

## REQUEST FOR PROPOSAL (RFP)

<b>REQUEST FOR QUOTATION (RFP) TITLE:</b> Framework contract for Professional Health and Safety Services within the University of the Witwatersrand precincts	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (WITS)
<b>RFP REFERENCE NUMBER</b>	CPP.FC.24-29.HS
<b>RFP ISSUE DATE</b>	Sunday, 7 July 2024
<b>RFP DOCUMENT AVAILABLE FOR DOWNLOAD DATE &amp; TIME</b>	Monday, 8 July 2024 at 14H00
<b>COMPULSORY INTENT TO BID (ITB)</b>	Friday, 12 July 2024 at 23H59
<b>NON - COMPULSORY BRIEFING SESSION</b>	Wednesday, 17 July 2024 at 11H00
<b>RFP CLOSING DATE</b>	Tuesday, 6 August 2024 at 23H59
<b>DISTRIBUTION CHANNEL</b>	The Sunday Times Wits Website
<b>ISSUED BY:</b>	Campus Planning and Development Department
<b>CONTACT PERSON:</b>	Jacobie Tollemache <a href="mailto:#Dept-tenders.cpd@wits.ac.za">#Dept-tenders.cpd@wits.ac.za</a> <b>and copy</b> <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>



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**T1.1 Tender Notice and Invitation to Tender**

**(i) Invitation**

The Campus Planning and Development Department, which is part of the Systems and Operations Division of the University of the Witwatersrand, Johannesburg (“WITS”) (the *Client*) invites qualifying service providers (hereafter referred to as ‘The Tenderer’) to submit a Proposal in response to this Request for Proposal (hereafter referred to as ‘RFP’) selected as part of the built environment professional services over a five (5) year term without a guarantee of the quantum of work.

The purpose of this bid is to establish a panel of registered consultants that will form Professional Services Providers (PSPs) that may be utilized on an ad-hoc basis.

The University of the Witwatersrand (Wits) invites qualifying professional services companies to present proposals for delivering professional services for the full lifecycle of infrastructure projects.

**(ii) Contract Award:**

The *Client* has elected the **NEC4 Professional Services Framework Contract (PSFC)** Contract Data included under Part C1.2 - to be a preferred form of contract for the project and - in line with the Procurement Policy WITS POLICY PR001. The Tenderer will review the NEC4 Contract’s standard terms and contract data; and will be permitted to submit its reasonable qualifications (if applicable) for the *Client*’s consideration.

**(iii) Overall Project / Contract Execution Model**

Overall delivery and management of WITS’ capital work programme is aligned with the principles of an integrated project procurement and delivery management guidelines. The Tenderer’s attention is drawn to the University’s objective of seeking to establish proactive risk management and collaborative project delivery relationship between WITS and the appointed contractor.

**(iv) Policies, Procedures and Regulatory Standards:**

In general, WITS executes this tender process and incorporates tender conditions that are in accordance with the latest editions of SANS 10845-3 Standard Conditions of Tender. Additionally, the University’s terms and conditions, as detailed in Annexure 7 - Tender Terms and Conditions, will also be taken into consideration.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. Standard conditions for the calling for expressions of interest. As such, WITS prohibit anti-competitive practices and requires that all Tenderers submit a formal conflict of interest declaration. Tenderers can purchase electronic copies of the documents at the following links:

[SANS 10845-3:2022 \(Ed. 2.00\) \(sabs.co.za\)](https://sabs.co.za/SANS-10845-3:2022-Ed-2.00)

[SANS 10845-4:2022 \(Ed. 2.00\) \(sabs.co.za\)](https://sabs.co.za/SANS-10845-4:2022-Ed-2.00)

**(v) Tender Terminology:**

When considering the SANS, CIDB and NEC4 respective standard definitions, there is some discrepancy in the terminology. To clarify this, “*Client*” and “*Employer*” will be used interchangeably, having reference to the University of the Witwatersrand, Johannesburg (WITS). Similarly, ‘Works Information’ and/or ‘Scope of Works’ and ‘Scope’ will also be used interchangeably.

**(vi) Further Definitions:**

- For the purpose of this RFP document ‘University’ and ‘WITS’ shall mean: The University of Witwatersrand, Johannesburg, being the entity to which Services will be delivered;
- Tenderer and/or bidder shall refer interchangeably to the party receiving this RFP and submitting a Proposal;



- Project refers to the professional services as specified in the contract document, within the designated scope of work at the University of the Witwatersrand precincts;
- Proposal means the submission Tenderers will submit in response to this RFP, and any Annexures thereto.
- Contract means the NEC4 Professional Services Contract (PSC); Framework Contract (FC)
- Site means various properties where the University of the Witwatersrand is authorised to undertake infrastructure projects;
- Sourcing Process means the RFP process that the *Client* is embarking on to select and appoint capable service providers to deliver the scope;

**(vii) Compulsory Intent to Bid**

All Tenderers must confirm their intent to bid for this RFP via email by **Friday, 12 July 2024 at 23H59** in order to be eligible to participate in this tender process. Please note the following instructions:

- Return an email with your intention to bid to:

**Attention:** Jacobie Tollemache

**To:** [#Dept-tenders.cpd@wits.ac.za](mailto:#Dept-tenders.cpd@wits.ac.za)

**Cc:** [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)

Please note that all correspondence and clarifications during the RFP period will **only** be communicated to Tenderers that confirmed their intention to bid within the prescribed time period, with the exception of the information session that will be available to all invited.

- Ensure the correct **contact details** are provided in your intent to submit a bid. This will ensure that correspondence during the RFP phase will be issued to the correct individual's / email address.

**(viii) RFP Clarifications**

- Should any part or parts of this RFP or the Sourcing Process described herein below require further explanation, or be ambiguous or contradictory, clarification prior to submission of your Proposal can be obtained in writing to the Project Coordinator: Jacobie Tollemache [#Dept-tenders.cpd@wits.ac.za](mailto:#Dept-tenders.cpd@wits.ac.za)
- Email will be used for clarifications during the RFP period. The Tenderer shall, in all written correspondence, identify itself by the complete company name and RFP reference number.
- Telephonic clarifications are not officially acknowledged, and all clarifications or requests must be in writing to the designated email address referenced in the RFP document.
- Upon receipt of any request to clarify elements of the RFP, an email to clarify the points in question shall be issued by WITS to all Tenderers that submitted an Intent to Bid, provided that the clarification is not of a confidential nature, broadly applicable and justified.
- All RFP clarifications or addenda shall be issued formally to Tenderers by means of a Tender Bulletin unless the information is of a confidential nature.
- No Tenderer may communicate with any person connected with this document on any matter affecting this document between the initial date of issue of the document and the dispatch of the written notification of the selected Tenderers, except via the contact person listed above.

**(ix) Non-Compulsory Information Session**

- WITS will host a non-compulsory Information Session as detailed below for all Tenderers who submitted their intent to bid within the stipulated period.
- WITS will limit the number of participants per company to two (2) for questions and answers.
- Participants will be requested to submit any clarifications questions before the Information



Session (details of which will be included in the invitation email), to ensure that answers are prepared to the most pertinent questions and addressed during the Information Session.

- The Information Session will be interactive. The participants will be provided with a presentation with background and relevant technical information, as well as clarification answers to all the queries received.
- Only Tenderers who have submitted an Intent to Bid by the stated deadline will be allowed to submit proposals for the RFP.

<b>QUERIES PERTAINING TO THIS RFP CAN BE DIRECTED TO -</b>			
Tender Administrator	Jacobie Tollemache	<b>E-MAIL</b>	To: <a href="mailto:#Dept-tenders.cpd@wits.ac.za">#Dept-tenders.cpd@wits.ac.za</a> Cc: <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>
<p>The <b>non - compulsory Information Session</b> with representatives of WITS will take place <b>via Microsoft Teams on Wednesday, 17 July 2024, at 11H00.</b></p> <p>Information to the meeting will be communicated to all Tenderers who have submitted an Intent to Bid by the stated deadline.</p> <p>All participants shall be confirmed in the attendance register prior to the webinar.</p>			

**(i) Sourcing Process**

WITS conduct business in a manner that encourages good supplier relations within an environment that promotes competition and is compliant with WITS’ policies and the law.

- The Tenders participating in this RFP are required to comply in all respects with the RFP instructions and requirements.
- The Tenderers’ Proposal will consist of a formal, binding bid relative to the project.
- The *Client* will evaluate and score each tender submission against pre-determined Evaluation Criteria.

**(x) The submission will be assessed in a 3 – phase process:**

- Phase 1: Prequalification Procurement & Technical Mandatory
- Phase 2: Functionality / Proposal evaluation with a minimum threshold of 70%
- Phase 3: Pricing (60%) and preference (20%) and Quality / Technical 20 %



## T1.2 Tender Data

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The <i>Client</i> is the University of the Witwatersrand, Johannesburg, acting through its Campus Planning and Development Department.
3.2	The tender documents issued by the <i>Client</i> comprise the documents listed on the contents page.
3.3	The <i>Client's</i> agent is Jacobie Tollemache: <a href="mailto:#Dept-tenders.cpd@wits.ac.za">#Dept-tenders.cpd@wits.ac.za</a> & <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>
3.4	The language for communication is English.
3.5.1	In addition, the <i>Client</i> reserves the right at any time to: <ul style="list-style-type: none"> <li>• Request further information should the tenderer submit insufficient detail;</li> <li>• Contact any tenderer during the evaluation process, in order to clarify any information, without informing any other tenderer,</li> <li>• Award only a portion of the tender,</li> <li>• Award portions of the tender to more than one contractor,</li> <li>• Withdraw, defer, suspend, or reissue the tender in whole or in part at any time,</li> <li>• Share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and,</li> <li>• Audit the awarded contracts from time to time.</li> <li>• The <i>Client</i> reserves the right to reject any or all bids received in response to this tender invitation without assigning any reason whatsoever. The <i>Client</i> also reserves the right to reject the lowest responsive bid if it is determined that such bid does not meet the requirements specified in the tender documents, or if it is deemed not to represent value for money. The <i>Client's</i> decision in this regard shall be final and binding, and no correspondence will be entered with bidders regarding the reasons for rejection.</li> </ul>
3.6	The competitive negotiation procedure shall be applied.
4.1	Only Tenderers who satisfy the pre-qualification criteria as set out in this document should submit a Tender Submission, failure to do so will result in disqualification.  <b>Procurement eligibility and pre-qualification criteria is listed below:</b> <ol style="list-style-type: none"> <li>a) The registration of intent to bid/interest is compulsory. Additionally, if tenderers choose to attend the non-compulsory clarification meeting, they must ensure representation by one of their full-time employees.</li> <li>b) the tenderer is not an unincorporated joint venture; and is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to automatically continue to function in the event of a death or withdrawal of one of the partners;</li> <li>c) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>d) the tenderer has not: <ol style="list-style-type: none"> <li>i. abused the <i>Client's</i> Supply Chain Management System; or</li> <li>ii. failed to perform on any previous contract and has been given written notice to this effect or</li> </ol> </li> </ol>



is due to be given such notice due to performance issues that have arisen.

- e) the tenderer has completed and signed **Appendix A: Returnable Schedules & Documents Schedule 1A and Schedule 1B: Signed Tender Submission** and there are no conflicts of interest which impact the tenderer's ability to perform the contract in the best interests of the *Client* or potentially compromise the tender process.
- f) Company registration (CIPC /CK etc.) indicating the date of registration/incorporation, and a list of directors, partners, and members.
- g) the tenderer submits a VAT Registration Certificate. Provide rationale if VAT is not applicable.
- h) the tenderer submits an Original Valid Tax Clearance PIN (In case venture/consortia partners, each partner must submit a tax clearance certificate) issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;
- i) The tenderer to provide the latest signed 3 (three years) Annual Financial Statements in line with the Companies act.
- j) the tenderer to provide proof of the following insurance coverage:
  - i. Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million.
  - ii. Professional Indemnity Insurance with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million.
- k) The tender to provide proof of bank rating and/or letter of good standing
- l) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;

**Technical/Functional mandatory criteria are listed below:**

- m) the tenderer must provide a minimum of three (3) Employer references where they have provided a similar requirement in the last 5 (five) years. The references must have similar or greater technical capacity and complexity to that of this Tender. For each, attach a Practical Completion Certificate or written testimonial/confirmation of completion from the client or Employer;
- n) Tenderers must be South African entities or have a local presence within South Africa, with offices located within 50km of Braamfontein. Proximity to both the Tenderer's location and the project site is a weighted criterion in the bid assessment. Proof of local presence in the Greater Johannesburg area, as well as proof of head office (either a utility bill or lease agreement), must be provided. Proximity to both the Tenderer's location and the project site is a weighted criterion in the bid assessment, with closer proximity to the project location potentially being favoured, provided all other requirements are met. Additionally, key personnel involved in the project must be based at the specified location to ensure effective project management and oversight.
- o) Tenderers must complete Schedule 5: Contactable Client References in Appendix A
- p) Tenderers must submit the key personnel's qualifications, certificates, and CV.
- q) The tenderer has in their full-time employment a principal consultant (*key person*) (i.e., the person who will provide the service or under whose active and personal direction, control, and supervision the service is to be provided) who is registered in a construction health and safety category
- r) The tendering entity must primarily provide independent technology-based intellectual services for a fee. This can be evidenced by either having at least 50% of its directors, members, or partners to have provision of any or all of the services for:



	<p>i. a health and safety agent contained in the Standard scope of professional services associated with the delivery of a package (see Annexure 2); or</p> <p>ii. a person registered in a construction health and safety category of registration provided for in terms of the Project and Construction Management Professions Act (Act No 48 of 2000) contained in a standard scope of service published by the South African Council for the Project and Construction Management Professions (SACPCMP)</p> <p>s) Tenderers must provide proof of Professional Registration</p> <p>t) The tenderer must complete and sign the Form of Offer in the NEC4 Framework contract.</p> <p>u) The Tenderer must complete the fee percentage in the NEC framework Contract</p> <p>v) The Tenderer must provide their National Treasury Central Supplier Database registration number or proof of application.</p> <p><b>Other Elements that are considered as part of the evaluation include:</b></p> <p>w) the tenderer to submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928. The University is only considering B-BBEE Levels insert.</p>
4.7	<p>The <b>non-compulsory Information Session</b> with representatives of WITS will take place <b>via Microsoft Teams on Wednesday, 17 July 2024, at 11H00</b></p> <p>The information to access the webinar will be communicated to all Tenderers that confirmed their intention to bid.</p> <p>Only two (2) participant logins per Supplier. All participants shall be confirmed in the attendance register prior to the <b>Microsoft Teams</b> webinar.</p>
4.10	Tenderers are required to state the rates and currencies in South African Rands (ZAR).
4.11	An item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the tender offer.
4.12	No alternative offers will be accepted.
4.13.4	An officer or director of the tenderer who is legally authorised by the tenderer to enter into a binding agreement must sign the tender offer. WITS may request proof of the authorisation document at any time.
4.13.5	<b>Only Electronic Submissions are allowed</b>
4.15	<p>The Tenderer will be required to submit electronic proposals in strict accordance with WITS' <b>Email Tender Submission Protocol &amp; Terms and Conditions</b> (Annexure 6) outlining the requirements from WITS. The Tenderer shall:</p> <ul style="list-style-type: none"> <li>- Avoid emailing Submissions in the last sixty (60) minutes that the Invitation to Tender is open;</li> <li>- Tenderers must use the following identification format: <b>[Number of Emails Sent   Tender Reference Number   Tender Short Description   Tenderers Company Name]</b>;</li> <li>- The University will only accept the following file extensions: .zip - Zip compressed file, .doc and .docx</li> <li>- Microsoft Word file, .pdf - PDF file, .xls - Microsoft Excel file and .mp4 - MPEG4 video file;</li> <li>- The University's server cannot accept emails containing zip files or attachments that exceed 20 MB. If the total size of the submission is in excess of 20 MB, Tenderers must separate the</li> </ul>





	<p>submission into parts less than 20 MB and note the number of emails sent accordingly.</p> <ul style="list-style-type: none"> <li>- Tenderers must ensure that all emails are sent with a read and delivery receipt request for example an Outlook or Gmail server.</li> <li>- Email Proposal addressed to, with the following details in the covering mail:</li> </ul>
4.13.5	<p><b>Attention: Jacobie Tollemache (Project Coordinator)</b></p> <p><b>E-Mail Addresses: To: <a href="mailto:#Dept-tenders.cpd@wits.ac.za">#Dept-tenders.cpd@wits.ac.za</a></b></p> <p><b>Cc: <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>,</b></p> <p><b>Subject Matter: Request for Proposal</b></p> <p><b>RFP Tender No: CPP.FC.24-29.HS – Professional Health and Safety Services</b></p> <p>→ <b>RFP Tender Title: Framework contract for Professional Health and Safety Services within the University of the Witwatersrand precincts</b></p>
4.15	The closing time for submission of tender offers is <b>on Tuesday, 6 August 2024 at 23:59 pm.</b>
4.16	The tender offer validity period is <b>One hundred and eighty (180) days.</b>
4.22	All returnable documents, certificates and schedules must be current and valid and returned with the tender's offer submission.
5.1	The <i>Client</i> will respond to requests for clarification received up to three (3) working days before the tender closing time.
5.2	The <i>Client</i> shall issue addenda until three (3) working days before tender closing time.



5.11.5 The tender submissions will be evaluated in terms of Method 4: Financial offer, quality, and preferences. The price, quality and preference criteria and maximum score in respect of each of the criteria are as follows:

<b>Financial Offer</b>	<b>60 Points</b>
Comparative Financial Offer	60 Points
<b>Quality</b>	<b>20 Points</b>
Company Experience & Track Record	8 points
Health and Safety Team experience & qualifications	8 Points
Proximity to University Location	4 Points
<b>Preference</b>	<b>20 Points</b>
Tendering Company's B-BBEE Level	10 Points
Tendering Company is at least 51% Black owned.	10 Points
<b>Total</b>	<b>100 Points</b>



5.11.8

**Wits Preferential Procurement Goals**

**WITS** recognised the need to participate meaningfully in the socio-economic transformation of South Africa and has identified specific principles that will address business and wealth creation imperatives with its dedicated preferential procurement philosophy.

To this end, in addition to requirements in the RFP, WITS will use the 80/20 preference points system. The allocation of the points will be as follows:

10 of 100 evaluation points (10%) to the below criterion yes/no criteria

B-BBEE Status Level Contributor	Number of Points (10% B-BBEE system)
Level 1 contributor	10
Level 2 contributor	9
Level 3 contributor	6
Level 4 contributor	5
Level 5 contributor	4
Level 6 contributor	3
Level 7 contributor	2
Level 8 contributor	1
Non-Compliant contributor	0

**Note:** Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

A further 10 of 100 evaluation points (10%) to the following yes/no criterion:

- Tendering company is at least 51% Black owned



5.11.9 Quality shall be scored by not less than three evaluators in accordance with the above criteria and Evaluation Schedules. **The minimum score for quality evaluation is 70%, or 14 out of 20 evaluation points.**  
The quality criteria and maximum score in respect of each of the criteria are as follows:

Quality criteria	Sub criteria	Maximum number of points
<b>Criterion 1</b> Company Experience & Track Record	Tenderers to provide a minimum of three (3) Employer references where they have provided for similar projects completed in the last five (5) years.  The references must have similar or greater technical capacity and complexity to that of this Tender.  The tender response must take all the below listed items into consideration: - Project description (not just a title) - Project value overall budget (if available) including VAT @15% - Discipline specific fee value including VAT @ 15% - Project start date - Project completion date - Contactable Employer reference - Who were the key personnel assigned to this project and are they currently employed by the company.	40
	Tenderer has completed at least Seven (7) or more similar projects	Excellent (Score 100)
	Tenderer has completed at least Five (5) similar projects	Good (Score 90)
	Tenderer has completed at least Three (3) similar projects	Satisfactory (Score 70)
	Not applicable	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)
<b>Criterion 2</b> Proposed Senior/Key persons for this contract	Professional profile(s) in relation to the required service Qualifications: Health and Safety Agent   Construction Health and Safety Officer (SACPCMP) - Relevant experience. - key person must be a staff member;  <b>Years of Experience</b> - >15 years' experience - 10 - 14 years' experience - 6 - 9 years' experience - 3 - 5 years' experience  <b>Duration Of Employment</b> - length of employment > 10 years - length of employment 6 to 10 years - length of employment 3 to 5 years - length of employment 1 to 2 years	10



<b>Scoring: Criterion 2 Years of Experience</b> Proposed Senior/Key persons for this contract	Tenderers Key Personnel has >15 years of relevant experience	Excellent (Score 100)
	Tenderers Key Personnel has 10-14 years of relevant experience	Good (Score 90)
	Tenderers Key Personnel has 6-9 years of relevant experience	Satisfactory (Score 70)
	Tenderers Key Personnel has 3-5 years of relevant experience	Poor (Score 40)
	Tenderer has not submitted information	Cannot Score (Score 0)
<b>Scoring: Criterion 2 Duration Of Employment</b> Proposed Senior/Key persons for this contract	Tenderers Key Personnel has >10 years of relevant experience	Excellent (Score 100)
	Tenderers Key Personnel has 6 – 10 years of relevant experience	Good (Score 90)
	Tenderers Key Personnel has 3 - 5 years of relevant experience	Satisfactory (Score 70)
	Tenderers Key Personnel has 1 – 2 years of relevant experience	Poor (Score 40)
	Tenderer has not submitted information	Cannot Score (Score 0)
<b>Criterion 2a</b> Health and Safety Team experience and competency	<p>The focus of this criterion is to allow the tenderer to share the depth and range of capacity and experience of the company, and to indicate staff retention.</p> <p>CVs of project staff/key personnel must be provided. Proof of qualifications and years of relevant experience of proposed staff / key personnel is to be submitted with a Curriculum Vitae.</p> <p>Experience of the combined Health and Safety Team members (if any), under the direction of the Principal Agent.</p> <p>List of staff that will be assigned to this contract:</p> <ul style="list-style-type: none"> <li>- nature of employment (permanent staff, fixed-term staff, or subconsultant)</li> </ul> <p>Experience in relation to the required service:</p> <p>Years of RELEVANT experience –</p> <ul style="list-style-type: none"> <li>- 15+ years of experience</li> <li>- 10 – 14 years of experience</li> <li>- 6 – 9 years of experience</li> <li>- 3 – 5 years of experience</li> </ul>	10
<b>Scoring: Criterion 2a</b> Health and Safety Team experience and competency	Tenderers Key Personnel has >15 years of relevant experience	Excellent (Score 100)
	Tenderers Key Personnel has 10 - 14 years of relevant experience	Good (Score 90)
	Tenderers Key Personnel has 6 - 9 years of relevant experience	Satisfactory (Score 70)
	Tenderers Key Personnel has 3- 5 years of relevant experience	Poor (Score 40)
	Tenderer has not submitted information	Cannot Score (Score 0)



<b>Criterion 2b</b> Health and Safety Team Number of Staff	<ul style="list-style-type: none"> <li>- Depth and Range of Capacity and Experience of the Company - Number of Professionals registered with the respective professional councils</li> <li>- Tenderer has at least Three (3) Registered Professionals</li> <li>- Tenderer has at least Two (2) Registered Professionals</li> <li>- Tenderer has at least One (1) Registered Professional</li> </ul>	10
<b>Scoring: Criterion 2b</b> Health and Safety Team Number of Staff	Tenderer has at least Three (3) Registered Professionals	Excellent (Score 100)
	Tenderer has at least Two (2) Registered Professionals	Good (Score 90)
	Tenderer has at least One (1) Registered Professionals	Satisfactory (Score 70)
	Not applicable	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)
<b>Criterion 2c</b> Health and Safety Team - average duration of employment	<ul style="list-style-type: none"> <li>- &gt; 10 years length of employment</li> <li>- 6 to 10 years length of employment</li> <li>- 3 to 5 years length of employment</li> <li>- 1 to 2 years length of employment</li> </ul>	10
<b>Scoring: Criterion 2c</b> Health and Safety Team - average duration of employment	Tenderer has at least 10 years length of employment	Excellent (Score 100)
	Tenderer has at least 6 to 10 years length of employment	Good (Score 90)
	Tenderer has at least 3 to 5 years length of employment	Satisfactory (Score 70)
	Tenderer has at least 1 to 2 years length of employment	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)
<b>Criterion 3</b> Proximity to University Location	<ul style="list-style-type: none"> <li>- ≤ 5 kilometres</li> <li>- &gt; 5 &amp; ≤ 20 kilometres</li> <li>- &gt; 20 &amp; ≤ 30 kilometres</li> <li>- &gt; 30 &amp; ≤ 50 kilometres</li> <li>- &gt; 50 kilometres</li> </ul>	20
<b>Scoring: Criterion 3</b> Proximity to University Location	Tenderer is at least ≤ 5 kilometres	Excellent (Score 100)
	Tenderer is at least > 5 & ≤ 20 kilometres	Good (Score 90)
	Tenderer is at least > 20 & ≤ 30 kilometres	Satisfactory (Score 70)
	Tenderer is at least > 30 & ≤ 50 kilometres	Poor (Score 40)
	Tenderer is > 50 kilometres	Cannot Score (Score 0)
<b>The maximum possible score for quality (Ms)</b>		<b>100</b>
<p><b>Each evaluation criterion will be assessed in terms of five indicators – very good, good, satisfactory, poor and no response. Scores of 100, 90, 70,40, or 0 will be allocated to each response. The scores of each of the evaluators will be averaged, weighted, and then totalled to obtain the final score for quality.</b></p>		



	<p><b>COMPANY EXPERIENCE &amp; TRACK RECORD</b></p> <p><b>TENDERER'S EXPERIENCE AND COMPETENCY</b></p> <p>The scoring of the respondent's experience will be as follows:</p> <p>Tenderers must provide a minimum of three (3) Employer references where they have provided a similar requirement in the last five (5) years. The references must have similar or greater technical capacity and complexity to that of this Tender. For each, attach a Completion Certificate or written testimonial/confirmation of completion from the client or Employer.</p> <p>The tender response must take all the below listed items into consideration:</p> <ul style="list-style-type: none"> <li>- Project description (not just a title)</li> <li>- Project value overall budget (if available) including VAT @15%</li> <li>- Discipline specific value including VAT @ 15%</li> <li>- Project start date</li> <li>- Project completion date</li> <li>- Contactable Employer reference</li> <li>- Who were the key personnel assigned to this project and are they currently employed by the company.</li> </ul>
	<p><b>KEY PERSONNEL (EXPERIENCE &amp; COMPETENCY)</b></p> <p>The capability and experience of the Health and Safety Agent, staff/key personnel will be evaluated in relation to the scope of work from two (2) different points of view:</p> <ol style="list-style-type: none"> <li>1. General experience and qualifications,</li> <li>2. Knowledge of issues which the Tenderer considers pertinent to the types of projects assignable under this contract.</li> </ol> <p>An equal weighting will be applied to 1) and 2) above.</p> <p>The following Tender will be evaluated on the following key personnel:</p> <ol style="list-style-type: none"> <li>1. Principal Health and Safety Agent</li> <li>2. Construction Health and Safety Officer</li> </ol> <p>The individual CVs should not be more than three (3) pages should be attached to this schedule. Each CV should be structured under the following headings:</p> <ol style="list-style-type: none"> <li>1. Personal particulars             <ol style="list-style-type: none"> <li>a. Name;</li> <li>b. date of birth;</li> <li>c. place(s) of tertiary education and dates associated therewith;</li> <li>d. professional awards;</li> </ol> </li> <li>2. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)</li> <li>3. Certifications and trade tests</li> <li>4. Name of current employer and position in enterprise</li> <li>5. Overview of work experience (year, organisation, and position)</li> <li>6. Outline recent assignments/experience that have a bearing on the scope of work;</li> </ol>



	<p>Proof of qualifications, certifications, professional registrations, and memberships must be attached to this schedule.</p> <p>The scoring of the respondent’s key personnel’s relevant experience will be as follows:</p>
	<p><b>COMPETENCY AND EXPERIENCE OF THE HEALTH AND SAFETY TEAM</b></p> <p>The focus of this criterion is to allow the tenderer to share the depth and range of capacity and experience of the company, and to indicate staff retention. CVs of project staff/key personnel must be provided. Proof of qualifications and years of relevant experience of proposed staff / key personnel is to be submitted with a Curriculum Vitae.</p> <p>Experience of the combined Consulting Team members (if any), under the direction of the Health and Safety Agent.</p> <p>Experience in relation to the required service – the following criterion will be applied.</p>
	<p><b>HEALTH AND SAFETY TEAM NUMBER OF STAFF</b></p> <p>Depth and Range of Capacity and Experience of the Company - Number of Professionals registered with the respective professional councils.</p> <p>Number of staff: Registered Professionals</p>
	<p><b>PROXIMITY TO THE UNIVERSITY LOCATION</b></p> <p>The focus of this criterion is to evaluates the proximity of the tenderer's location to the University, with the general location being Braamfontein.</p>
5.13	<b>Tender offers will only be accepted if all requirements in 4.1 have been met.</b>
5.15	Not applicable.
5.17.	The tender is to submit an electronic copy of the contract with their submission

**Part T2: Returnable documents**

Appendix A: Procurement Returnable Schedules

Appendix B: Consultant Qualifications and Experience Summary

Appendix C: Company Capacity and Staff Experience

Annexure 1: NEC4-PSFC – Professional Services Framework Contract – Health and Safety

**Points to be considered:**

The Tenderer may be required to prepare, or contribute to, ad hoc reports on specific aspects of the project.

The Tenderer shall submit monthly cost reports to the *Client* showing expenditure in respect of both the Tenderers appointment and the construction contract together with the anticipated spend to the end of the project in question. Construction progress reports shall be submitted monthly to the *Client* in the agreed format.

**Project Meetings:**

Other than the attendance at at-least weekly site meetings once the construction commences, there are requirements for a monthly Professional Resource Teams (PRT) progress update meeting in respect of this project. The Tenderer shall however convene management meetings on an ad-hoc basis as and when necessary, and when called upon to do so by the *Client*. The Tenderer shall be represented at these meetings by at-least the key person and those associated with the project whose CV’s have been submitted with this tender.





**Client's Right to Recover Cost:**

The *Client* reserves the right to recover, by way of a deduction from any amount due to the Service Provider, any additional cost which the *Client* incurs arising out of non-performance/negligence of the Service Provider, subject to the limitations of liability as per the conditions of contract.

**Successful Tenderers:**

Please note that this contract is non-committal, and the University retains full discretion to allocate tasks to successful Tenderers as deemed appropriate. This statement underscores the University's prerogative to assign work in accordance with its strategic objectives and operational requirements, ensuring the most effective execution of the project.

