



Evaluation Schedule:

Method Statement

The method statement must **respond to the scope** of work as specified in the Bills of Quantities and outline the proposed approach / methodology. The statement should articulate what values the tenderer will provide in achieving the stated objectives for the project.

The tenderer must as such explain his / her understanding of the **objectives** 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 statement should explain the **execution methodologies** which are to be adopted, demonstrate the compatibility of those methodologies. Items of note should reflect but not limited to the fabrication/ manufacturing process, planned deliveries, team's roles and responsibilities, sequence of events and installation applications. The statement should also include a **quality control plan** which reflects processes, procedures and associated resources, applied by whom and when, to meet the client's requirements. Response must demonstrate basic framework of inspections, designated quality control manager and reporting and approval proposals. The statement must also indicate how the **risks will be managed** in relation to identifying such risk, assigning the risks to competent delegate, computing a mitigation strategy and contingency and monitoring thereof.

The method statement shall not be longer than 3 single sided printed A4 pages.

Total Score = 23

Programme of Works

A comprehensive and well **detailed Program** of works / Construction Program that clearly indicates the Bidders **understanding of all trades and disciplines** required and programming / timelines of such. Clearly indicate anticipated manufacturing, delivery and installation times. Practical and Final Works completion dates with defects periods allowed for. It is essential for good scoring in bid assessment that the detail of each discipline/area of works is provided in a comprehensive detail and that the relationship between different sub-contractors is indicated. **Time of delivery** will play a pivotal part due to the limited time of the project therefore allowance for overtime is important to match the five week or less duration.

Total Score = 32

Health and Safety

Refer to attached health and Safety specifications

The attached specifications ensure the contractor achieves and maintains an acceptable level of occupational health safety performance and compliance. Prescribed information however does not absolve the contractor from complying with any other legal requirements and as such, the contractor remains responsible for the health and safety of his employees and those of his mandatories. **CVs of SHE Reps to be included.**

Total score = 20

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

.....
Name

.....
Position

.....
Tenderer

Evaluation Schedule:

Proposed Project Structure and Key Staff Experience

The tenderer should propose the structure and **adequate** 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. 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. CVs of **relevant** personnel to be submitted.

Total Score = 15

Company Experience

Attached reference letter template is to be completed by duly legitimate referee for previously completed project of similar nature undertaken by the bidder.

The bidder must also provide information on previously executed project of similar nature and such required proof should include the following:

Project Name & Type;
Appointing Company;
Contact Details;
Project Value;
Copy of Purchase Order/ Appointment Letter;

Total Score = 10

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

.....
Name

.....
Position

.....
Tenderer

C1.2 Contract Data - Employer

C.1.2: Contract Data

The Conditions of Contract are the *JBCC Series 2000 Minor Works Agreement* published by the Joint Building Contracts Committee. Copies of these documents may be obtained from the Association of South African Quantity Surveyors (011-3154140), the Master Builders Association (011-205-9000) the South African Association of Consulting Engineers (011-4632022) or the South African Institute of Architects (011-4860684).

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Part 1: Data provided by the Employer

Clause	Data
1.1	The Employer is: Name: South African Revenue Service
1.2	The address of the Employer is: Address (physical): First Floor Linton House, 570 Fehrson St, Brooklyn Bridge, Pretoria. Telephone: 012 422 6821/5840 Facsimile: 086 612 8509 e-mail: Tenderoffice@sars.gov.za
1.3	The Principal Agent is: Name: South African Revenue Service Address (physical): First Floor Linton House, 570 Fehrson St, Brooklyn Bridge, Pretoria. Address (postal): Telephone: 012 422 6821/5840 Facsimile: 086 612 8509 e-mail: Tenderoffice@sars.gov.za
1.4	The works comprise generally the interior shop fitting (Counters, kitchen units, etc.)
1.5	The site is located on 88 Zastron Street, Bloemfontein, Free State
1.6	The bills of quantities have been drawn up in accordance with the measurement system stated in Part 2: Pricing Data
1.7	The contract documents – JBCC Minor Works Series, BoQ, Construction Programme, Outline Agreement

1.8	The contract drawings upon which the accepted tender is based are incorporated in CD.
1.9	The contract sum is the offered total of prices inclusive of VAT as stated in the Form of Offer and Acceptance
1.10	The governing law is the law of South Africa
1.11	Waiver of the contractor's lien or right on continuing possession is required.
1.12	The original signed set of contract documents is to be held by the employer .
1.13	One copy of drawings, unpriced bills of quantities and contract documents are to be supplied to the contractor free of charge
1.14	Contract works insurance is to be effected by the Contractor for the sum of not less than the contract sum with a deductible amount.
1.15	Public liability insurance is to be effected by the Contractor for the sum of not less than the contract sum with a deductible amount
1.16	Possession of the site is to be given not later than the 14 May 2018.
1.17	The period for the commencement of the works after the contractor takes possession of the site is 1 working day
1.18	Completion of the works in two sections is required.
1.19	<p>The following restrictions apply to the site:</p> <p>The site is under construction and some dependencies are executed by the principal contractor and his sub contracts.</p> <p>Security vetting will be performed by the principal contractor prior to site handover as required by law.</p> <p>Defects liability period may take place during occupation limiting remedial work to be executed only after hours and/ or weekends.</p>
1.20	<p><i>For the works as a whole:</i></p> <p>The date for practical completion is 5 weeks from date of issue of appointment letter.</p> <p>The penalty per calendar day is R 2500.00</p>
1.21	On achievement of practical completion, the contractor is to hand over keys, warranties, etc. related to the works .
1.22	The interim payment certificate is to be issued by the 1st day of the month
1.23	The dissatisfied party is to refer the dispute to arbitration
1.24	The arbitration rules as set out in the Rules of the Arbitration Foundation of Southern Africa
1.25	<p>The variations to the General Conditions of Contract are:</p> <p>Replace the following definitions in DEFINITIONS AND INTERPRETATIONS with the following wording:</p> <p>AGREEMENT means the agreement arising from the signing of the Form of Offer and Acceptance by the parties.</p> <p>CONTRACT SUM means the total of prices in the Form of Offer and Acceptance.</p>



C.1.2 Contract Data - Contractor

Part 2: Data provided by the Contractor

The Contractor is advised to read the *JBCC Series 2000 Minor Works Agreement* and section 3.0 *Payment and adjustment of preliminaries* contained in the associated *Contract Data CE*, published by the Joint Building Contracts Committee, in order to understand the implications of this Data which is required to be completed. Copies of these documents may be obtained from the Association of South African Quantity Surveyors (011-3154140), the Master Builders Association (011-205-9000) the South African Association of Consulting Engineers (011-4632022) or the South African Institute of Architects (011-4860684)

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Clause	Data with reference to the JBCC Series 2000 Minor Works Agreement	
1.1	The Contractor is: Name: Address (physical): Address (postal): Telephone: Facsimile: e-mail:	
1.2	The security provisions selected are: Variable construction guarantee	(delete that which does not apply) yes / no
Clause	Data with reference to Clause 3.0 Payment and Adjustment of Preliminaries of the JBCC Series Minor Works Agreement Contract Data – Contractor to Employer	
1.3	The contract value shall be adjusted according to CPAP yes / no (delete that which does not apply) The base month for the application of CPAP is the month prior to the closing of the tender and the following alternative indices are applicable:	
1.4	Payment of preliminaries: Option (insert A or B)	
1.5	Adjustment of preliminaries: Option (insert A or B)	

Part C2: Pricing Data



C2: Pricing Data

- The pricing data comprises the accompanying bills of quantities.

C2.2: Provisional Bills of Quantities

To be fully and completed in black ink and returned as one pack with all required bid documents.

Part C2: Drawings

Drawings will be in the bid documents as part of the bid specifications

Occupational Health & Safety Specifications

C3: Scope of Work



C3: Scope of work

The scope of work will generally involve the supply, delivery and installation of shop fitting as per SARS drawings, standards and specifications:

- Information counters
- Security counter
- Writing counters
- Agents counters
- Kitchen units
- Serving Unit
- Column cladding to public areas
- Cladding to DB boards and fire hose reels to public areas
- Self Help Desk

Refer to detailed Bills of Quantities and accompanying scope schedule.

Part C4: Site Information



C4: Site information

The site is located on 88 Zastron Street, Bloemfontein in the Free State.

It is currently under construction by an independent developer contracted by SARS and planned completion by the 22 May 2018.