGNATION: _____

COMPANY: _____

ACCEPTANCE

I, _____
(Contractor), by signing of this document, hereby warrant that I shall bear all responsibility for adherence of all laws applicable to the agreed contract work and particularly for the full and proper implementation of the provisions of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended and all other regulations without exception.



PARLIAMENT

APPENDIX 1

CONTRACTOR'S INFORMATION FOR C. O. I. D. PURPOSES

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

TYPE OF WORK PERFORMED: _____

COMMENCING DATE OF WORK: _____

COMPLETION DATE: _____

IS YOUR FIRM REGISTERED WITH W.C.C.: YES OR NO

IF YES, YOU'RE REGISTRATION NUMBER: _____

NUMBER OF STAFF ON THE PREMISES: _____

SUPERVISORS: _____

NAME OF THE COMPETENT PERSON

ON SITE AND HIS TELEPHONE NO: _____



ANNEXURE F: DECLARATION OF INTEREST

- 1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.
- 2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

(c) Are you or any person connected with the bidder, Employed by the State?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

Name of Representative: _____

Signature: _____ Date: _____



ANNEXURE G: BID DECLARATION

1. IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....
.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES	CAPACITY	SIGNATURE
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

2. IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned,
hereby confirm that I am the sole owner of the business trading as

.....

3. IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned,

hereby confirm that I will be sub-contracting work to the following company/companies

.....
.....

If more than 25% of the contract/work you enter into Parliament of RSA is to be subcontracted, indicate the following details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

4. IF THE BIDDER IS AN ENTITY / COMPANY / CC / TRUST.

NAME OF FIRM / BIDDER:
POSTAL ADDRESS:
STREET ADDRESS:
.....
TELEPHONE NUMBER: CODE: NUMBER:
CELL PHONE NUMBER:
FACSIMILE NUMBER: CODE: NUMBER:
VAT REGISTRATION NUMBER:
E MAIL:

THE BIDDER ELECTS DOMICILLIUM CITANDI ET EXECUTANDI IN THE REPUBLIC
AT:.....
.....

HAS A VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? **YES / NO**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED? **YES / NO**
(IF YES, ENCLOSE PROOF)

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

TOTAL BID PRICE:..... (Ceiling Price Inc. VAT)

TOTAL NUMBER OF ITEMS OFFERED:



I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

1. The information furnished is true and correct.
2. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of Parliament that the claims are correct.
3. If the claims are found to be incorrect, Parliament may, in addition to any other remedy it may have –
 - a. recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b. 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;
 - c. impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
4. I hereby undertake to render services described in the attached Bidding documents to Parliament in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by Parliament during the validity period indicated and calculated from the closing date of the Bid.
5. All the above documents shall be deemed to form and be read and construed as part of this agreement.
6. I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
7. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
8. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
9. I confirm that I am duly authorised to sign this contract.



ANNEXURE H: DECLARATION OF BIDDER'S PAST PROCUREMENT PRACTICES

1. This document forms part of all bids invited.
2. It serves as a declaration to be used by Parliament in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of Parliament's Procurement System
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's procurement system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder on any of its directors listed on the Parliament's database as companies or persons prohibited from doing business with Parliament and or public sector?		
4.1.1	If so, furnish particulars		
4.2	Is the bidder 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)?		
4.2.1	If so, furnish particulars:		
4.3	Was any contract between the bidder and Parliament terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4	If so, furnish particulars:		

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- recover any losses or damages sustained by Parliament under such agreement
- restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)



COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON	
STAMP :	NAME & SURNAME:
	DESIGNATION/RANK :
	PERSAL/EMPLOYEE NO:
	PLACE/DATE: