



## **TENDER DOCUMENT: HPCSA 09/2023**

# **REQUEST FOR PROPOSAL HPCSA OFFICES INTERIOR RENOVATIONS PROJECTS TENDER**

## **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**

<b>TENDER ADVERTISED</b>	<b>[04 October 2023]</b>
<b>TENDER CLOSING DATE/TIME</b>	<b>[31 October 2023] (12h00 – Local SA Time)</b>
<b>SITE VISIT DATE &amp; TIME</b>	<b>[04 October 2023] (10h00 – Local SA Time)</b>
<b>VENUE FOR SITE VISIT</b>	HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001
<b>TENDER BOX &amp; ADDRESS</b>	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.
<b>HPCSA TENDER REPRESENTATIVES</b>	Ms. S Ledwaba email: <a href="mailto:Tenders@hpcsa.co.za">Tenders@hpcsa.co.za</a>
<b>TENDER FEE:</b>	N/A.
<b>OPENING OF TENDERS: PLACE TIME</b>	HPCSA Main Building, 553 Madiba Street <b>[31 October 2023] [12h00]</b>
<b>PREFERENCE SYSTEM</b> (Preferential Procurement Regulations)	<b>80/20</b>

• **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):

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

• **PART 3 – FORM OF OFFER AND ACCEPTANCE**

TENDER NO: HPCSA 09/2023 INTERIOR RENOVATIONS PROJECTS TENDER

**PART A (TO BE FILLED IN BY TENDERER):**

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

<b>Name of Tendering Entity* ("the tenderer")</b>	
<b>Trading as</b> (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 09/2023 INTERIOR RENOVATIONS PROJECTS TENDER  
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 (HPCSA) invites bids from the competent contractors for the Renovation Project of Main Building offices interiors; 3rd floor and 4th floor, and Metroden Building; 1st, 2nd, and 3rd floor offices. These buildings are respectively located at no 553 Madiba Street and 572 Madiba Street, in Arcadia, Pretoria

### 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 09/2023”**

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**

**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**

**5.1.1** In the financial year 2020/2021, HPCSA developed a property roadmap which focuses on improving the existing office space and to maximise all available space in order to support the organisation's operations. The roadmap was implemented gradually in the form of annual renovations projects, and this project is a continuation of the roadmap implementation

**HPCSA owns three (3) properties, namely:**

- **Main Building-** property is located at No. 553 Madiba Street. It is situated on the corner of Hamilton Street.
- **Metroden Building-** building located at No. 572 Madiba Street on the corner of Faure Street.
- **Garage Property-** property consisting of the 47 garages which are currently used for parking for employees.

#### **I. Main Building**

- The property is developed with a single building consisting of a lower ground floor (Basement parking), ground floor and a further 4 floors. The building, built ± 1982/1983, is of reinforced brick structure with concrete columns under a concrete roof. There is an extension at ground floor level that has an Iron roof. The exterior of

the building is plastered and painted with sections with a face brick finish. Window frames are steel and aluminium's in some areas.

- Floors 1 to 4 have varying offices' sizes. The offices are of dry-wall partitioning. There are Executive offices on the 1st floor. Flooring in this area are laminated wood, ceramic tiles and carpet tiles. Ceilings are of the suspended type and lights are fluorescent tubing and LED lights. There are only 3 kitchenettes used by employee in this building. There are air-conditioning units for the offices.
- On the ground floor, there are the main reception area, visitors' cloakrooms, one small meeting room, client contact centre, print room and the registration division.
- Each floor consists of cloakroom for both male and female, with the exception of the 4th floor where one will need to be built. Mostly, the building is partitioned with structural brick walls and columns, with some offices partitioned with drywall especially on the 3rd and 4th floors.

## **II. Metroden Building**

- The property is developed with a single building consisting of 3 floors parking and 7 floors with offices that was built ± 1984/1985. The building is of reinforced brick structure with concrete columns under a concrete roof. There is a glazed roof over the foyer area. The exterior of the building has concrete panels and sections are plastered and painted. Window frames are aluminium.
- Floors 1 to 7 are offices. The offices are of dry-wall partitioning. Floors 1 to 6 have ladies and gents cloakrooms and kitchenettes. Floor covering is vinyl tiles in the passages, tiles in the kitchenettes and cloakrooms and carpet in the offices. The walls in the kitchenettes and cloakrooms are fully tiled. The offices have air-conditioning units. Ceilings are concrete soffits

### **5.2 Scope of Work**

- The contractor must provide a turnkey renovation service and will be responsible for all aspects of the renovation project. The construction work can be summarised into the following work breakdowns but not limited to:
  - a) Demolitions and necessary lock offs
  - b) Dry wall Constructions
  - c) Flooring/tiling
  - d) Electrical services

- e) Plumbing services
- f) IT points and recabling
- g) Ceiling installation
- h) Painting
- i) Joinery work/Kitchens and storages
- j) Furniture supply and installation (Using Existing Furniture)
- k) Cleaning and housekeeping
- l) Fire protection services

#### **5.2.1 Allowance for Re-design:**

- Even though the concept designs are available, the contractor must refine the existing or produce construction drawings in line with the concept, and then implement accordingly. Upon completion, the contractor will also be responsible for providing 3x A1 As-build drawings and soft copies via email.

#### **5.2.2 Legal, Environmental, Health and Safety**

- Tenderers are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the latest amended Construction Regulations (2014) issued in terms of Section 43 of the Act. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.
- Health and Safety will not form part of functional evaluation criteria however the successful bidder will be required to submit all documentation for compliance with health and safety requirements before works can begin. The successful bidder will also be mandated to submit all documentation required for compliance with environmental requirements before works can begin. Compliance with Environmental requirements will be in accordance with Integrated Environmental Management Plan (IEMP), National Environmental Management Act 107 of 1998 and NEMA: Waste Act no 59 of 2008. All relevant legal requirements with regards to OHS Act 85 of 1993 as amended and applicable regulations, Integrated Environmental Management Plan (IEMP), National Environmental Management Act 107 of 1998, NEMA: Waste Act no 59 of 2008, and Municipal By-laws will be adhered to.
- It will be the contractor's responsibility to make themselves aware of these laws and acts. All surplus or waste material is to be removed from the site by the contractor and disposed of in an environmentally responsible manner in accordance with

NEMA: Waste Act no 59 of 2008 as amended and applicable regulations where these exist. Disposal certificates must be presented to HPCSA (Health Professions Council of South African) or their appointed representative. Bidders must make provision for disposal at any other skips for safe and neat housekeeping.

- All assets recorded in the asset register will be verified by the HPCSA before disposal.
- All usable surplus material that was supplied by HPCSA must be returned to an agreed location. Any temporary work sites or storage areas used during the delivery of this project are to be decommissioned and restored to the satisfaction of the HPCSA. Temporary storage areas for materials can be made available at the HPCSA facilities, by prior arrangement to be agreed with the HPCSA Facilities Manager.
- In the interest of cost savings, the contractor is encouraged to re-use some of the existing equipment, such Air-conditioning units, electrical wiring/components where possible. And all barcoded assets/components must be stored in a locked store to be provided by the HPCSA. Nothing must be moved from the site without the Authorisation of the Facilities Manager.

### **5.2.3 HPCSA Site Constraints, Facilities and Conditions**

- The HPCSA will not provide any on-site accommodation to the contractor or subcontractor staff. The contractor should procure accommodation in at close proximity at their own cost. However, an office and small lockable storage area could be made available on site, including one garage in the Garage property.
- The contractor must provide mobile ablution facilities and needs to factor all site establishment requirements in their pricing. Water and electricity will be provided by the HPCSA for construction purposes
- The contractors are prohibited to enter other floors which they are not mandated to work at.

### **5.2.4 Detailed Specifications**

- The purpose of this document is to provide an overview of the Scope of Work for the Renovation and Repairs of the HPCSA Offices interiors in both buildings. Main building, 3rd and 4th floors are to be renovated; at Metroden building, 1st, 2nd and 3rd floors are to be renovated. This document has been written with the viewpoint that the detailed engineering and ultimate design responsibility for making the changes will rest with the party contracted to do the work. The contractor's design needs to comply with specific HPCSA requirements, best industry practices and

applicable laws and regulations. This contract includes the completion of construction drawings, supply, delivery, installation, testing and commissioning.

- Since this is a live environment, HPCSA business will be conducted on the other floors; the contractor must ensure that construction does not disturb the organisation's daily operations. The contractor must also submit a detailed methodology, with all the noise controls in place.
- The Contractor shall carry out the Contract in four phases as follows:
  - a) Review and Analysis of HPCSA Layout Designs (see Appendix A and B)
  - b) Once the contractor has redlined the drawings and has been approved by HPCSA (Note that all drawings shall be approved by HPCSA before execution), HPCSA shall then take the drawings and make a formal drawing that will be signed and approved by both parties.
  - c) Execution Phase
  - d) Defects Liability Period

**Table 1: Project Phases Definition**

Activity		Action By	Documentation
<b>Phase 1 - Review and Analysis of HPCSA Reference Designs</b>			
1.1	Review and Analyse HPCSA Reference Design Documentation and other Recorded Information	Contractor	Design review report
1.2	Review meeting / Workshop	Contractor / HPCSA	Consolidated Minutes of the review meeting
<b>Phase 2 – Preliminary and/or detail Design</b>			
2.1	Preliminary Design	Contractor	Preliminary Design Document
2.2	Preliminary Review	HPCSA	Preliminary review
2.3	Detail Design	Contractor	Detailed Design Document
2.4	Final Detailed Design Updates to Reports, Drawings, and all supporting documentation	Contractor	Approved Detailed Design Document
<b>Phase 3 – Execution Phase</b>			
3.1	Design assembly drawings	Contractor	Design assembly drawings
3.2	Review and acceptance of design assembly	HPCSA	SLD drawings, Assembly GA drawings

3.3	Planning of Installation & Shut Down period	Contractor / HPCSA	Approved Detailed Implementation Plan / Schedule
3.4	Implementation on site Start	Contractor	
3.5	Shut Down	Contractor	Approved Detailed Implementation Plan / Schedule
3.6	Site Acceptance Test (SAT)	Manufacturer/ Contractor/ HPCSA Commissioning Engineer	SAT document
3.7	Final Test and Commissioning	Manufacturer/ Contractor/ HPCSA Commissioning Engineer / HPCSA (other)	Commissioning Test document
3.8	Close out	Manufacturer/ Contractor	As-built drawings, O&M Manuals, Training etc.
<b>Phase 4 - Defects Liability Period</b>			
4.1	Defect & Liability Period	Manufacturer/ Contractor	Defects liability certificate

### 5.2.5 Projects Schedule

- Upon appointment, the Contractor shall draw up a detailed schedule of works for the project which shall be submitted for acceptance to HPCSA within one (1) week of appointment. The total time span for the tasks shall not exceed the agreed planned time, from Kick-Off to completion.
- The order of priority for delivery is as follows:
  - a) 4<sup>th</sup> Floor Main building
  - b) 3<sup>rd</sup> Floor Main Building
  - c) 3<sup>rd</sup> Floor Metroden Building
  - d) 2<sup>nd</sup> Floor Metroden Building
  - e) 1<sup>st</sup> Floor Metroden Building
- The contractor shall be restricted to working in one floor at a time, and after completion of the work they can move to the other floor.

### 5.2.6 Deliverables: Deliverable Documents

- Table 2 below gives an overview of the documentation to be provided by the Contractor under the contract. The list below may not be exhaustive and should be read in conjunction with the requirements as set out in the Reference Design documentation. Specifically, the Contractor shall submit for review after appointment

- a) Shop drawings, schematics, layout drawings, section drawings, detail drawings, elevation drawings, etc. as is required for The Client's(HPCSA) Representative to review the Contractor's design, in electronic format (pdf) and native if requested.
- **Handover documentation:**
  - a) Pro-forma of all commissioning procedures shall be submitted to The Client's (Representative at least 2 weeks before the commencement of the specific activities.
  - b) Pro-forma commissioning documentation including CoCs shall be presented to The Client for review prior to Hot Commissioning
- All Deliverable Documents shall be delivered in electronic format to HPCSA Offices
- All deliverable documents shall be made property of HPCSA according to Contract Documentation even if this is a contractual provision
- The Contractor shall, at their expense, submit to The Client for approval the drawings and documentation scheduled below.
  - a) Preliminary and/or Final drawings
  - b) Installation drawings
- A pro forma index for the manuals is listed below to guide The Contractor. The manuals are divided into three volumes namely:
  - a) Volume 1 for regular use,
  - b) Volume 2 to be used once a year and
  - c) Volume 3 for reference

**Table 2: Deliverable Documents**

No.	Description	Responsibility	Volume 1 of 3	Volume 2 of 3	Volume 3 of 3
1	<b>DRAWINGS - AS BUILT</b>				
	a. Engineers drawings: protection functional block diagrams, layouts etc.	Client			
	b. Contractor's drawings: Manufacturing drawings, schematics, etc.	Contractor			



<b>2</b>	<b>TESTS</b>				
	a. Type test, routine tests and special test documentation	Contractor			
	b. Basic tests - on site / Contractor's SAT	Contractor			
	c. Commissioning tests	Contractor			
<b>3</b>	<b>CRITICAL SPARES</b>				
	a. Contact details of Contractor	Contractor			
	b. Contact details of Service Agent	Contractor			
<b>4</b>	<b>ASSESSMENTS AND PROCEDURES</b>				
	a. Operation and Risk Assessment	Contractor			
	b. Isolation and Energization Procedures	Contractor			
<b>5</b>	<b>INSTALLATION DESCRIPTION</b>				
	a. General Description	Contractor			
	b. Operating Instructions	Contractor			
<b>6</b>	<b>ALL EQUIPMENT</b>				
	(Geyser, RFI enclosures, Relays, Lights, Indication Lights, etc.)				
	a. Technical detail	Contractor			
	b. Technical Brochures (to be specific)	Contractor			
	c. Technical Manuals	Contractor			
	d. Installation Manuals	Contractor			
	e. Operating Manuals	Contractor			
	f. Maintenance Manuals	Contractor			
<b>7</b>	<b>CONTRACTUAL CERTIFICATES</b>				
	a. Site Hand Over Certificate	Client			
	b. Taking Over Certificates (First & Final)	Contractor			
	c. Fault Lists	Contractor			

	d. Close-out Report	Contractor			
	e. Plumbing & Electrical certificate	Contractor			
	f. Glazing Certificate	Contractor			

### 5.2.7 Existing Services

- The contractor will ensure that no damage/impact on existing services is incurred. For example, where demolitions are being carried out and there are existing wall cables, they should be done with caution. Any damage to existing services during construction will be for the contractors account and penalties (according to contract)

### 5.2.8 Warranty and Maintenance (HPCSA)

- Renovations of all offices warranty periods start when the item's installations have been signed off.
- **Warranty Procedure:** When an item fails or malfunctions, the following steps shall be followed:
  - a) A ticket will created by HPCSA.
  - b) A fault report is filled in by HPCSA
  - c) When an item fails or malfunctions, the item is removed from site by the contractor
  - d) Once the item is repaired or replaced, it is again subjected to the acceptance tests
  - e) The ticket is resolved and closed after successful installation acceptance testing
- The contractor shall submit a root cause analysis (RCA) report to the HPCSA.

### 5.2.9 Warranty on Repair

- A repaired item shall carry a 12-month warranty.
- The supplier shall appoint a person who shall act as the project manager for the contracted renovations of all offices:
  - a) The project manager shall be responsible for delivering the contracted product to cost, schedule, and quality.
  - b) This person shall be the focal point for communication and as such all formal communication to/from HPCSA shall be given/received to/from the project manager

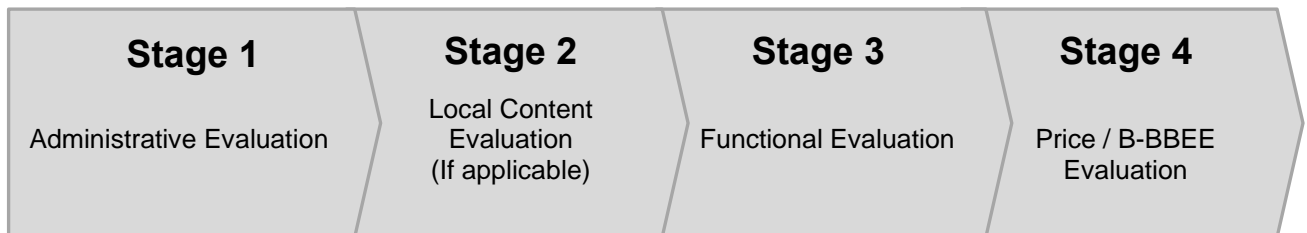
**5.3 Contractual Obligations**

- In addition to the HPCSA’s conditions of contracts, This renovation project contract will be governed by the General Conditions of Contracts for construction works, 2018 version.

**6. PART 6 - EVALUATION PROCESS**

- This tender will be evaluated in accordance with the Preferential Procurement Regulations. 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.

**6.1 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 they comply with the following:
  - a. Complied with all the conditions of tender; and
  - b. 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	Yes/No
Duly completed HPCSA Service Provider declaration form (Certified by Commissioner of Oath) <b>Annexure A</b>	
Certified Company Registration Certificates	

A Company Profile (Company footprint must be included)	
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
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	
Certified copy of a Letter of Good Standing from Department of Labour in respect of Compensation for Occupational Injuries and Disease Act (COIDA).	
CIDB Proof of Registration – 2GB or Higher	
Registered Member of the BIBC (Building Industry Bargaining Council) or NHBRC or any Building regulatory Body or association – Good Standing Certificate (Certified Copy)	
Certified ID copies of shareholders	
A Portfolio of projects covering a similar scope and works (Restricted to a minimum of 3 projects) – Building Refurbishment /Renovations/Painting. The Projects must include the Value and duration of the contract.	
SBD4 – Declaration of Interest see <b>Annexure B</b>	
SBD8 – Declaration of bidders past Supply Chain Management Practices <b>Annexure C</b>	
SBD9 – Declaration of Independent Bid Determination <b>Annexure D</b>	
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form <b>Annexure E</b>	

### 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.

### 6.1.1 Scoring Criteria

- All bidders who meet all the mandatory functional requirements will be evaluated further on functionality.
- A *minimum score of 60 points out of 80* will be required to pass the Functional Evaluation stage.
- The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

TECHNICAL EVALUATION CRITERIA				
CRITERIA	SUB-CRITERIA			POINTS
Programme	The Contractor must supply a detailed construction program which indicates how they plan to deliver the project within expected timeframes.			10
	Points allocation:			
	Detailed work breakdown	Timeframe allocated for each scope	Plan for working in a live office environment	
	3	3	4	
Management & CVs of Key Persons	<b>Capability (Qualifications, Experience of the team)</b>			50
	1. Construction Project Manager with a minimum 5 years' experience in Building renovations, and Post Matric qualifications in Building science/civil engineering <b>NB: CV with renovation projects list worked on and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b>			
	5-10yrs	Above10-15 yrs.	Above 15 yrs.	
	5	7	10	
	2. Site Foreman with minimum 5 years' experience in building renovation and post matric qualifications in Building science/Civil Engineering <b>NB: CV with renovation projects list and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b>			
5-10yrs	Above10-15 yrs.	Above 15 yrs.		
	5	7	10	
	3. Office Interior designer/Architect with over 5 years' experience working in construction projects, with post matric qualification in Interior design or Architecture. <b>NB: CV with renovation projects list and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b>			

	<table border="1"> <tr> <td><b>5-10yrs</b></td> <td><b>Above10-15 yrs.</b></td> <td><b>Above 15 yrs.</b></td> </tr> <tr> <td>10</td> <td>15</td> <td>20</td> </tr> </table> <p>4. SHE Officer with over 5 years' experience working in construction projects, with post matric qualification in Health and Safety. <b>NB: CV with renovation projects list and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b></p> <table border="1"> <tr> <td><b>5-10yrs</b></td> <td><b>Above10-15 yrs.</b></td> <td><b>Above 15 yrs.</b></td> </tr> <tr> <td>5</td> <td>7</td> <td>10</td> </tr> </table>	<b>5-10yrs</b>	<b>Above10-15 yrs.</b>	<b>Above 15 yrs.</b>	10	15	20	<b>5-10yrs</b>	<b>Above10-15 yrs.</b>	<b>Above 15 yrs.</b>	5	7	10	
<b>5-10yrs</b>	<b>Above10-15 yrs.</b>	<b>Above 15 yrs.</b>												
10	15	20												
<b>5-10yrs</b>	<b>Above10-15 yrs.</b>	<b>Above 15 yrs.</b>												
5	7	10												
<b>Approach Paper/Method statement</b>	<ul style="list-style-type: none"> <li>Approach is clearly articulated and based on the Works (5)</li> <li>Information Demonstrates a clear understanding of the Project Objectives (5)</li> </ul>	10												
<b>Company experience</b>	<p>Company must have a minimum of 5 years' experience in similar service, Office renovations projects in the last 10 years: Proof of experience must be provided in the form of</p> <ul style="list-style-type: none"> <li>Contactable references letter/s (must include number of years)</li> </ul> <table border="1"> <tr> <td>&lt;5 years</td> <td>5 years</td> <td>6 to 10 years</td> <td>11 and more years</td> </tr> <tr> <td>0</td> <td>5</td> <td>7</td> <td>10</td> </tr> </table>	<5 years	5 years	6 to 10 years	11 and more years	0	5	7	10	10				
<5 years	5 years	6 to 10 years	11 and more years											
0	5	7	10											
<b>TOTAL</b>		<b>80</b>												

- All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and 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.

##### 6.1.2 Preference Scores

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

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

**6.1.2.2** The bidder:

- a) Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
  - b) Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE
  - c) 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.
  - d) 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 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system) For procurement, up to R50 million</b>
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**

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

**6.1.3 Pricing Instructions**

- I. Only fixed and firm prices will be accepted. Non-fixed and firm prices (including prices subject to rates of exchange variations) will not be considered.
  - **Note: The bidder MUST inspect the Site/Building and familiarize themselves with the required scope of work to ensure all the necessary measurements are undertaken and that all required materials, equipment, resources, etc., is included in their FIXED PRICE.**
  - **For Pricing Guidelines please refer to the Bill of Quantities (BOQ).**
- II. Price quotes are fully **inclusive** of all costs including delivery to the specified HPCSA site; Value Added Tax (VAT) and other taxes (this includes all disbursement and travel costs) and Consumer Price Adjustment (CPA) per annum if applicable
- III. A full breakdown of costs, including the detailed pricing schedules (Annexure A), contingencies, professional fees, travel, and disbursements must be in format as set out below and, where applicable, in supporting schedules and provided.
- IV. The completed detailed pricing schedule shall form part of this tender submission and will be completed in **black ink or black type only**.
- V. The Conditions of Contract, the Contract Data and the Scope of Work shall be read in conjunction with the Pricing Schedule.
- VI. Bid price in South African currency, foreign exchange risk is for the account of the bidder.
- VII. All costs associated with compliance to the Occupational Health and Safety Act, the National Environmental Management Act and the Water Act must be included in the bidding price where applicable.
- VIII. Where a particular make of item is specified, the words “or similar approved” shall mean approval by the client in writing
- IX. All costs associated with compliance to the Occupational Health and Safety Act, the National Environmental Management Act and the Water Act must be included in the bidding price where applicable.



- X. HPCSA reserves the right to reject over-priced bids. Please note lowest price bids does not guarantee selection, consideration will be given to the full evaluation criteria

**7. Post Tender requirements.**

**7.1** Before the Successful bidder can takeover the site and start working, they must submit:

**7.1.1** Proof Public Liability Insurance Cover worth 15 000 000

**7.1.2** Health and Safety File for the project

**8. 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](mailto: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**

**Where applicable under mentioned documents must be attached with tenders**

**Please tick box**

	<b>Y</b>	<b>N</b>	<b>NA</b>
Valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency/Affidavit			
Company registration document (certified)			
Proof of ownership/ shareholder certificate (certified)			
If applicable; a Joint Venture agreement (certified)			
Proof that the bidder’s tax affairs are in order with SARS (e.g. Valid Tax Clearance Certificate/ Status Pin number)			
Proof of banking document			
Comprehensive company profile			
Duly signed HPCSA Service Provider declaration form			
A copy of your audited financial statements			
SBD4 – Declaration of Interest			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			

**BUSINESS PARTICULARS**

**Name of Business**


**Physical address**


**City**


**Province**


**Postal address (if not same as above)**


**City**

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

**Province**

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**Telephone**

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

**Fax no**

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

**Cell no**

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**Email address**


**Web page address**


**Contact person for correspondence address**

**Name**

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

**Surname**

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





**HDI INFORMATION**

Explanation of abbreviations used in the following tables:

<b>Capacity</b>		<b>HDI status</b>	
Director	D	HDI	H
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	O		

Proof of disability provided by a recognized institution in the case of handicapped persons must be supplied.

**NB: certified copy of shareholder certificates or proof of ownership must be supplied**

Complete the following for the shareholders who are actively involved in the management and daily business operation of the business.

**First name**

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

**Surname**

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

**Identification number**

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

**Capacity**

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

**M      F (sex)**

--	--

**HDI status**

H	W	D



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**

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

**M**      **F (sex)**

--	--

**HDI status**

H	W	D

**CONTACTABLE REFERENCES**

Please supply a list containing the names, telephone numbers and client relationship of a minimum of three contactable references

**Contact person 1**


**Contact number 1**

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

**Client Relationship 1**

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

**Contact person 2**


**Contact number 2**

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

**Client Relationship 2**

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

**Contact person 3**


**Contact number 3**

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

**Client Relationship 3**

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**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**

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**Year awarded**

--	--	--	--

**Proof documents attached**

Yes	NO

Did your business exist under a previous name? \_\_\_\_\_

**If yes, what name did it trade under?**


**Previous business registration number**

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

**Certification of correctness of information supplied in this document**

1. The information supplied is correct.
2. All copies of relevant information are attached.

***Personal information in block letters***

**Name**

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

**Surname**

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

**Telephone**


**Capacity**


**On behalf of the (Service Provider's Name)**


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**

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**Fax**

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**Mobile**

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**Email**


**Bank**

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**Branch**

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

**Bank Account**

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**Branch number**

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

**Type of Account**

<b>Cheque</b>		<b>Savings</b>		<b>Transmission</b>	
---------------	--	----------------	--	---------------------	--

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

For use of bank (in cases where a cancelled cheque or bank letter is not attached)

Above information checked and confirmed

\_\_\_\_\_  
**Signature:**

<b>Bank Stamp:</b>
--------------------

**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.

<b>ANNEXURE B. SERVICES</b>
-----------------------------

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 <b>(30 Days term)</b> as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

**QUESTIONNAIRE COMPLETED BY:**

\_\_\_\_\_

**NAME:**

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**DATE:**



**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)**

**ANNEXURE F, G & H (Attached separately)**

- Annexure F - Bill of Quantities (BOQ)
- Annexure G - Design Proposal
- Annexure H - Kitchen Unit Main Building