



TENDER DOCUMENT: HPCSA 08/2023

REQUEST FOR PROPOSAL FOR REMOVAL OF OLD LIFTS AND SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF NEW LIFTS (ELEVATORS) AT CORPORATE OFFICE BUILDING AT HPCSA MAIN BUILDING

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

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PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	[24 September 2023]
TENDER CLOSING DATE/TIME	[26 October 2023] (12h00 – Local SA Time)
SITE VISIT DATE & TIME	[03 October 2023] (12h00 – Local SA Time)
VENUE FOR SITE VISIT	HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001
TENDER BOX & ADDRESS	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
HPCSA TENDER REPRESENTATIVES	Mr. R Mawasane email: Tenders@hpcsa.co.za
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street [26 October 2023 [12h00]
PREFERENCE SYSTEM (Preferential Procurement Regulations)	80/20

PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

Individual / Sole Proprietor
Company

Close Corporation

Partnership or Joint Venture or
Consortium Trust

Other:

2.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: _____ Mr/Ms (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular _____ Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	

PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 08/2023 REMOVAL OF OLD LIFTS AND SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF NEW LIFTS (ELEVATORS)

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* ("the tenderer")	
Trading as (if different from above)	

AND WHO IS represented herein by:(full names of signatory)

duly authorized to act on behalf of the tenderer in his capacity as: (title/ designation)

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA.
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk.
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
 - a. terms and conditions stipulated in this tender document.
 - b. specifications stipulated in this tender document; and
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):
On behalf of the tenderer (duly authorized)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

**TENDER NO: HPCSA 08/2023 REMOVAL OF OLD LIFTS AND SUPPLY,
INSTALLATION, TESTING AND COMMISSIONING OF NEW LIFTS (ELEVATORS
PART B (TO BE FILLED IN BY THE HPCSA)**

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER")

_____, thereby concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months;

2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____
(PLACE) (DD) (MM) (YY)

Signature(s) and stamp of
Executive Director or his/ her delegated authority

Print name(s):
(duly authorized in terms of
the System of Delegations
as approved by Council)

FORM OF OFFER AND ACCEPTANCE (continued)

Schedule of Deviations

Notes:

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

- e) Subject
Details
.....
.....
.....

- f) Subject
Details
.....
.....
.....

- g) Subject
Details
.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification, or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

4. PART 4 - ADMINISTRATIVE INFORMATION

4.1 Purpose

4.1.1 The Health Professions Council of South Africa hereby invites suitably qualified and experienced bidders to submit proposals and quotations for the replacement of Lifts in the main building at the Health Professions Council of South Africa offices at No: **553 Madiba St, Arcadia, Pretoria, 0002**

4.2 HPCSA Terms & Conditions of the Tender

4.2.1 The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).

4.2.2 The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.

4.2.3 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.

4.2.4 Tenders should be submitted in a sealed package marked, **“HPCSA 08/2023”**

4.2.5 **Bidders are required to provide both hard and electronic copies of their bid submission/ regarding Envelope 1 – “Technical Proposal”, bidders must provide original proposal plus three (3) hard copies.** The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.

Note: This Tendering Process will use a two-envelope system i.e., Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.

4.2.6 No Tender received by telegram, mail, e-mail, or facsimile will be considered.

4.2.7 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

4.2.8 The HPCSA is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.

4.3 Confidentiality

4.3.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

4.4 Retention of Tenders

4.4.1 All tenders submitted shall become the property of the HPCSA.

4.4.2 The HPCSA will make all reasonable efforts to maintain tenders in confidence.

4.4.3 Proprietary information should be identified in each tender.

4.5 Cancellation and re-invitation of bids

4.5.1 The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

4.6 Vendor Communications

4.6.1 During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions.

4.6.2 All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English.

4.6.3 All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Service Provider Relationship

4.7.1 The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued.

4.7.2 Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility

for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

4.8 Response Validity Period

4.8.1 Tender responses will be valid for a period of 90 days after the closing date.

4.9 Pricing Section (See annexure F)

4.9.1 These guidelines are to assist you in submitting pricing data.

4.9.2 Provide a summary description of your standard estimating methods bearing the following in mind:

- a. Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated.
- b. Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.
- c. Price must be fixed for all categories and inclusive of the three yearly increases.

5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 (as amended) and is mandated to regulate the health professions in the Republic of South Africa and functions through 12 Professional Boards operating under its auspices. The Professional Boards control the professions falling within their ambit under the overarching coordination and guidance of the HPCSA and are responsible for:

- 5.1.1** Setting standards for the Education, training and registration and practice of all health professions registered under the Act.
- 5.1.2** Fostering compliance with the standards set.
- 5.1.3** Ensure ongoing continuing professional development by practitioners; and
- 5.1.4** Investigate complaints lodged against practitioners registered under the Act.

5.2 Scope of Work

This is a turnkey project; the service provider is expected to deliver brand new commissioned and functioning lifts to the HPCSA. The service provider will be responsible for all aspects of the projects, and all associated costs. And there will be no variations on the bid price submitted.

5.2.1. Work included

- a) Removal and disposal of the existing lifts
- b) Design and provide all labour, materials, equipment and services and perform all operations required for lift work as per existing lift shaft.
- c) Supply and installation of all fixing materials for upgrading of equipment in the lift shaft.
- d) Supply and installation of the necessary wiring in conduit from the controlling circuit breaker to the power section of the lift controller.
- e) Supply and install conduit and wiring for the car lighting and socket outlets and the termination and connection thereof in the distribution board, if required.
- f) The existing lift shaft shall be provided with permanently installed electric lighting, which shall be switched from both the pit and the motor room, if not existing. The highest and lowest luminaires shall be mounted not more than 500 mm from the top of the shaft and from the bottom of the pit respectively, with intermediate luminaires mounted at intervals not exceeding 7 000 mm. The minimum illumination at 1000 mm above the car roof and the lift pit shall be 100 lux.
- g) The installation of all electrical equipment shall comply with the requirements of the SANS 10142-1 and a Certificate of Compliance shall be issued therefor
- h) All work to be compliant with OHS act 85 of 1993 (lift, escalator and passenger conveyer regulations)
- i) Scrap old lift

5.2.2. Submittals:

5.2.2.1. Layout and Shop Drawings

Layout drawings are required for all lift work, including car enclosure and landing entrance co-ordinating drawings. Drawings shall show top clearance above crossheads and counterweight frames, machine room layouts with power requirements and heat release data, location of all equipment on tops of cars, overhead beams and elevations, and reactions which will be transmitted to the building structure during normal operation of lifts. Shop drawings are required for car enclosure, landing entrances and signal fixture work showing construction, finish and fastening details.

Furthermore, shop drawings shall clearly show the motor room construction detail, shaft construction detail including all the required internal supporting beams, pit dividing walls for multi-lift shafts and pit sump pump drains. Composite shop drawings shall be submitted for areas, which require close co-ordination with the work of the different trades. All special equipment and fixture faceplates shall be submitted for approval. Drawings and samples or brochures shall be submitted for each type of fixture and shall be coordinated with the architectural drawings. Final design and material proposed for fixture faceplates and special equipment shall be approved by the HPCSA Representative/Agent.

5.2.2.2. Samples

All exposed materials and finishes shall be submitted to Representative/Agent for approval in sample form. The Lift Contractor shall furnish such samples as may be called for and HPCSA Representative / Agent may reject all materials or workmanship not corresponding with the samples. All approved samples shall be held in safe keeping until such time as the work to which they apply has been completed.

5.2.2.3. Tests Certificates and Inspections

a) The Lift Contractor shall carry out all the tests and checks required of all installed lifts and issue the necessary Certificate of Compliance prior to final completion.

b) Upon completion of the installation of all equipment and once being in full operation the Lift Contractor shall completely test the lift equipment to demonstrate that the equipment is provided in compliance with the specification.

c) The total costs for these tests shall be included in the tendered amount. The Lift Contractor shall make arrangements for such tests and shall give at least 72 hours written notice to the HPCSA Representative/Agent, before commencing the test.

d) In the event of the plant, equipment or installation not passing the test, the HPCSA Representative/Agent shall be at liberty to deduct from the Contract amount all reasonable expenses incurred by HPCSA Representative/Agent attending the test.

e) Whenever any installation or equipment is operated for testing or adjusting as provided for above, the Contractor shall operate the entire system for as long a period as may be required to prove satisfactory performance at all times in the occupied space served by that system until the system is handed over.

f) The Contractor shall provide all labour and supervision required for such operation and the HPCSA may assign operating personnel as observers, but such observation time shall not be counted as instruction time.

g) After completing the installation or system, all equipment shall be tested, adjusted and readjusted until they operate to the satisfaction and approval of HPCSA Representative/Agent.

h) The Contractor shall submit certificates of tests carried out to prove the efficiency of all equipment, as well as certificates to be obtained from all relevant authorities, statutory bodies, etc.

i) The contractor should keep records of all testing and inspections results.

5.2.3. Application to the Department of Labour

The Lift Contractor shall submit all the necessary drawings and information to the Regional Director of the Department of Labour and shall submit the necessary application for the erection and use of the lifts, access goods lifts only and escalators.

5.2.4. Operating and Maintenance Manuals

The Contractor shall be responsible for the compilation of a complete set of Operating and Maintenance manuals. This shall be done in accordance with the Additional Specification – Operating and Maintenance manuals. All information shall be recorded and reproduced in an electronic format as well as supplying the HPCSA Representative/Agent with three sets of hard copies. Approval of the final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Practical Completion of the installation.

The contractor shall prepare and submit a final handover file (hardcopy and softcopy) which will cover all items mentioned above.

The contractor shall provide training to end-user on the functionality of the lifts.

5.2.5. Guarantee and Maintenance

The successful bidder will be responsible for the maintenance of the new lifts for a period of SIX (6) years, which will be carried out in compliance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) as amended during this period and shall allow for the aspect in his tender price under the Bill of Quantities. **After first delivery of the installation, there will follow a 12 Month free maintenance period, then a 5-year maintenance period will start. And provide at least 15 years warranty for all the lifts, apart from wear and tear which are covered by the maintenance plan.**

During this period the lift contractor shall maintain the lift installation as per the requirements of the Occupational Health and Safety Act. This maintenance shall include systematic examinations, adjustments, and lubrication of all lift equipment. Electrical and mechanical parts shall be repaired or replaced whenever it is required to maintain optimum performance without additional cost to the HPCSA, unless the condition was caused by misuse or vandalism of the lift equipment or due to acts of God.

The work under this section shall be performed by competent, qualified personnel under the supervision and in the direct employment of the Lift Contractor and shall not be transferred to any non-affiliated agent. Contract maintenance and repair work shall be done during normal working hours and shall further provide emergency call-back service twenty-four (24) hours a day, seven (7) days a week. All emergencies must be attended to within 2 hours.

5.2.6. Materials and Workmanship

- a) The work throughout shall be executed to the highest standards and to the entire satisfaction of the HPCSA Representative/Agent who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgement, are not in full accordance therewith. All condemned material and workmanship shall be replaced or rectified as directed and approved by HPCSA Representative/Agent.
- b) All work shall be executed in a first-class manner by qualified tradesman.
- c) The Contractor shall be fully responsible for his work and shall replace any of the work which may be damaged, lost or stolen. The Contractor shall protect the building and its contents against damage by him, his employees or sub-contractors and shall make good any damage thereto.
- d) The Contractor shall indemnify the HPCSA of all liability for damages arising from injuries or disabilities to persons or damage to property occasioned by any act or omission of the Contractor or any of his sub-contractors, including any and all expenses, legal or otherwise, which may be incurred by the HPCSA or Representative/Agent in the defence of any claim, action or suit.

- f) The Contractor shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether or not shown or described in the Contract Document.
- g) The Contractor shall thoroughly acquaint himself with the work involved and shall verify on site all measurements necessary for proper installation work. The Contractor shall also be prepared to promptly furnish any information relating to his own work as may be necessary for the proper installation work and shall cooperate with and co-ordinate the work of others as may be applicable.
- h) The Contractor shall inspect and verify that the existing power feeder system is compatible with the equipment offered and any changes or upgrading of the electrical supply shall be brought to the attention of the HPCSA Representative/Agent.
- i) Material and equipment damaged in transit shall be replaced with undamaged material.
- j) All components and their respective adjustment, which do not form part of the equipment installation work but influence the optimum and safe operation of the equipment shall be considered to form part of, and shall be included in the Contractor's scope of works.
- k) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- l) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the installation and guarantee periods to ensure the safety of the public and the User Client.
- m) The Contractor is to include for all scaffolding required to complete the work required.

5.2.7. Imported Equipment

The equipment will not be subject to fluctuations in the rate of exchange.

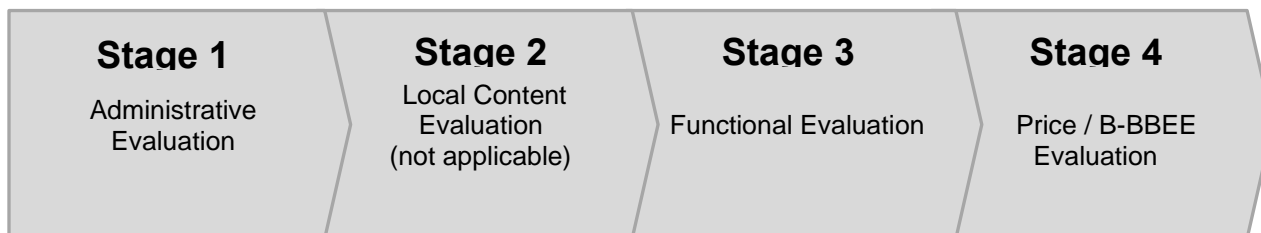
5.2.8. Brochures

- a) Detailed brochures of all equipment offered, including the control, drive, door operator, call buttons and signals, remote monitoring station, intercoms and emergency dial-out system shall be presented together with the tender documents

6. PART 6 - EVALUATION PROCESS

- This tender will be evaluated in accordance with the Preferential Procurement Regulations of 2011. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.

b) The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



Stage 1: Administrative Evaluation

- During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:
 - Complied with all the conditions of tender; and
 - Submitted all mandatory documentation required.
- A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further
- The required mandatory administrative documentation includes the following:

Mandatory Document	Checklist
Duly completed HPCSA Service Provider declaration form (Certified by Commissioner of Oath) Annexure A	
Company Registration Certificates	
If applicable; a Joint Venture agreement (certified)	
A Company Profile (Company footprint must be included)	
Attendance to the compulsory site briefing	
Public Liability Insurance Certificate of at least R5 000 000	

Qualifications of project manager- Diploma or bachelor's degree or higher in Engineering or built environment with professional registration with SACPCMP (Attach certified copies)	
Qualifications of Lift Engineer- Diploma or bachelor's degree or higher as Lift Engineer with professional registration with ECSA (Attach certified copies)	
Qualifications of the lift installer- Minimum of Grade 9 or NQF level 2 and National Certificate with Trade test in Lift installation certified by department of labor (Attach certified copies)	
Valid Letter of good standing (COIDA)	
Bidder's three (3) years audited financial statement or proof from the Financial Institution/ bank, not older than thirty (30) days, that the company has the financial stability to successfully execute the contract	
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
SBD4 – Declaration of Interest see Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form Annexure E	

Stage 2: Local Content

- Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

Stage 3: Functional Evaluation

- Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

• **Stage 1A: - Technical evaluation:**

DESCRIPTION		POINTS
1	Company experience	35
2	Credentials, Qualifications, Experience of Staff	30
3	Contractor Resources	20
4	Approach and Methodology	15
Total		100

6.2.1. Scoring Criteria

- a. All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- b. A *minimum score of 80 points out of 100* will be required to pass the Functional Evaluation stage.
- c. The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

• **Evaluation Schedule: Company Experience (35 points)**

The experience of the tenderer and conditions in relation to the scope of work over the past five years will be evaluated.

Tenderers should describe their experience in this regard and attach these to this schedule.

Reference will be necessary to any other returnable schedules submitted with this tender as is appropriate.

TECHNICAL EVALUATION CRITERIA								
CRITERIA	SUB-CRITERIA	POINTS						
	<p>Bidder must provide reference letters on client's letterhead not older than 5 years, confirming an award letter and completion certificate per project for works above 1.5 million.</p> <table border="1"> <tr> <td>2 reference Letters</td> <td>3 reference letters</td> <td>More than 3 reference letters</td> </tr> <tr> <td>10</td> <td>20</td> <td>35</td> </tr> </table> <p>Note: appointment letters /contract must accompany corresponding reference letters (on client's letterhead) not older than 5 years on similar projects. The</p>	2 reference Letters	3 reference letters	More than 3 reference letters	10	20	35	35
2 reference Letters	3 reference letters	More than 3 reference letters						
10	20	35						

	<p>following must be vividly captured:</p> <ol style="list-style-type: none"> Employer/Client, contact person and telephone number Description of work (service) Value of work (i.e., the service provided) inclusive of VAT) Date completed <p>Failure to submit appointment letter/contract with corresponding reference letters on client/s letter head, the service provider will forfeit points.</p>													
<p>CONTRACTOR RESOURCES</p>	<p>Schedule of available plant & equipment including temporary works, equipment, tools, etc. available for the works</p> <p>Points allocated as follows:</p> <table border="1" data-bbox="448 831 1382 1003"> <thead> <tr> <th>Heavy Lifting equipment (Crane/High-up)</th> <th>Scaffolding</th> <th>Other necessary tools (Rope tension gauge etc.)</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <p>Non-Submission of all the above = 0 points</p>	Heavy Lifting equipment (Crane/High-up)	Scaffolding	Other necessary tools (Rope tension gauge etc.)	10	5	5	<p>20</p>						
Heavy Lifting equipment (Crane/High-up)	Scaffolding	Other necessary tools (Rope tension gauge etc.)												
10	5	5												
<p>Evaluation Schedule: Approach and Methodology</p>	<p>Provide a methodology and approach for the proposed required solution. The proposal should outline the work breakdown structure (WBS) and elaborate more on the following (include timelines):</p> <ul style="list-style-type: none"> Procurement timelines Replacement or Construction Quality control Safety management <p>Points will be allocated considering the overall installation as follows:</p> <p>a) Project execution timelines (Max 6 POINTS)</p> <table border="1" data-bbox="448 1392 1382 1503"> <thead> <tr> <th>Not exceeding 6 Months</th> <th>7-9 Months.</th> <th>Above 9 Months.</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>3</td> <td>1</td> </tr> </tbody> </table> <p>b) Quality Control (Max 6 POINTS)</p> <table border="1" data-bbox="448 1610 1382 1751"> <thead> <tr> <th>ISO 9001 Certification</th> <th>Quality Control SOP (Standard Operating Procedures)</th> <th>Installation Method statement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>4</td> </tr> </tbody> </table>	Not exceeding 6 Months	7-9 Months.	Above 9 Months.	6	3	1	ISO 9001 Certification	Quality Control SOP (Standard Operating Procedures)	Installation Method statement	1	1	4	<p>15</p>
Not exceeding 6 Months	7-9 Months.	Above 9 Months.												
6	3	1												
ISO 9001 Certification	Quality Control SOP (Standard Operating Procedures)	Installation Method statement												
1	1	4												

	<p>c) Safety management (Max 3 POINTS)</p> <table border="1" data-bbox="451 205 1382 346"> <tr> <td>ISO 45001 Certification</td> <td>Health Safety Plan</td> <td>Health and Safety Policy</td> </tr> <tr> <td>1</td> <td>1</td> <td>1</td> </tr> </table>	ISO 45001 Certification	Health Safety Plan	Health and Safety Policy	1	1	1													
ISO 45001 Certification	Health Safety Plan	Health and Safety Policy																		
1	1	1																		
<p>QUALIFICATION AND KEY STAFF EXPERIENCE</p>	<p>The Contractor should propose the structure and composition of the team indicating i.e. the key staff, site staff, together with names of second choice alternate personnel. Please note that the resources are not limited to the resources listed in the table(s) below. The Contractor should make provision in his pricing for all resources.</p> <p>1. Construction Project Manager- with a minimum 5-year experience in the mechanical project and/or construction management</p> <table border="1" data-bbox="451 726 1382 831"> <tr> <td>5-10yrs</td> <td>Above10-15 yrs.</td> <td>Above 15 yrs.</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <p>NB: CV and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</p> <p>2. Lift Mechanical Engineer- with a minimum 5 years 'experience as a Lift Engineer:</p> <table border="1" data-bbox="451 1045 1382 1150"> <tr> <td>5-10yrs</td> <td>Above10-15 yrs.</td> <td>Above 15 yrs.</td> </tr> <tr> <td>5</td> <td>10</td> <td>15</td> </tr> </table> <p>NB: CV and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</p> <p>3. Lift Installer- with a minimum of 5 years' experience in rendering lift installation services.</p> <table border="1" data-bbox="451 1392 1382 1497"> <tr> <td>5-10yrs</td> <td>Above10-15 yrs.</td> <td>Above 15 yrs.</td> </tr> <tr> <td>3</td> <td>5</td> <td>10</td> </tr> </table> <p>NB: CV and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</p>	5-10yrs	Above10-15 yrs.	Above 15 yrs.	3	4	5	5-10yrs	Above10-15 yrs.	Above 15 yrs.	5	10	15	5-10yrs	Above10-15 yrs.	Above 15 yrs.	3	5	10	<p>30</p>
5-10yrs	Above10-15 yrs.	Above 15 yrs.																		
3	4	5																		
5-10yrs	Above10-15 yrs.	Above 15 yrs.																		
5	10	15																		
5-10yrs	Above10-15 yrs.	Above 15 yrs.																		
3	5	10																		

- All bidder who qualifies for this stage, HPCSA or it's representative reserves the rights to conduct site visits to verify completed projects referred above before moving to the next stage.
- Upon site visit and completed projects verification, bids/tenders will then be evaluated on Price and B-BBEE.

Stage 4: Price and B-BBEE

- Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (B-BBEE). The 80/20 preference point system will be applicable for this tender. the qualifying bids are evaluated in terms of 80/20 preference points systems, where 80 points must be used for price only and the 20 are used for B-BBEE as per PPPFA.

6.2.2. Preference Scores

A bidder will only be awarded points for preference, provided:

6.2.2.1. The bidder has completed and signed the Preference Points Claim Form (SBD 6.1 Annexure E).

6.2.2.2. The bidder:

- Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
 - Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE
 - 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 B-BBEE status level certificate.
 - A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such B-BBEE scorecard is prepared for each and every separate bid.
- preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system) For procurement, up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

7. PART - 8 HPCSA CONTRACT Template (Attached separately)

ANNEXURE A



**SERVICE PROVIDER
DECLARATION FORM**

Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: Tenders@hpcsa.co.za

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION
SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

Province

Postal address (if not same as above)

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Province

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cell no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

Web page address

Contact person for correspondence address

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FINANCIAL DETAILS (BANKING)
Accounts Department

Banking institution name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town/City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banking account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account type

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account holder's name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NB: Documentary proof of banking institution must be supplied confirming banking details, including either an:

- original cancelled cheque; or
- Original stamped letter from Bank.

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Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being).

Are you actively involved in the management and daily business operations of the business? (please provide a written breakdown e.g. company profile).

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M **F** **(sex)**

--	--

HDI status

H	W	D

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

Contact number 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or tendering experience?

Yes	No

If yes, please complete the table below. List the last two contracts awarded to you or previous experience with other businesses related to this of work or supply

Employer/ Department

Contact person

Contact number

Estimated contract value in rands

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year awarded

--	--	--	--

Signed and sworn to before me at _____ on this the _____ day of 2023 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Signature: Applicant on behalf of Service Provider

Signature: Commissioner of Oath

Commissioner of Oath Official Stamp
Authorization for electronic transfer of funds (EFT)
Please complete in block letters

Company name/Surname

Company Account Holder

Address

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

SERVICE PROVIDER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

ANNEXURE B. SERVICES		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame (30 Days term) as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

QUESTIONNAIRE COMPLETED BY:

NAME:

SIGNATURE:

DATE:

COMPANY STAMP

ANNEXURE B SBD 4 (Attached separately)

ANNEXURE C SBD 8 (Attached separately)

ANNEXURE D SBD 9 (Attached separately)

ANNEXURE E SBD 6.1 (Attached separately)

ANNEXURES F, G, H & I (Attached separately)

ANNEXURE F - Pricing Schedule

ANNEXURE G - Schedule of Plant and Equipment

ANNEXURE H - Aircons and Models

ANNEXURE I - Main Building and Metroden Aircon Models