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## ADDENDUM

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP PORT ALFRED AND ALEXANDRIA MASTER AND PRECINCT PLANS: SCMU7-22/23-Q001.

#### Good day service providers

Kindly receive the information which amend page 12-15 and clarify the omission of SBD 8, and SBD 9 from the returnable documents, as per PFMA SCM INSTRUCTION NO.3 OF 2021/22 PUBLIC FINANCE MANAGEMENT ACT (ACT 1 OF 1999)

1. The instruction repeals the following Instructions, Practises Notes and Circulars

f) National Treasury Practise Note Supply Chain Management: Prohibition of Restrictive Practices: Certificate of Independent Bid Determination: Standard Bidding Documents (SBD 9): and


g) Practice Note No SCM 4 of 2006 on Standard Bidding Document: Declaration of bidder's past supply chain management practices (SBD 8)

2. Financial Viability for the project is R 100 000 not R 300 000

Hoping that you will find this in order and replace the affected pages as attached hereunder.

Kind regards

Ms B. Aplom (Assistant Director-SCM: Demand

  
12/08/2022

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP PORT ALFRED AND ALEXANDRIA MASTER AND PRECINCT PLANS**

**20. EVALUATION AND SELECTION CRITERIA**

CoGTA has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

<b>Administrative Requirements (Gate 0)</b>	<b>Technical Evaluation Criteria (Gate 1)</b>	<b>Price and B-BBEE Evaluation (Gate 2)</b>
Bidders must submit all documents as outlined in paragraph 20.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a <b>minimum of 70</b> points out of 100 points to proceed to Gate 2 (Price and BEE).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the <b>threshold of 70</b> points.

**NB: If the service providers is sub-contracting a BEE certificate of the sub contracted company should also be submitted.**

**21.1. Gate 0: Administrative Requirements**

Without limiting the generality of CoGTA’s other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders’ response will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

**Table 1: Documents that must be submitted for Pre-qualification**

<b>Document that must be submitted</b>	<b>Non-submission will result in disqualification</b>	
	<b>YES/ NO</b>	<b>REQUIRED EVIDENCE</b>
<b>Invitation to Bid – SBD 1</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Tax Status</b>	<b>NO</b>	i. Proof of Registration on the Central Supplier Database ii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
<b>Pricing Schedule (SBD 3.3)</b>	<b>YES</b>	Submit full details of the pricing proposal.

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<b>Declaration of Interest – SBD 4</b>	<b>YES</b>	Complete and sign the supplied pro forma document.
<b>Preference Point Claim Form – SBD 6.1</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>BBBEE Status Level Contributor Certificate</b>	<b>NO</b>	Non-submission and Non certification will lead to a zero (0) score on BBBEE
<b>Registration on Central Supplier Database (CSD)</b>	<b>YES</b>	Bidders must be registered as a service provider on the Central Supplier Database (CSD) and on LOGIS. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor / supplier number.  Submit proof of registration.
<b>A Degree in Town Planning and Regional Planning; Architect; Urban Design; GIS as well as Civil Engineering.</b>	<b>YES</b>	Submit certified copies of certificates (No copies of certified copies will be accepted)
<b>Proof of registration with any relevant professional body on the following fields of study: Town and Regional Planning; Architect; Urban Design; GIS as well as Civil Engineering.</b>	<b>YES</b>	Provide certified copies of registration.
<b>Proof of at least three relevant assignments provided to any organisation and executed successfully within the past five years.</b>	<b>YES</b>	Provide proof in a form of a reference letter in a client's letter head with reliable contact numbers and a contact person.
<b>Service provider's offices should be located within the</b>	<b>NO</b>	Proof of existence of the operational offices in Eastern Cape (Municipal bill or lease agreement). Departmental

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Eastern Cape Province.		officials may perform site visits for verification.
Financial viability	Yes	A letter from the bank indicating that there were no dishonoured debit orders in the last six months and a pre-approved credit or bank balance with a minimum value of three hundred thousand rands (R100 000).

**NB: Failure to comply with the above requirements will lead to the bid regarded as non-responsive and will not be considered.**

**Gate 1: Evaluation Criteria for functionality = 100 points**

Criteria	Sub criteria	Max score	Evidence required
Proof of at least three relevant assignments performed within the past five years	<ul style="list-style-type: none"> <li>▪ Three reference letters</li> </ul>	20	<ul style="list-style-type: none"> <li>• Reference letters from satisfied previous clients that have been serviced in the past five years.</li> <li>• Letters of completion from three (3) previous clients.</li> <li>• Portfolio of work done and completed.</li> </ul>
Methodology	<ul style="list-style-type: none"> <li>▪ Step by Step methodology with clear time frames</li> </ul>	30	Detailed Project Plan with time frames
Qualification of key personnel that will be executing the project.	<ul style="list-style-type: none"> <li>▪ A Degree and a Post Grad Certificate Town and Regional Planning; Architect; Urban Design; GIS as well as Civil Engineering.</li> <li>▪ Proof of registration with any relevant professional body on the following fields of study: Town and Regional Planning;</li> </ul>	25	Certified copies of qualifications well as proof certified copies proof of registration with any relevant professional body must be provided.

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	Architect; Urban Design; GIS as well as Civil Engineering.		
<b>Locality</b>	<ul style="list-style-type: none"> <li>▪ Service providers operating in the Eastern Cape =100%</li> <li>▪ Service providers operating outside Eastern Cape =60% of 20</li> </ul>	10	Proof of residence e.g. municipal bill or lease agreement.
<b>Financial viability</b>	<ul style="list-style-type: none"> <li>▪ Pre-approved credit or bank balance with a minimum value of R100 000.</li> </ul>	15	Bank Statement or Preapproved letter from the accredited financial institution.
<b>Total</b>		<b>100</b>	
<b>Minimum qualifying score</b>		<b>70</b>	

Only Bidders that have met the Administrative Requirement in (Gate 0) will be evaluated in Gate 1 Evaluation for functionality. Functionality will be scored as follows:

- i. Functionality – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points.
- ii. There must be equal or above 70 points in order to proceed to Gate 2 for Price and BBBEE evaluations.

**20.2 Gate 2: Price and BBBEE Evaluation (80+20) = 100 points**

Only Bidders that have met the 70-point threshold in Gate 1 will be evaluated in Gate 2 for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)