

## Request for formal written price quotations

Kindly furnish me with a written quotation for the supply of the following goods/services:

### **ELECTRICAL AND MECHANICAL ENGINEERING CONSULTANCY SERVICES**

#### **TENDER NOTICE AND INVITATION TO TENDER**

The Johannesburg Development Agency (JDA) is requesting for written proposals for Electrical and Mechanical Engineers for the design and implementation of the three (3) CoJ Clinics. The costs for electrical design and implementation is valued at R1m.

Applicants from experienced companies are hereby invited to serve as electrical consultants to develop the design for identified clinics in the current financial year – 2011/2012.

The implementation of this project, should significantly improve the quality and accessibility to the health facilities in the different regions within the City of Joburg.

Preferences are offered to tenderers who have Black Equity Ownership, Black Executive Management and General Workforce participation.

The quotation must be submitted on a letterhead of your business and **deposited by hand in the tender box at the offices of the JDA, 3 President Street, The Bus Factory, Newtown** not later than **10h00 on Tuesday, 13 December 2011.**

Queries relating to the issue of these documents may be addresses to Ms Seipati More, Tel (011) 688 7860, Fax (011) 688 7899, e-mail, [smore@jda.org.za](mailto:smore@jda.org.za)

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The completed proposals must be placed in a sealed envelope with the words below written on the envelope:

**“Tender for the upgrade of the COJ Clinics: Electrical and Mechanical Engineering Services**

The JDA’s selection of qualifying tenders will be at the JDA’s sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with the successful tenderer.

#### **The following conditions will apply:**

A valid Tax Clearance Certificate must be submitted

- Copy of the latest municipal account
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- If the price quoted is above R 30 000 inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy

Framework Act (No 5 of 2000). For this purpose the Declaration of Interest and the BEE Forms are enclosed and must be scrutinized, completed and submitted together with your quotation.

NB: No quotations will be considered from persons in the service of the state:

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**Seipati More**

**Development Manager**

011 688 7860

**smore@jda.org.za**

## **2. PROJECT INFORMATION**

### **2.1 Background**

The City of Johannesburg wishes to develop and upgrade some of the clinics based in different areas of the city. The City wishes to produce a high-quality health environment by the upgrade of the clinics. The clinics will offer an improved health environment and improved accessibility to health facilities by the community.

### **2.4 Location**

The Clinics are situated in the following areas:

- Davidsonville Clinic: - Davidsonville Roodepoort
- Freedom Park New Clinic- Klipspruit
- Petervale Clinic: - Cnr Witkoppen and Cambridge roads Sandton

## **3. APPOINTMENT**

### **3.1 Notes**

- Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- Tenderers are required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with the other professionals where required
- The JDA reserves the right to ask for any member/s of the team to be replaced if they do not meet the JDA's requirements.
- Applicants are free to submit **separate** proposals for more than one discipline but will only be appointed for one.
- If applicants choose to tender for more than one discipline, they are required to **purchase a document for each discipline**

- Successful tenderers will be required to sign the JDA's Standard Form of Agreement and appendices which are attached as appendix 2 for information purposes.

### 3.2 Notes:

This value is subject to change (increase or decrease) depending on the requirements of the project; however the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** is to remain fixed irrespective of an increase or decrease in construction value.

- a. All fee proposals **must** include standard disbursements

## 4. PRESENTATION OF PROPOSALS

Submissions are to consist of a short (not to exceed 50 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the proposal as well as the experience, capability and financial standing of the applicant to undertake and manage the project successfully. The report should address the requirements in the proposal call document and use the same items numbers as below for the required sections of the report. The following information must be clearly spelt out :

- 4.1 Company Background, lists of **similar** (not all) projects including client name, contact person and telephone number, description of the works, and value of the works on which the company's fee was based.
- 4.2 Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
- 4.3 Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumé's of said individuals. A company profile showing all members CV's **is not acceptable** in this regard but may be submitted in addition to the specific requirement above.
- 4.4 A detailed statement of the applicant's approach and methodology for accomplishing the assignment. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
- 4.5 Applicants are required to submit detailed fee proposals based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be included in the fee proposals. In addition to a numerical fee amount, tenderers are required to demonstrate their calculation method of the fee tendered as a percentage of the net construction value and all consultants are to provide a detailed summary of their proposed services.
- 4.6 The applicant's SMME status.
- 4.7 **A certified copy** of the organisation's Professional Indemnity Insurance indicating the value per claim and expiry date applicable to this project. A minimum cover of R2million is required.

- 4.8 **An original** Tax Clearance Certificate.
- 4.9 A statement from an independent auditor/accountant regarding the tenderer's financial standing to undertake this project.
- 4.10 A statement of the company's turnover per annum over the last 3 years and also a statement of estimated turnover of current commitments from 1 July 2010 to 30 June 2011.
- 4.11 Tenderers are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project given.
- 4.12 Company's and individuals' memberships to professional bodies, etc.
- 4.13 The Annexures to this RFP must be completed in full. If additional relevant information is to be included, attach same directly behind the page of the annexure to which the information applies. (references in the RFP to other documentation attached in any other positions to that stipulated will **NOT** be considered).
- 4.14 **The "OFFER" page must be completed in full and signed.** A bidder who fails to do this will be disqualified.
- 4.15 **A copy of current Municipal account in the name of the tenderer or alternatively in the name of the owner/Directors/Partners of the tendering entity.**

**Failure to comply with the requirements will result in tenderers being negatively scored for responsiveness or disqualified for non-compliance.**

## **5. ASSESSMENT CRITERIA**

Submissions will be evaluated on the following criteria :

- Technical
- BEE status
- Price / BEE 90/10 or 80/20

### **5.1 Technical**

The technical assessment is based on :

- 5.1.1 Compliance: tenderers will be disqualified for failure to produce a valid tax clearance certificate, for failure to furnish proof of current professional indemnity insurance, and where pricing is not submitted as required or where no price is given
- 5.1.2 responsiveness: tenderers will lose points if the items requested are not submitted as stipulated
- 5.1.3 capability: refers to the qualifications and previous relevant experience of the proposed team members .

- 5.1.4 previous experience: refers to the company's experience in delivery projects of a similar nature and size to the one being tendered for with specific reference to urban neighbourhoods in decline.
- 5.1.5 capacity: relates to the tenderers ability to deliver the project on time, within budget, and according to the required specification. Accordingly the availability of suitably qualified professionals to execute the works will be considered .

In addition, the technical appraisal will consider soundness of methodology to be employed in tackling scope of work and the tenderer's understanding of neighbourhoods, issues and scope of work.

## **5.2 BEE Status**

BEE status is based on the standard JDA Procurement System Documentation and is determined from key empowerment criteria, incorporating ownership, executive management, senior management, and staff to be employed on this project. This information is derived from the tenderers response to Annexure B herewith.

The percentage allocated to each criteria is then multiplied by the following weightings

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Shareholding	: 40
Executive Management	: 25
Senior Management	: 15
Staff	: 20