



GAUTENG
LEGISLATURE
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INVITATION TO BID

APPOINTMENT OF A PROJECT MANAGEMENT COMPANY (PMC) TO LEAD THE REFURBISHMENT OF THE MAIN BUILDING PROJECT AND TO PROVIDE A TURNKEY SOLUTION TO PURCHASE A NEW BUILDING FOR THE GPL FOR A PERIOD OF 24 MONTHS.

BID NO: GPL 013/2026

NON-COMPULSORY VIRTUAL BRIEFING SESSION: 30 MARCH 2026 @ 11H00 AM

CLOSING DATE: 08 APRIL 2026

TIME: 11H00 AM



ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS

Section 1

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Technical Proposal	Yes		
2.	Invitation to bid (SBD1): completed and signed	Yes		
3.	Pricing Schedule (Firm Pricing) SBD 3.1	Yes		
4.	Bidders Disclosure (SBD 4) Original completed and signed.	Yes		
5.	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
6.	Did you submit copies of full Company Registration documents?	Yes		
7.	Did you submit copies of South African IDs' for Directors?	Yes		
8.	Did you submit your company profile?	Yes		
9.	Did you submit one (1) hard copy bid proposal?	Yes		
10.	Did you submit one (1) USB with information replica of the bid proposal?	Non-mandatory Basic compliance		
11.	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....

 <p>GAUTENG LEGISLATURE <small>Your View — Our Vision</small></p>	INVITATION TO BID (SBD1)	Section 2
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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)

BID NUMBER:	GPL 013/2026	CLOSING DATE:	08 APRIL 2026	CLOSING TIME:	11H00 AM
DESCRIPTION	APPOINTMENT OF A PROJECT MANAGEMENT COMPANY (PMC) TO LEAD THE REFURBISHMENT OF THE MAIN BUILDING PROJECT AND TO PROVIDE A TURNKEY SOLUTION TO PURCHASE A NEW BUILDING FOR THE GPL FOR A PERIOD OF 24 MONTHS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

NO 43 RISSIK STREET, JOHANNESBURG, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr Vhukhudo Letshokota	CONTACT PERSON	Mr Festival Dudumashe
TELEPHONE NUMBER	N/A	TELEPHONE NUMBER	N/A
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Vletshokota@gpl.gov.za	E-MAIL ADDRESS	FDudumashe@gpl.gov.za

PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Mr VHUKHUDO LETSHOKOTA AND Mr FESTIVAL DUDUMASHE FOR WRITTEN RESPONSES

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | | |
|---|------------------------------|-----------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



**Non-Compulsory Virtual Briefing Session
(Declaration of Attendance)**

Section 3

BID NUMBER: GPL013/2026

BID DESCRIPTION: APPOINTMENT OF A PROJECT MANAGEMENT COMPANY (PMC) TO LEAD THE REFURBISHMENT OF THE MAIN BUILDING PROJECT AND TO PROVIDE A TURNKEY SOLUTION TO PURCHASE A NEW BUILDING FOR THE GPL FOR A PERIOD OF 24 MONTHS.

BID CLOSING DATE : 08 April 2026 CLOSING TIME: 11H00am

NON-COMPULSORY BRIEFING SESSION : YES

Venue: Microsoft Teams

Date: 30 March 2026

Time: 11h00am

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

<p>SIGNATURE OF BIDDER OR ASSIGNEE(S)</p> <p>.....</p>	<p>DATE:</p>
--	---------------------------

Position

Name Bidder

Name of Company.....

SIGNATURE OF GPL OFFICIAL _____

DATE: _____

3.1 DOCUMENTS

- 3.1.1. Specify name, position, address and other contact details (e-mail and telephone) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company representative who has the relevant authority to sign legal and binding contracts on behalf of the company.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by the GPL's Security Services. A register will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to the GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by the GPL. The GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

3.2 SUBMISSION OF BID PROPOSAL

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.

3.3 BID RESPONSES

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

3.3.2.1 Service Provider Contact Details

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

3.3.2.2 Service Provider Profile

- a) Bidder's name and address
- b) Company / organisation structure
- c) Commencement date of business
- d) Certificate of Incorporation

3.3.2.3 Pricing Structure

- a) Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT) for VAT registered bidders.
- b) Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- c) Pricing on the pricing schedule is for comparative purposes.
- d) Prices must remain fixed for the duration of the contract. The pricing schedule(SBD 3.3 pricing schedule). must be completed
- e) The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

3.3.3 Quantity of Bids to be Submitted

3.3.3.1 Every prospective bidder must submit one (1) Bid proposal and (1) USB.

3.3.3.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)

3.3.3.3 Bids must be clearly marked on the front as follows: **Bid No: GPL013/2026**

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

a) **Bidders Name & Bidders Address**

b) **Bidders Contact Numbers**

3.3.3.5 Bid documents may be couriered by registered mail or deposited in the tender box situated at:
43 RISSIK STREET, JOHANNESBURG 2000
GAUTENG PROVINCIAL LEGISLATURE, CITY HALL

3.4 ACCESSIBILITY OF THE TENDER/BID BOX

3.4.1 The Bid box can be accessed from 08:00am to 17:00pm, Monday to Sunday (including Public Holidays), at, **43 RISSIK STREET, JOHANNESBURG 2000, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL**

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

3.5 OWNERSHIP OF PROPOSALS

3.5.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of the GPL.

3.5.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

3.6 BID VALIDITY PERIOD

3.6.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. The GPL reserves the right to notify bidders in writing to extend the above validity period if deemed necessary and in the interest of the GPL. Any additional extension after the above days, the GPL will request approval from bidders.

3.7 JOINT VENTURES OR CONSORTIUM

3.7.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.

3.7.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.

3.7.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

3.8 DISCOUNTS

- 3.8.1 When calculating comparative prices, the GPL will consider any discounts which have been offered unconditionally. A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

3.9 GENERAL REQUIREMENTS

- 3.9.1 Prospective bidders may submit their questions to VLetshokota@gpl.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 3.9.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.
- 3.9.3 The GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations and content information.
- 3.9.4 The GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.
- 3.9.5 The GPL reserves the right not to award this bid in total, or part thereof if minimum requirements is not met.
- 3.9.6 The GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 3.9.7 The GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.9.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.9.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.9.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.9.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.9.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.9.13 All relevant clearances and/or memberships must be submitted to the GPL upon the renewal throughout the duration of the contract.
- 3.9.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.10 CENTRAL SUPPLIER DATABASE REQUIREMENTS

- 3.10.1 Bidders should register on the Central Supplier Database (CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE.
- 3.10.2 This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, Financial Management of Parliament and Provincial Legislatures Act of 2009 and the Financial Management of Parliament and Provincial Legislature Regulations of 2015, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 3.10.3 The GPL will not award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or organ of state in which any of the mentioned persons is a Director or has controlling or other substantial interest.

3.11 AWARD OF BID

- 3.11.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance shall be by means of a letter.
- 3.11.2 GPL reserves the right not to award this contract.
- 3.11.3 Contract will be concluded with the successful service provider.

3.12 SUBCONTRACTING

- 3.12.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3.13 SUBCONTRACTING AFTER AWARD OF TENDER

- 3.13.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the GPL.
- 3.13.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.13.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3.14 FRONTING

- 3.14.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 3.14.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
- 3.14.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition (**the dtic**), be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.15 SECURITY AND OCCUPANCY

- 3.15.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "*Restricted Areas*" and all of the provisions of these Acts will apply to this contract.
- 3.15.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.

- 3.15.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.15.4 Signing of contract will be required to hand in to the GPL Security Unit within 48 hours after being requested, following formal acceptance of the Bid, the following information:
- a) Full names of each of the persons intended to be utilised on site, including supervisory staff.
 - b) Position in firm plus service to be performed.
 - c) Intended areas they will be working in.
 - d) A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
 - e) Home address.
- 3.15.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.15.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.15.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.16 SAFEGUARDING OF DOCUMENTS

- 3.16.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.16.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.16.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.16.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.17 BID CANCELLATION

- 3.17.1 The GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.17.2 The GPL may before the award of a bid, cancel a bid if – but not limited to:
- a) due to changed circumstances there is no longer need for the goods and services specified in the invitation.
 - b) funds are no longer available to cover the total envisaged expenditure
 - c) no acceptable bid is received; or
 - d) there is a material irregularity in the bidding process
 - e) there is material change of scope after the tender has closed.

3.18 DELIVERY ADHERENCE

- 3.18.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.

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

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

.....
.....

hereby authorize

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

FULL NAMES CAPACITY

SIGNATURE

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

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

3) IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned, hereby confirm that
I will be sub-contracting work to the following company/companies
If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following
details:

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

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

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
 - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 6) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- 7) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 8) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 9) I confirm that I am duly authorised to sign this contract.

DECLARATION

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

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

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

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

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON
<p>STAMP</p> <p>NAME & SURNAME: _____</p> <p>DESIGNATION/RANK: _____</p> <p>PERSAL/EMPLOYEE NO/SERVICE NUMBER: _____</p> <p>PLACE and DATE: _____</p>

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME : CLOSING DATE :

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----

4. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

- 4.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

4.2 DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R.....
-----	R.....
-----	R.....

TOTAL: R.....

** " all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

4.3 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R.....
-----	R.....
-----	R.....
-----	R.....

TOTAL:R.....

- 5. Period required for commencement with project after acceptance of bid
- 6. Estimated man-days for completion of project
- 7. Are the rates quoted firm for the full period of contract? *YES/NO
- 8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

9. Any enquiries regarding bidding procedures may be directed to the –

9.1 ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management
Contact Person: Vhukhudo Letshokota
E-mail address: VLetshokota@gpl.gov.za

9.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Operational Support
Contact Person: Festival Dudumashe
E-mail address: FDudumashe@gpl.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the

organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

80/20 *or* *90/10*

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{80/20 \cdot (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{90/10 \cdot (P_t - P_{max})}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The 20 preference points will be distributed as follows:

Groupings	Points	Verification
1. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
2. Women Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
3. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
4. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited

- Non-Profit Company
- State Owned Company [TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

APPOINTMENT OF A PROJECT MANAGEMENT COMPANY (PMC) TO LEAD THE REFURBISHMENT OF THE MAIN BUILDING PROJECT AND TO PROVIDE A TURNKEY SOLUTION TO PURCHASE A NEW BUILDING FOR THE GPL FOR A PERIOD OF 24 MONTHS.

1. BACKGROUND

- 1.1** The Gauteng Provincial Legislature (GPL) derives its mandate from the provisions of the Constitution of the Republic of South Africa, 1996, which include representing the people of Gauteng, making laws as well as overseeing the government's delivery of services. The GPL is established in terms of Chapter 6 of the Constitution of the Republic of South Africa, 1996, herein after referred to as the Constitution.
- 1.2** The GPL is housed in the City Hall Building located on the corner of Helen Joseph and Rissik Street. The building constructed in 1914, is a 5-storey, about 45 000 m² footprint and is now categorised as a Grade 2 listed heritage building as per Section 7 of the National Heritage Resources Act, Act no 25 of 1999. As a result, to comply with the Heritage Council management and maintenance requirements, the GPL must continue to ensure that the building is maintained.
- 1.3** In addition, the GPL would like to procure a new building (the Home of GPL) which will accommodate approximately +/- 500 Staff members. It is therefore important that the GPL, as a National Key Point (NKP) ensure that its facilities, infrastructure, and related support systems adequately enable the Legislature to fulfil its constitutional functions.
- 1.3.1 The Project Management Company (PMC) will lead and oversee the Project Management function for the **Revitalization of the main building project**.
- 1.3.2 The PMC will develop TOR's for the Turnkey Solution for the **Procurement of the new building** for Office Space for the GPL (+/-500 staff members).

2. PURPOSE OF THE TERMS OF REFERENCE

- 2.1** The purpose of this ToR is to appoint a suitably qualified PMC that will handle the responsibilities as follows:
- 2.1.1 Provide end-to-end project management services for the implementation of the

Revitalization of the main building project.

2.1.2 Drawing up the terms of reference for the **Procurement of the new building for the GPL.**

2.2 To define the scope, objectives, deliverables, and governance framework for the appointment of a suitably qualified and experienced Project Management Company (PMC) in line with clause 1.3.1. and 1.3.2 of these terms of reference.

3. OBJECTIVES

- 3.1 To appoint a suitably qualified and experienced PMC which will ensure that the capital projects are delivered on time, within scope, budget, and to the required quality standards, while complying with relevant legislative and regulatory frameworks.
- 3.2 Provide full support to the GPL throughout the entire tendering process and assist with post-award contracts.
- 3.3 Ensure compliance with legal, safety, and environmental requirements.
- 3.4 Developing the terms of reference where necessary as in the appointment of the professional team to support the **building rehabilitation project**.
- 3.5 Developing the terms of reference and a full proposal with the best approach for the purchase of the **new building for the GPL**.
- 3.4 Leading the technical committee with specialized professionals team that supports project management by evaluating outcomes and raising concerns of the GPL as a client representative and ensuring the project aligns with the organization's goals and objectives.
- 3.5 Lead project execution, coordinate stakeholders, and ensure deliverables meet agreed standards and timelines.

4. GENERAL SCOPE OF WORK

- 4.1 The PMC is expected to assist the GPL with the following scope of works in line with the Project management life cycle from initiation to close-out. The following project phases shall apply:
 - 4.1.1 Project Initiation and planning
 - 4.1.2 Project design and documentation
 - 4.1.3 Construction and implementation management
 - 4.1.4 Financial and contract administration
 - 4.1.5 Electronic portfolio project management system
 - 4.1.6 Reporting and hand-over

5. REFURBISHMENT OF THE GPL BUILDING

- 5.1 The **PMC** is expected to assist the GPL with the following project phases including but not limited to the following:
 - 5.1.1 **Project initiation and planning**

- 5.1.1.1 Develop detailed **Project Implementation Plans** and schedules aligned with GPL's the approved development plan of the GPL building.
- 5.1.1.2 Where possible use the available information to implement and complement the project delivery phases as a Principal agent.
- 5.1.1.3 Ensure that all project delivery document repository is aligned to GPL's Project Governance Framework and methodology.
- 5.1.1.4 Conducting a Market Analysis based on the feasibility study outcome.
- 5.1.1.5 Prepare cost estimates, and business cases for proposed projects.
- 5.1.1.6 Ensure that the professionals prepare relevant documentation for consultants, and contractors.
- 5.1.1.7 Ensure that the project **baselines, budgets, and timelines are established (overall project plan)**.

5.2 Project design and documentation management

- 5.2.1 Oversee architectural and engineering design processes.
- 5.2.2 Review designs for cost efficiency, constructability, and sustainability.
- 5.2.3 Facilitate design approvals and statutory compliance (e.g., building regulations, OHS standards, fire compliance).

5.3 Construction and implementation management

- 5.3.1 Supervise contractors and consultants on-site to ensure adherence to specifications, safety, and timelines.
- 5.3.2 Manage scope, cost, quality, and time through structured project controls.
- 5.3.3 Chair technical meetings and coordinate all project stakeholders.
- 5.3.4 Ensure that professionals manage **variations, claim, and change control** processes.

5.4 Financial and contract administration

- 5.4.1 Monitor expenditure and ensure compliance with approved budgets.
- 5.4.2 Prepare cash flow forecasts and manage payment certification.
- 5.4.3 Administer project contracts in line with Joint Building Contract Committee (JBCC) as applicable standards.
- 5.4.4 Support GPL's internal and external audit requirements.

5.5 Risk, quality, and compliance management

- 5.5.1 Develop and Maintain a **Portfolio and Project Risk register** for timeous response in addressing project pitfalls that might derail the project.

5.5.2 Ensure that the professionals implement a quality management system (QMS) for the project.

5.5.3 Ensure compliance with **FINANCIAL MANAGEMENT OF PARLIAMENT AND PROVINCIAL LEGISLATURES ACT (FMPPLA)**, CIDB Regulations, OHS Act, and GPL SCM policies.

5.6 Implement an electronic portfolio-project management system

5.6.1 The PMC shall implement an **electronic project management System to Monitor and Report** on Project KPI's.

5.6.2 Provide access to GPL project coordinating personnel in the system.

5.6.3 The solution to have integrated **Artificial Intelligence capability** to manage tasks and deliverables in projects.

5.7 Reporting, handover, and close-out

5.7.1 Provide **monthly and quarterly progress reports** to GPL management and oversight committees.

5.7.2 The PMC shall ensure that the professionals manage project handovers, snag lists, and close-out documentation.

5.7.3 The PMC shall ensure that the professionals conduct **post-project evaluations** and document lessons-learned to be delivered as a consolidated report.

6. CRITICAL REQUIRED SERVICES

6.1 Project Deliverables

6.1.1 **The** appointed PMC will be expected to ensure that the following outputs are delivered as per the GPL requirements:

6.1.1.1 Provide **end-to-end project management services** for the **Revitalization of the main building project**.

6.1.1.2 Ensure effective planning, coordination, and execution of the project mentioned in 6.1.1.1

6.1.1.3 Draw-up and align the terms of reference (TOR) for the procurement of a new building to the objectives of the GPL.

6.1.1.4 Application of a modern Electronic Portfolio / Project Management System in managing the projects and ensure that there is integration into the Microsoft SharePoint platform of the GPL.

- 6.1.1.5 Strengthen governance, compliance, and reporting on two projects capital expenditure.
- 6.1.1.6 Ensure that the professionals develop an Operations and Maintenance Plan (OMP)
- 6.1.1.7 Ensure that the professionals deliver a final account statement (reports) for each project for audit purposes.

6.2 PROVIDE AN OVERALL PROGRAMME FOR THE CAPITAL PROJECTS

6.2.1 Provide an overall programme /project plan with clearly outlined Key Milestones for the **Revitalization of the main building project.**

6.2.2 The PMC shall deliver the final TOR's for a Turnkey Solution as per requirement of the client for the **Purchase of a new building project.**

6.3 Provide technical Support to the Tender Evaluation Committee (TEC)

- 6.3.1 Provide technical support to GPL Tender evaluation Committee (TEC).
- 6.3.2 Provide support where required in the compilation of Tender Evaluation Reports.
- 6.3.3 Provide support and advise to the SCM Probity process.

6.4 Apply electronic Portfolio-Project Management System

- 6.4.1 Apply an electronic Project Management System to manage the entire project cycles.
- 6.4.2 Provide own licenses for the application of the electronic Project Management System.
- 6.4.3 Ensure that there is integration into the Microsoft SharePoint platform of the GPL.
- 6.4.4 Where necessary provide access for the GPL Project Team.
- 6.4.5 Training of the GPL Project Team in the utilisation of the system.
- 6.4.6 Develop Web based Dashboards to update progress for the Capital Projects.

6.5 Reports and Updates

- 6.5.1 Provide Monthly Project Progress Reports.
- 6.5.2 Provide Electronic Dashboard reports for the capital Projects.

7. SUPPLEMENTARY SERVICES

7.1 Development management services

- 7.1.1 The PMC may, by prior mutual consent provide any other supplementary services. This will require agreement of both the GPL and the PMC on the adjustment of the fees and disbursements.

8. GOVERNANCE AND REPORTING STRUCTURE

8.1 The PMC will report directly to the **GPL Infrastructure Project Steering Committee (IPSC)** or an equivalent governance structure established by the GPL.

8.2 Operational oversight will be provided by the GPL Chief Financial Officer (CFO) or Infrastructure Programme Manager.

8.3 The PMC will participate in **regular project review meetings** and submit periodic progress reports as required.

9. COMPETENCY AND EXPERTISE REQUIREMENTS

9.1 The Service Provider should meet the following requirements in terms of registration/affiliation:

9.1.1 The service provider must be a registered Project Management Company or a registered professional services provider (PSP) with demonstrable experience in Development projects with the Companies and Intellectual Property Commission (CICP) and other associate professional bodies.

9.1.2 An excellent and proven track record as a project management company.

6.1.3 Registration with the relevant Project Management Professional body South African Council for the Project and Construction Management Professionals (SACPCMP) as mandatory and other applicable standard as added advantage.

9.2 PROJECT MANAGEMENT COMPETENCES

9.2.1 As a Principal agent the service provider should:

9.2.1.1 Have a minimum 10 years' experience and proven track record of performing project management responsibilities that are essential for the successful execution of projects.

9.2.1.2 Have a minimum 10 years' experience and proven track record of designing and implementing portfolio management methodologies.

9.2.1.3 Have a minimum of 10 years' experience in consulting in the public and/or private sectors on project management.

9.2.1.4 Have implemented a combination of at least 3 projects consisting of the following:

- a) Team leadership: The project lead guides daily activities, promotes coordination and collaboration amongst the team and consultants to ensure that the roles and expectations are fully understood.

- b) Milestone tracking: Project leads monitor progress against key deliverables and adjust plans to keep the project on track. This involves managing project scope and prioritizing resource planning to prevent bottlenecks.
- c) Stakeholder management: As the team lead, to keep all stakeholders informed about project status, challenges, and wins.
- d) Risk assessment: Project leads monitor technical and team-related challenges to identify potential issues early and develop practical solutions before they negatively impact the project.
- e) Quality control: The project lead ensures deliverables meet requirements while maintaining high standards throughout the project. This includes reviewing work and providing constructive feedback to team members.

9.2.1.5 A service provider must have implemented a combination of at least 3 projects consisting of the following:

- 9.2.1.5.1 Strategic Planning: Defining project objectives, creating roadmaps, and establishing timelines to align with organizational goals.
- 9.2.1.5.2 Resource Allocation: Securing and managing resources such as budget, time, personnel to ensure efficient project execution.
- 9.2.1.5.3 Team Coordination: Assembling and leading cross-functional teams, streamlining communication, and resolving conflicts to enhance collaboration.
- 9.2.1.5.4 Risk Management: Identifying potential risks, developing mitigation strategies, and implementing contingency plans to keep projects on track.
- 9.2.1.5.5 Performance Tracking: Monitoring progress, tracking key performance indicators (KPIs), and reporting updates to stakeholders to ensure project success.

9.2.1.6 Personnel assigned to the project team must:

- 9.2.1.6.1 Include a team leader (Principal agent) with a minimum of 5 years' experience in the design and implementation of project portfolio management methodologies, and/or proven record of conducting project management adoption and maturity assessments for client organisations.
- 9.2.1.6.2 Include a team leader who either have a minimum of a degree (NQF Level 7) in project management, or

9.2.1.6.3 Possess recognised certification/s or affiliations conferred by recognised industry bodies. The certifications or designations referred to above are:

- a) Project Management Professional (PMP)
- b) Program Management Professional (PgMP)
- c) Portfolio Management Professional (PfMP)
- d) PM (Project Manager)
- e) Senior Project Manager (Sr.PM)
- f) Professional Project Manager (Pr.PM)
- g) Project Management Professional (PMP)
- h) Certified Project Management Practitioner (CPMP)
- i) PRINCE 2 Foundation or Practitioner level
- j) PMBOK, Professional in Project Management (PPM)
- k) Certified Project Manager (CPM)
- l) Certified associate in project management (CAPM)

9.2.1.7 Include appropriately qualified, experienced, and competent personnel to perform the assigned work in accordance with the project scope.

9.2.1.8 Facilitate the development of a Clear Project Brief.

9.2.1.9 Clearly define the Roles and Responsibilities of the professionals/consultants.

9.2.1.10 Establish and implement Time Management Processes on Projects with respect to and not limited to the following:

- a) Prepare, Co-ordinate and Monitor a Project Initiation Programme
- b) Prepare Indicative Construction Programme
- c) Prepare Documentation Programme/Schedule
- d) Prepare Procurement Programme/Schedule
- e) Agreed Contract Programme

9.2.1.11 Establish and recommend Professional Indemnity requirements.

9.2.1.12 Monitor and co-ordinate quality management of the design processes.

9.2.1.13 Establish and implement Communication Management Processes including the preparation of agenda, chairing and preparing minutes of all necessary technical meetings on the project.

9.2.1.14 Co-ordinate and monitor cost control by the Cost professionals.

9.2.1.15 Co-ordinate and monitor the preparation of tender documentation.

9.2.1.16 Facilitate and monitor the preparation of the Health and Safety specifications.

9.2.1.17 Facilitate the preparation of all conditions of contracts (JBCC).

9.2.1.18 Manage the pre-qualification, tendering, evaluation and recommendation and appointment processes.

9.3 As Principal Agent the PMC should have: -

9.3.1 The ability to take responsibility for and perform the role of Principal Agent on construction contracts.

9.3.2 Knowledge and understanding of the Basic Principles of Law of Contracts.

9.3.3 Knowledge and understanding of Construction Contracts.

9.3.4 The ability to build good relationships (Partnering) between GPL, consulting, and construction teams.

9.3.5 The ability to establish and implement Time Management Processes on contracts with respect to and not limited to the following:

f) Agree and monitor contract programme and working programmes.

g) Monitor and review construction progress and programme updates.

h) The ability to establish and implement Quality Management Processes on contracts including quality control by the consulting and contracting teams.

9.3.6 The ability to establish and implement Cost Management Processes on contracts including the issuing, costing and implementation of site instructions and variations.

a) The ability to co-ordinate and monitor interface between all contractors.

b) The ability to facilitate and monitor implementation of Health and Safety plan.

c) The ability to facilitate and co-ordinate the production of the Health and Safety File.

d) The ability to manage, resolve and certify progress and contractual claims.

e) The ability to co-ordinate and monitor completion and handover processes including and not limited to:

a. Oversee and co-ordinate preparation and issue of defects lists.

b. Monitor implementation of remedial work by contractors.

c. Oversee and facilitate the agreement of final accounts.

d. Expedite and co-ordinate project close out.

10. PROVISIONS OF THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT

10.1 It is a mandatory requirement that in carrying out this project, compliance with the following is maintained:

10.1.1 Project and Construction management Professions Act, of 2000.

10.1.2 Section 18(2) which states that a person may not practise in any of the registration categories unless he or she is registered in that category.

10.1.3 Section 18(3) which states that a person who is registered in the category of candidate must perform work in the project and construction management professions only under the supervision of and control of a professional of a category as prescribed.

10.1.4 Section 27(3) which states that all registered persons must comply with the code of conduct and failure to do so constitutes improper conduct.

11. PERIOD OF THE ASSIGNMENT

11.1 The successful service provider would be contracted for a period of twenty-four (24) months upon being awarded the bid and thereafter signing the service level agreement.

12. EVALUATION CRITERIA

12.1 The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated and adjudicated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness, and full accountability will always be paramount. The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

12.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., samples, professional affiliation certificates, etc.). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

12.1.2 Phase 2: Functionality Evaluation Criteria (100)

This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for Phase 3 of the evaluation, i.e., Price and Specific goals.

FUNCTIONALITY EVALUATION CRITERIA KEY SCORE

1= Poor Will not be able to fulfil the requirements; **2=** Average Will partially fulfil the requirements; **3=** Good The bidder will be able to fulfil the requirements; **4=** Very Good The bidder will be able to fulfil better in terms of the requirements; and **5=** Excellent Fully fulfil in terms of the requirement

#	CRITERION	DESCRIPTION	SCORE	WEIGHT								
1.	<p>BIDDERS EXPERIENCE IN PROJECT MANAGING BUILDING REHABILITATION PROJECTS</p> <p>Provide a Project List and supporting cumulative reference letter(s) from previous clients demonstrating years of experience in executing projects of a similar nature.</p> <p>The Project List must be in the below table format.</p> <table border="1" data-bbox="324 965 891 1072"> <thead> <tr> <th data-bbox="324 965 528 1002">Project Description</th> <th data-bbox="528 965 640 1002">Value</th> <th data-bbox="640 965 775 1002">Period</th> <th data-bbox="775 965 891 1002">Client Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1002 528 1072"> </td> <td data-bbox="528 1002 640 1072"> </td> <td data-bbox="640 1002 775 1072"> </td> <td data-bbox="775 1002 891 1072"> </td> </tr> </tbody> </table> <p>The reference letters must be signed by the referee, contain implementation details for the project, and the duration of the contract.</p> <p>1) GPL reserves the right to verify the testimonials.</p>	Project Description	Value	Period	Client Name					<p>A project list with VERIFIABLE reference letters indicating bidders experience in project managing either refurbishment, upgrade of buildings or management of construction projects.</p> <p>1) The company must meet the requirements stated in subsection 9.2.1 of the ToR and submit a list of at least 3 completed projects and signed client reference letters.</p> <p>2) Industry experience exceeding the minimum defined in section 9.2.1 of the ToR implies the following:</p> <ul style="list-style-type: none"> a. 6 or more years' experience on the requirements of subsections 9.2.1.1 – 9.2.1.4, and b. 5 or more projects in areas stated under subsection 9.2.1.5 c. The company must submit project list of 5 or more completed projects and signed client reference letters for each. 		20
Project Description	Value	Period	Client Name									

FUNCTIONALITY EVALUATION CRITERIA KEY SCORE

1= Poor Will not be able to fulfil the requirements; **2=** Average Will partially fulfil the requirements; **3=** Good The bidder will be able to fulfil the requirements; **4=** Very Good The bidder will be able to fulfil better in terms of the requirements; and **5=** Excellent Fully fulfil in terms of the requirement

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
	2) The company's industry experience is defined in section 9.2. of the ToR	Project List with (1) One reference letter provided of work previously done.	1	
		Project List with (2) Two reference letters where the bidder has performed project management functions.	2	
		Project List with (3) Three reference letters where the bidder has performed project management functions.	3	
		Project List with (4) Four reference letters where the bidder performed project management functions.	4	
		Project List with (5) Five Reference letters where bidder performed project management functions.	5	
2.	<p>QUALIFICATION AND EXPERIENCE OF THE PROJECT LEAD</p> <p>1) Bidder must provide a CV reflecting capability and track record with number of years, in providing project management services, and an extensive experience in the project management field.</p> <p>2) Sub-section 9.2.1.1 – 9.2.1.4</p>	<p>Lead Project Manager experience as a qualified and registered Project Manager to be deployed at the GPL.</p>		20
		Respective Undergraduate Degree and 10 years of experience.	3	
		Respective Honours Degree with 10 or more years' of experience.	4	
		Respective master's degree with 10 more or years' experience.	5	

FUNCTIONALITY EVALUATION CRITERIA KEY SCORE

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#	CRITERION	DESCRIPTION	SCORE	WEIGHT
3.	QUALIFICATION AND EXPERIENCE OF CORE TEAM (CVS) 1) Bidder must provide the CV's and certified copies of qualifications of the Project management resources reflecting capability and track record with number of years, in providing project management services. 2) Internal capacity requirements are defined in subsection 9.2.1.6 of the ToR.	The company must meet the minimum requirements as stated below and provide organogram including roles, CV's and qualifications of resources allocated to the project:		20
		5 to 6 years' experience in doing work in line with the required scope of works.	3	
		7 to 10 years' experience in doing work in line with the required scope of works.	4	
		Above 10 years' experience in doing work in line with the required scope of works.	5	
4	PROJECT METHODOLOGY Bidder must demonstrate a thorough understanding of the assignment in line with the scope of work and deliverables outlined in sections 5 and 6 above. Methodology and project execution plan to cover: 1) Plan to deliver and implement on the project including timelines. 2) Resources to the task or role.	Components of the Project Methodology and execution plan responding to the outlined criteria.		30
		Methodology addressing at least eight (8) of the requirements.	3	
		Methodology addressing all ten (10) requirements adequately.	4	

FUNCTIONALITY EVALUATION CRITERIA KEY SCORE

1= Poor Will not be able to fulfil the requirements; **2=** Average Will partially fulfil the requirements; **3=** Good The bidder will be able to fulfil the requirements; **4=** Very Good The bidder will be able to fulfil better in terms of the requirements; and **5=** Excellent Fully fulfil in terms of the requirement

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
	3) Support team required to this project. 4) Implementation Protocol between the Project Management Company and GPL. 5) Reporting requirements reflecting the objectives measurable, milestone linked to the deliverables. 6) Monitoring and Project performance evaluation plan. 7) Project Risk Management plan 8) Project Management Tool 9) Activity based costing 10) Consolidated monthly project report to the GPL	Excellent detailed methodology with all requirements thoroughly addressed.	5	
5.	<p>AFFILIATION TO PROFESSIONAL BODIES</p> The service provider is expected to be a member of one or more of the stipulated professional bodies as per Subsection 9.2.1.6.3 The company must provide a certified copy of the membership certificate and the membership number.	Not a member of any required association or professional body	0	
		A member of one of the required affiliations or professional bodies.	3	
		A full member of two or more of the mandatory bodies.	5	
		TOTAL POINTS	100	
		CUT OFF POINTS	70	

12.1.3 Phase 3: Price and Specific Goals (100)

12.1.3.1 **Only** bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation Ps 80 $\left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$	80
Specific Goals	20
TOTAL	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

12.1.3.2 The 20 preference points will be distributed as follows:

GROUPINGS	POINTS	VERIFICATION
1. Black Ownership (7)		
Enterprise is 100% Black Owned	7	Registration documents and ID Copy
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
2. Women Ownership (5)		
Enterprise is 100% Women Owned	5	Registration documents and ID Copy
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
3. Youth Ownership (5)		
Enterprise is 100% Youth Owned	5	Registration documents and ID Copy
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	

GROUPINGS	POINTS	VERIFICATION
4. PWDs Ownership (3)		
Enterprise is 100% PWDs Owned	3	Letter from the doctor
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

THE END