

**THE UNIVERSITY OF SOUTH AFRICA INVITES
SUITABLY QUALIFIED SERVICE PROVIDERS TO
PARTICIPATE IN A PUBLIC TENDER PROCESS
FOR**

**CONSTRUCTION OF NEW PERIMETER WALL WITH
ELECTRIC FENCE AT CAPE TOWN PAROW
CAMPUS**

TENDER SPECIFICATION DOCUMENT

Tender Ref. No:	PT2024/03	Date of Issue:	MARCH 2024
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1. BACKGROUND

Crime rate around Cape town Parow area has increased significantly over the past 12 months which unfortunately affected UNISA Parow campus as high number of break-in incidents are currently happening and the campus has become a soft target for criminals. The current perimeter wall which is pre-cast concrete is no longer adequate to secure Parow campus premises since it is old, cracking, easy to break and is also falling apart at some sections.

To respond to the above-mentioned challenges, Unisa appointed consultants to design the new perimeter wall that will ensure that the campus premises are properly secured, and stakeholders are adequately protected from criminal elements. The designs of the new perimeter wall are completed and a detailed scope of works have been compiled. The next stage is to construct the new perimeter wall in line with the approved design drawings as well as the scope of works.

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 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 & ADMITTANCE TO TENDER INFORMATION SESSION

- Prospective tenderers must read the tender specification and bring a copy to the information session.
- Only service provider representatives who are senior members of a relevant business unit, or are member(s) of the team responsible for the tender purposes, will be permitted to attend the compulsory information session.

Information Session Date: 05 April 2024

Information Session Time: 10:00 to 11:00 (Latecomers will not be admitted)

Venue: UNISA Cape Town Parow Campus, B01 (Main Building Entrance) 1st Floor, B Block, Jean Simos Street, Cape Town Campus, Parow

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

TENDER SUBMISSION AND CLOSING DATE

The original and a soft copy of the sealed tenders must be submitted into the official tender box located in the Main Entrance, Cape Town- Parow Campus, Jean Simonis Street, Cape Town Parow. Please quote the tender reference number [PT2024/03] on the sealed envelope.

Closing date: 17 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, to re-advertise, not to retender or not to award the tender.

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.

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

Annexure A2: Resolution to sign on behalf of the tendering unit (www.unisa.ac.za/tenders). Own company resolution will also be accepted.

Annexure A3: Copy of valid SARS clearance certificate to be submitted. SARS pin will also be accepted.

Annexure A4: Copy of company registration documents listing all active directors / members of the company. CIPC company registration document CoR14.3 / Disclosure Certificate.

Annexure A5: Copies of share certificates must be submitted excluding (Excluding closed corporations).

Annexure A6: Bill of quantities and **Form of Tender** must be completed in full.

Annexure A7: A minimum of **three** recent (not older than 5 years) contactable references letters from customers to which the tenderer has provided or is providing services that are substantially similar (**size, nature & quantity**) to the service required with a minimum contract amount of **R900 000** per contract. **The reference Template (A7) must be completed in full.**

NB: The following information should be submitted together 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: Unisa General Terms and Conditions to be completed and signed (www.unisa.ac.za/tenders)

Annexure A9: CIDB grating of a 4 CE or higher (proof to be submitted)

6. OTHER REQUIREMENTS

Annexure B1: A valid B-BBEE certificate from SANAS accredited verification agency or 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.

7. 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.

8. PRICING

The tenderer must state whether the price quoted is fixed for the duration of the agreement or whether the price is subject to escalation. In the absence of an indication in this regard the price will be considered as fixed for the full period of the agreement.

- ❖ 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.
- ❖ Bill of quantities and Form of Tender must be completed in full.
- ❖ Any pricing not included in the pricing template will not be considered.

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.

9. 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.**

10. SUB-CONTRACTING

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.

10.1 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 allowed, provided that the tenderer has declared upfront at the time of submitting the tender documents that a portion of the contract will be sub-contracted; this is limited to **30%** of the work. **Annexure C** must be completed. However, the University reserves the right to allow or not allow sub-contracting.
- 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.

10.2 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.

11. JOINT ARRANGEMENTS

Joint ventures/arrangements will not be allowed.

12. EVALUATION CRITERIA'S

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	25
2	Tenderers' Experience	35
3	Tenderers' Personnel	25
4	Health and Safety Plan	15
	TOTAL	100

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

Stage 2: Price and B-BBEE evaluations

CRITERIA		POINTS	
Price and B-BBEE Evaluation $P_s = 75 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <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	
B-BBEE B-BBEE score to be taken from valid B-BBEE certificate provided		25	
A	B-BBEE LEVEL	Points Allocation (10)	10
	Level 1	10	
	Level 2	9	
	Level 3	8	
	Level 4	5	
	Level 5	4	
	Level 6	3	
	Level 7	2	
B	Black Ownership	Points range	8
	51% to 70%	6	
	71% to 99%	7	
	100%	8	
C	Female Black Ownership	Points range	4
	30% to 50%	2	
	51% to 100%	3	
D	Youth Owned	Points range	3
	25.1% to 50%	1	
	51% to 100%	2	
E	People Living with Disabilities	Points range	0
	25.1% to 50%	1	
	51% to 100%	2	
TOTAL:		100	

2. TENDER SPECIFICATION

a. PROJECT SCOPE OF WORK

- Removal the current old defective pre-cast concrete panel boundary wall
- Securing of premises during construction of new perimeter wall
- Procurement of material, i.e., face bricks, plaster sand, cement, reinforce steel, steel gate and electric fencing
- Earth works and excavation of 2 meter deep the entire length where the new wall will be installed
- Construction of new perimeter at UNISA Cape town Parow campus (435m) in line with the detailed drawings and the bill of quantities
- Installation of electric fence on top of the newly constructed wall in line with the design drawings
- Update the as-built drawings and new maintenance procedures for the newly constructed wall
- Hand over the project package to the client

3. ANNEXURES 1: EVALUATION SCHEDULES

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

The approach paper must respond to the scope of work and outline the proposed approach / methodology including that relating to programme and method statement, Tenderers shall note that health and safety and environmental approach are submitted and evaluated on separate schedules with this tender but should be clearly referenced to. The approach paper should articulate what values 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:

Scoring	Technical approach and methodology
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Very poor (Score 0)	Failed to address project requirements or no submission received from the tenderer.
Poor (Score 25)	The submission does not address the scope of works in the contract document
Satisfactory (Score 50)	Submission of technical method statement is well written but does not include the impact of activities on the critical path
Good (Score 75)	Submission of technical approach method statement submitted details the scope of works and activities, the method statement highlights construction method the contractor intends to apply. The construction method statement identifies the critical path, and the impact of activities on critical path, and how it will be managed
Very good (Score 100)	<ul style="list-style-type: none"> • Submission of technical approach method statement detailing the scope of works and activities, the method statement highlights construction method the contractor intends to apply. The construction method statement identifies the impact of activities on critical path, and how it will be managed • Submission of technical approach method statement include the dependencies and management plan

Form A1.2 Evaluation Schedule: Tenderer's Experience

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.

A minimum of **three** recent (not older than 5 years) contactable references letters from customers to which the tenderer has provided or is providing services that are substantially similar (**size, nature & quantity**) to the service required with a minimum contract amount of **R900 000** per contract. **The reference Template (A7) must be completed in full.**

NB: The following information should be submitted together 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:

Points	Points to be awarded as follows:
(75/100)	Evidence of three (3) similar projects (valued at R900 000.00 or more) with relevant contactable references in the last 5 years confirmed, refer to reference template for required information and documents.
(85/100)	Evidence of four (4) similar projects (valued at R900 000.00 or more) with relevant contactable references in the last 5 years confirmed, refer to reference template for required information and documents.
(100/100)	Evidence of five (5) similar projects (valued at R900 000.00 or more) with relevant contactable references in the last 5 years confirmed, refer to reference template for required information and documents.

Form A1.3 Evaluation Schedule: Contractor's Resources – Personnel

a) Personnel

The Tenderer should propose the structure and composition of their team i.e., the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and 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, experience, and current occupation.

The tenderer 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 tenderer shall state what construction plant and equipment is proposed for this Contract, together with a clear indication of its availability and age.

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

Non-submission of site organogram will render the submission non-responsive

Very poor (Score 0)	The tenderer failed to provide proof of relevant experience as requested.
Poor (Score 25)	Submission of a complete site organogram with clarity on tasks and responsibilities of key staff with reference to the scope of the project Construction Manager but not registered with SACPCMP
Satisfactory (Score 50)	Submission of a complete site organogram with clarity on tasks and responsibilities of key staff with reference to the scope of the project Construction Manager and Site/Foreman but not registered with SACPCMP Submission of Sub-Contractors list
Good (Score 75)	Submission of a complete site organogram with clarity on tasks and responsibilities of key staff with reference to the scope of the project <ul style="list-style-type: none"> • Construction Manager fully registered with SACPCMP • Site Agent but not registered with SACPCMP • Foreman but not registered with SACPCMP • Submission of Sub-contractors list
Very good (Score 100)	Submission of a complete site organogram with clarity on tasks and responsibilities of key staff with reference to the scope of the project <ul style="list-style-type: none"> • Construction Manager fully registered with SACPCMP • Site Agent fully registered with SACPCMP • Foreman fully registered with SACPCMP • Submission of Sub-contractors list

Form A1.4 Evaluation Schedule: Health and Safety procedures proposed for the Contract

The health and safety procedures and practices should clearly indicate compliance with legislation and the stated Employer's requirements.

The tenderer should briefly outline (Between 1 and 2 pages) their procedures and practices in relation to the project and attach these to this schedule, reference will be necessary to any other returnable schedules submitted with this tender.

The scoring of the health and safety experience will be as follows:

Very poor (Score 0)	Failed to address requirements or no response.
Poor (Score 25)	Submission of health and safety procedures that talk to the scope of works in the tender documentation.
Satisfactory (Score 50)	Submission of health and safety procedures that talk to the scope of works. Evidence of a registered construction health & safety officer or letter of intent to appoint one.
Good (Score 75)	Submission of health and safety procedures that talk to the scope of works. Evidence of a registered construction health & safety officer or letter of intent to appoint one. Evidence of construction supervisor and assistant construction supervisor The CV of above-mentioned personnel are submitted as part of tender documentation received as proof and as required by Construction Regulation 8(5), Regulations 9, Regulation 8(7) and 8(8)
Very good (Score 100)	ISO 18001 certificate of the organisation of the company

Signed Date

Name

Position of the Tenderer