

**The University of South Africa invites suitably.
qualified service providers to participate in a
Public Tender Process to provide the
University with the**

**Mechanical and Industrial Lab upgrade project
(EUCLID) at Florida campus**

Tender Specification Document

Tender Ref. No:	PT2024/02	Date of Issue:	MARCH 2024
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1. BACKGROUND

To comply with building regulations and the Occupational Health and Safety Act, renovate the Mechanical and Industrial Labs (EUCLID) building on the Florida campus, extend the existing mezzanine floor, and convert the open plan to enclosed labs to meet the needs of the professors.

Science, engineering, and technology are areas that require intense attention because they will help to improve the quality of life for people in South Africa. Within its state-of-the-art teaching Science Campus in Florida, the university intends to play a key role in science education. The University of South Africa (UNISA) Science Campus is envisioned as a true home for researchers and scientists, as well as a centre for innovation where boundaries are tested, and new ideas are generated.

To continuously improve science education and establish multidisciplinary areas, the science campus must reconfigure the Mechanical and Industrial Labs of the College of Science, Engineering, and Technology (CSET), as well as researchers from nearby universities and universities who wish to come to frontline research.

The laboratory / workshop space requires a few minor renovations before it can be fully utilised to serve the department's teaching and research needs. MANCOM received and approved a proposal of options. Professors from the Labs on November 1, 2016. The renovations to the Mechanical and Industrial labs have been approved.

Unisa is requesting service providers to assess, design and manage how an existing mezzanine floor can be extended and converted to meet the needs of the professors. The work will be over an existing area and careful consideration will have to be given to existing services. The service provider will also advise on the best possible design for the required outcome. The service providers appointed are qualified Professionals with experience.

The benefits of the rehabilitated and functional air conditioning:

- ❖ To provide the compliant space for the college of Science, Engineering and Technology (CSET) to utilize it to its fullest potential. The university will be able to produce the expected outcome from the college of Science, Engineering and Technology (CSET) student, that will be utilizing the lab

effectively. Which the work to be done at Euclid Mechanical and Industrial Labs is to extend the existing mezzanine floor to cater for enclosed labs to meet the requirements and needs of the UNISA professors.

- ❖ **Improves Work Performance:** Ensure that the student and employees working condition is complaint as this will ensure that it increase the concentration for both parties.
- ❖ **Reduces the risk:** Ensure that it will reduce the theft and the dust on the machines.
- ❖ **Prevents electronics from overheating** – as one knows that even our bodies do get hot that is the reason, we need air conditioning so thus the electronic equipment. Heat can do serious damage on electronics such as shortening their lifespan to losing data. The renovation of this building which will also include the installation of the air conditioning system and will prevents the overheating of the electronic equipment.
- ❖ **Controls the spread of air contaminants:** Proper management of construction work and HVAC systems minimizes the spread of contaminants such as bacteria, viruses etc.

1.1. Scope of Service Required

To provide the compliant space for the college of Science, Engineering and Technology (CSET) to utilize it to its fullest potential. The university will be able to produce the expected outcome from the college of Science, Engineering and Technology (CSET) student, that will be utilizing the lab effectively. Which the work to be done at Euclid Mechanical and Industrial Labs is to extend the existing mezzanine floor to cater for enclosed labs to meet the requirements and needs of the UNISA professors.

1.2. Site information

The proposed project is situated at the UNISA FLORIDA Campus on 28 Pioneer Avenue, Florida Park, Roodepoort. The contractor is therefore required to submit a detailed schedule of installation with the tender.

2. PROPRIETARY AND CONFIDENTIAL INFORMATION

All material submitted in response to this tender shall become the property of Unisa. Any confidential information provided by a service provider in response to this Tender will be held in confidence and will only be used for the evaluation of this tender.

3. DEALING WITH THE UNIVERSITY OF SOUTH AFRICA

Service providers must not contact any member of Unisa and / or consultants with respect to queries they may have with this tender. A compulsory information session will be held during which it is expected that any queries raised, will be answered.

The service provider shall not disclose any such information or specification, whether explicit or implied, to any third party without the written consent from Unisa.

4. COMPULSORY REGISTRATION AND ADMITTANCE TO THE TENDER INFORMATION SESSION

Prospective tenderers must read the tender specification and bring a copy to the information session.

Date: 03 April 2024

Time: 10:00 – 11:00 (Latecomers will not be admitted)

Venue: NB Pityana Council Chambers building - 02-055A - Executive meeting room, cnr Christiaan De Wet and Pioneer Avenue, Florida campus.

The above-mentioned time frames must be strictly adhered to; latecomers will not be registered admitted to the information session.

5. TENDER SUBMISSION AND CLOSING DATE

The original and a soft copy (USB) of the tender must be submitted into the official tender box in a sealed envelope located in the Kgorong Building, Main entrance, Pretoria Muckleneuk Campus, Preller Street, Muckleneuk Ridge. Please quote the tender reference number **PT2024/02** on the sealed envelope.

Closing date: 18 APRIL 2024 @ 12:00

Tenders submitted late will not be accepted or considered.

Points will be awarded for Broad-Based Black Economic Empowerment.

The decision of the UNISA Committees on awarding a tender is final.

Unisa reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements, although it may not necessarily be the lowest Tenderer. Unisa also reserves the right, in its sole discretion, not to award a tender, to re- advertise a tender or not to award the tender to a service provider who has more than two existing contracts with Unisa.

The tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which Unisa reserves the right to withdraw the tender and to award the tender to another Tenderer without repeating the process.

6. MANDATORY REQUIREMENTS

Mandatory requirements will include the following and must be labelled and submitted in the following order. **Failure to comply and submit any one of the documents will disqualify the submission:**

Annexure A1: Attendance of compulsory information session(complete attendance register).

Annexure A2: Completed and signed Supplier List Application Form (F25).
(www.unisa.ac.za/tenders)

Annexure A3: Resolution to sign on behalf of the tendering unit (www.unisa.ac.za/tenders). Own company resolution will also be accepted.

Annexure A4: Copy of valid SARS clearance certificate to be submitted. SARS pin will also be accepted.

Annexure A5: Copy of company registration documents listing all active directors / members of the company. CIPC company registration document CoR14.3 / Disclosure Certificate.
Copies of share certificates must be included (excluding close corporations).

Annexure A6: BOQ and Form of Tender must be completed in full. (Incomplete BOQ will not be accepted)

Annexure A7: Minimum of (3) **three or more** recent (not older than 5 years) contactable references from customers to which the tenderer has provided or is providing goods/services that are substantially **similar (size, nature & quantity)** with a minimum contract amount of **R17 million** per contract. **The reference Template must be completed in full.**

The following information must be submitted with the reference template:

- ❖ Reference letter from the client where service were rendered (on client's letterhead) clearly indicating the service rendered, contact value, contract period/duration, client contact details and address.
- ❖ Completion certificate of the service rendered.

Annexure A8: Financial Statements

- a. One set (2 years comparative figures) of the most recent audited Annual Financial Statements together with a signed Independent Auditor's Report or a signed letter from the Accounting Officer for Close Corporations must be submitted unless the reporting entity is exempted in terms of the new South African Companies Act from obtaining an Independent Auditor's Report. The exempted entity must then submit a signed Independent Reviewer's report or signed compilation engagement (ISRS 4410) report from any recognised accounting professional body. **The annual financial statement**

submitted must be within six months of their financial year-end to qualify for evaluation.

A complete set of Annual Financial Statements including the following:

- *Independent Auditor's Report (Letter from an External Accountant/Accounting Officer for Close Corporations)*
- *Statement of Comprehensive Income (Income Statement)*
- *Statement of Financial Position (Balance Sheet)*
- *Statement of Cashflows*
- *Statement of Changes in Equity*
- *Notes to the Financial Statements*

No draft summarized or extracts of financial statements will be accepted.

- b. Where the financial statements of the holding company are submitted, a signed letter be included from the holding company, on their letterhead signed by the CEO/CFO, that they would be liable if the subsidiary defaulted. This must be attached to the financials being submitted. Failure to submit such signed letter will disqualify the tender submission.
- c. The financial statements should be submitted as a separate bound document.

Annexure A9: Unisa General Terms and Conditions to be completed and signed (www.unisa.ac.za/tenders)

Annexure A10: CIDB Grading of **7 GB or higher**, proof to be submitted.

Annexure A11: Proof of qualifications and certificates must be submitted.

- ❖ Construction Manager, Site Agent, and Foreman all to be professionally registered with SACPCMP.
- ❖ OHS Agent, OHS Manager and OHS Officer all to be professionally registered with SACPCMP.

Annexure A12: Sub-Contracting is a mandatory requirement and the template must be completed in full.(Refer to point 11 for additional information).

7. OTHER REQUIREMENTS

Annexure B1: A valid B-BBEE certificate from a SANAS accredited verification agency. An affidavit certifying their total annual income and level of black ownership will be sufficient for EMEs and QSEs. Failure to submit the above will result in a zero score for B-BBEE.

Note: All documents submitted in support of this tender must be the documents of the tendering unit and may not pertain to different companies or units within a group. As an example, a tenderer cannot submit its own B-BBEE certificate, but the SARS certificate of its holding company. In the case of a JV all documents from both companies must be supplied.

8. ENVIRONMENTAL IMPACT

Set out the detail of the environmental impact of the activities relating to the agreement/contract and the waste generated as a result thereof. Attach a detailed implementation plan by the contractor and/or the person(s) responsible for implementing the agreement/contract, indicating how the environmental impact and the waste generated will be minimized, mitigated, and managed.

9. PRICING

- ❖ All pricing must be quoted in South African Rand (ZAR) including VAT.
- ❖ The pricing **must remain valid for 120 days** from the closing date of the tender.
- ❖ In instances where the contract period exceeds a year it is accepted that the prices will remain fixed for the first year.
- ❖ Pricing / costing template (BOQ and Form of tender **must be completed** (Annexure A6)
- ❖ Any pricing not included in the pricing template will not be considered.
- ❖ Foreign exchange rate used to be indicated (if applicable).

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his tender, and any variance will render the contract null and void.

10. PAYMENT TERMS

The payment terms of the University are 30 days after receipt of goods and services and upon receipt of the required documentation. **No upfront payments will be considered.**

11. SUB-CONTRACTING (Mandatory Requirement)

11.1 The tenderer and/or the contract, or any portion thereof, or any share or interest therein, may not be transferred, assigned, or granted to any other company without the specific written permission and conditions of the University.

11.2 The University may consider accepting sub-contracting if an agreement is entered into only with the primary supplier, and the agreement, or any portion thereof, or any share or interest therein, may not be transferred, assigned, or granted to someone else subject to the following principles:

- a) Sub-contracting is a mandatory requirement and the tenderer must declare upfront at the time of submitting the tender documents what a portion of the contract will be sub-contracted; this is limited to **30%** of the work. Annexure C must be completed.
- b) The primary supplier takes full responsibility and accountability for the portion of the work sub-contracted.
- c) The name of the sub-contractor must be declared upfront to ascertain whether the sub-contractor is not blacklisted or has not defaulted.

11.3 The University encourages sub-contracting aimed at empowering exempted micro enterprises (EMEs) and qualifying small enterprises (QSEs), as defined in the B-BBEE Codes. In the event that sub-contracting is to any other than EMEs and/or QSEs which is 51% or more black owned, the sub-contracted supplier must have a B-BBEE status level equal to or higher than the appointed supplier.

13. JOINT VENTURES/ARRANGEMENTS

The University of South Africa will accept joint arrangement proposals on condition that the following is adhered to:

a. In case of a joint venture

- All mandatory requirements and non-mandatory documents must be in the name of the joint venture entity (*separate entity established for this purpose*)

b. In case of a joint agreement

- joint operation partners must each submit their own mandatory requirements
- the joint operation agreement must be signed by all participating parties.

12. EVALUATION CRITERIA

Pre-qualification:

Only tenderers that meet all the mandatory requirements including the financial evaluation will proceed to stage 1 of the adjudication.

Stage 1– Technical and Functional evaluation Criteria:

ITEM	CRITERIA	WEIGHTING
1	Approach Paper – Method Statement	20
2	Tenderers' Experience	40
3	Tenderers' Personnel Credentials and Experience	30
4	Quality Control	10
	TOTAL	100

Above scores will be converted to a percentage. Only Service providers who score 75% or more will be evaluated in stage 2.

Form A1.1 Evaluation Schedule: Approach Paper – Method Statement (20)

The approach paper must respond to the scope of work and outline the proposed approach/ methodology including the project plan from mobilisation of the project team, kick-off to practical completion. The approach paper should indicate the proposed duration of the project with reference to the estimated project duration of twelve months. Tenderers shall note that health and safety is submitted and evaluated on a separate schedule with this tender but should be clearly referenced to. The approach paper should articulate what value add the tenderer will provide in achieving the stated objectives for the project.

The tenderer must as such explain his / her understanding of the scope of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies, which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include reference to the quality plan which outlines processes, procedures, and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The tenderer must attach his / her approach paper to this page. The approach paper should be between 1 and 2 pages. The scoring of the approach paper will be as follows:

The scoring of the approach paper will be as follows:

- **Proposed detailed project program for the entire scope of work (10)**
 - Construction program period above **12 months or no program** = 0 points
 - Construction program period of 12 months = 8 points
 - Construction program period of above half a month but less than 12 months = 10 points

- **Health and Safety Plan (5)**
 - ISO 45 001 certified = 5 points
 - Specific to the scope of work = 4 points
 - Unrelated to construction or No Plan = 0 points

- **Environmental and Risk Management Plan (5)**
 - Specific to the project = 5 points
 - Generic but addressing Environmental & RM plan in general = 4 points
 - Unrelated to construction or No Plan = 0 points

Form A1.2 Evaluation Schedule: Tenderer's Experience (40)

The experience of the tenderer in similar* projects or similar areas and conditions in relation to the scope of work over the last five years will be evaluated.

Tenderers should very briefly (between 1 and 2 pages) describe his or her experiences in this regard and attach this to this schedule. Reference will be necessary to any other returnable schedules submitted with this tender as is appropriate. The description should be put in tabular form with the following headings:

A minimum of (3) **three or more** recent (not older than 5 years) contactable references from customers to which the tenderer has provided or is providing goods/services that are substantially similar (size, nature & quantity) with a minimum contract amount of **R17 million or more** per contract. **The reference Template must be completed in full.**

The following information must be submitted with the reference template:

- ❖ Reference letter from the client where service were rendered (on client's letterhead) clearly indicating the service rendered, contact value, contract period/duration, client contact details and address.
- ❖ Completion certificate of the service rendered.

The scoring of the tenderer’s experience will be as follows:

MAIN FUNCTIONALITY CRITERIA:	SUB CRITERIA	WEIGHTING FACTOR:
<p>COMPANY EXPERIENCE</p> <p>Demonstrated experience of tendering entity with respect to relevant projects.</p> <p>Bidder must provide reference letters on client’s letterhead not older than 10 years, confirming a successful completion of similar* projects.</p> <p>Note: appointment letters /contract must accompany corresponding reference letters (on client’s letterhead) not older than 5 years on similar* projects. The following must be vividly captured:</p> <p>a. Employer, contact person and telephone number.</p> <p>b. Description of work (service)</p> <p>c. Value of work (i.e., the service provided) inclusive of VAT)</p> <p>d. Date completed.</p> <p>Failure to submit appointment letter/contract with corresponding reference letters on client/s letter head the service provider will forfeit points</p>	<p>1.1) Five appointment letters /contract and corresponding reference letters (on client’s letterhead) not older than 5 years on similar* projects and with a minimum contract amount of 17 million and the completion certificates = 40 points</p> <p>1.2) Four appointment letters /contract and corresponding reference letters (on client’s letterhead) not older than 5 years on similar* projects and with a minimum contract amount of 17 million and the completion certificates = 35 points</p> <p>1.3) Three appointment letters /contract and corresponding reference letters (on client’s letterhead) not older than 5 years on similar* projects and with a minimum contract amount of 17 million and the completion certificates = 30 points</p> <p>1.4) No Letters /contract and corresponding reference letters (on client’s letterhead) not older than 5 years on similar* projects and with a minimum contract amount of 17 million and the completion certificates = 0 points</p>	<p>40</p>

Similar* projects include but not limited refurbishments or upgrading works carried out by the contractor in the past.

Form A1.3 Evaluation Schedule: Contractor's Site Organogram, Personnel Credentials, Plant, and equipment (30)

a) Personnel

The Contractor should propose the structure and composition of their team i.e., the main disciplines involved, the key staff member / expert responsible for each discipline, the proposed technical, support staff and site staff, together with names of second choice alternate personnel. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. In addition, they shall provide a summary of the key staff member's qualification (certificates, diplomas, or degrees as well as professional registration certificates), experience previous and current occupation. Please include full detailed CVs of the key staff members that will be fully dedicated to this project.

The contractor must attach to this page a **DETAILED & COMPREHENSIVE** company profile including core competencies of personnel. The company profile must summarize information about your organisation. For a company profile to be compliant for this tender, the following detail **MUST** be included in the company profile. • Company core business activities – Describe your products and services and markets in which you operate • Company background – State number of years in business, location, history of company, etc • Company resources – Number of employees, core competencies of personnel, structure of company - organogram

The Contractor must attach his / her organization and staffing proposals to this page. Reference will be necessary to any other returnable schedules submitted with this tender.

The scoring of the proposed organization and staffing will be as follows:

- **Construction Manager, Site Agent, and Foreman all to be professionally registered with SACPCMP (10 points)**
 - Construction Manager fully registered with SACPCMP = 10 points
 - Site Agent fully registered with SACPCMP = 4 points
 - Foreman fully registered with SACPCMP = 2 points
 - NON-SUBMISSION of all the above = 0 points

- **OHS Agent, OHS Manager and OHS Officer all to be professionally registered with SACPCMP (10 points)**
 - OHS Agent fully registered with SACPCMP = 10 points
 - OHS Manager fully registered with SACPCMP = 8 points
 - OHS Officer fully registered with SACPCMP = 4 points
 - NON-SUBMISSION of all the above = 0 points

- **Project specific organogram indicating key staff members, and their roles and responsibilities all for whom CV's, qualifications, etc have been included (5 points)**
 - Organogram of the company = 2 points
 - CV's and Qualifications of all key staff members = 3 points
 - NON-SUBMISSION of all the above = 0 points

- **Schedule of available plant & equipment including temporary works, equipment, tools, crantage, etc. available for the works (5 points)**
 - Schedule showing plant & equipment = 5 points
 - NON-SUBMISSION of all the above = 0 points

Form A1.4 Evaluation Schedule: Quality Control (10) Procedures

The quality control practices and procedures, which ensure compliance with stated requirements of the Employer will be evaluated.

Tenderers should very briefly outline (Between 1 and 2 pages) his or her procedures in relation to the project and attach this to this schedule, reference will be necessary to any other returnable schedules submitted with this tender.

The scoring of the service provider's quality control procedures will be as follows:

- Standard operating procedures (SOP) for quality control = 2.5 points
- Documents management process = 2.5 points
- Training Documents and attendance registers for the last 12 months = 2.5 points
- Competency certificates for the training for all training formally provided = 2.5 points
- ISO 9001 certificate for the organization = 10 points
- NON-SUBMISSION of all the above = 0 points

Above scores will be converted to a percentage. Service providers who score 75% or more will be evaluated in stage 2.

Stage 2:

CRITERIA		POINTS
<p>Price</p> $P_s = 75 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <p>Where: Ps = Points scored for price of tender under consideration Pt = Rand value of tender under consideration Pmin = Rand value of lowest acceptable tender</p>		75
<p>B-BBEE</p> <p>B-BBEE score to be taken from valid B-BBEE certificate provided</p>		25
a	<p>B-BBEE LEVEL</p>	Points Allocation (10)
	Level 1	10
	Level 2	9
	Level 3	8
	Level 4	5
	Level 5	4
	Level 6	3
	Level 7	2
b	<p>Black Ownership</p>	Points range
	51% to 70%	6
	71% to 99%	7
	100%	8
c	<p>Female Black Ownership</p>	Points range
	30% to 50%	2
	51% to 100%	3
d	<p>Youth Owned</p>	Points range
	25.1% to 50%	1
	51% to 100%	2
e	<p>People Living with Disabilities</p>	Points range
	25.1% to 50%	1
	51% to 100%	2
<p>TOTAL:</p>		100

13. TENDER SPECIFICATION

See attached for details.

14. ANNEXURES

QA, OHS document and BOQ, contract data.