## RETURNABLE DOCUMENTS AND SCHEDULES

# Form 01 Schedule of Previous Work Carried out by Tenderer

|  |
| --- |
| The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work **over the last five years will be evaluated**. |

These forms will be used in the Functionality Evaluation for the relevant experience of the company. Only projects listed in these forms will be considered for functionality points. Attachments will not be considered.

The information provided in the following Forms are works successfully executed by the Tenderer and is correct and verifiable:

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |
| Tenderer: |  | | |

**FORM 01.A – Schedule of Previous Similar Projects Carried out by the Tenderer – Project 1**

|  |  |  |
| --- | --- | --- |
|  | **DETAILS** | **DESCRIPTION** |
| 1. | Project Name: |  |
|  | Employer: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Consulting Engineers: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Total Value of Project (incl. VAT): | R |
|  | Type of Project: |  |
|  | Project Completion Date: | Year / Month: |
|  | Total Project Scope: | Brief description of entire project’s scope of work: |
|  | Tenderer’s Value of Work (incl. VAT): | R |
|  | Tenderer’s Scope of Work: | □ Main contractor □ Sub-contractor (tick which is relevant ) |
|  | Scope of Work, Please indicate if the following elements were included with a tick(√) as well as provide the information requested within the (insert) section: | Mechanical (Main □ Sub-contractor □)  Elect (Main □ Sub-contractor □)  Structural & Building work (Main □ Sub- contractor □)  Bricklaying □  Concrete works □ |
|  |  |  |

**FORM 01.A – Schedule of Previous Similar Projects Carried out by the Tenderer – Project 2**

|  |  |  |
| --- | --- | --- |
|  | **DETAILS** | **DESCRIPTION** |
| 1. | Project Name: |  |
|  | Employer: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Consulting Engineers: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Total Value of Project (incl. VAT): | R |
|  | Type of Project: |  |
|  | Project Completion Date: | Year / Month: |
|  | Total Project Scope: | Brief description of entire project’s scope of work: |
|  | Tenderer’s Value of Work (incl. VAT): | R |
|  | Tenderer’s Scope of Work: | □ Main contractor □ Sub-contractor (tick which is relevant ) |
|  | Scope of Work, Please indicate if the following elements were included with a tick(√) as well as provide the information requested within the (insert) section: | Mechanical (Main □ Sub-contractor □)  Elect (Main □ Sub-contractor □)  Structural & Building work (Main □ Sub- contractor □)  Bricklaying □  Concrete works □ |
|  |  |  |

**FORM 01.A – Schedule of Previous Similar Projects Carried out by the Tenderer – Project 3**

|  |  |  |
| --- | --- | --- |
|  | **DETAILS** | **DESCRIPTION** |
| 1. | Project Name: |  |
|  | Employer: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Consulting Engineers: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Total Value of Project (incl. VAT): | R |
|  | Type of Project: |  |
|  | Project Completion Date: | Year / Month: |
|  | Total Project Scope: | Brief description of entire project’s scope of work: |
|  | Tenderer’s Value of Work (incl. VAT): | R |
|  | Tenderer’s Scope of Work: | □ Main contractor □ Sub-contractor (tick which is relevant ) |
|  | Scope of Work, Please indicate if the following elements were included with a tick(√) as well as provide the information requested within the (insert) section: | Mechanical (Main □ Sub-contractor □)  Elect (Main □ Sub-contractor □)  Structural & Building work (Main □ Sub- contractor □)  Bricklaying □  Concrete works □ |
|  |  |  |

**FORM 01.A – Schedule of Previous Similar Projects Carried out by the Tenderer – Project 4**

|  |  |  |
| --- | --- | --- |
|  | **DETAILS** | **DESCRIPTION** |
| 1. | Project Name: |  |
|  | Employer: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Consulting Engineers: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Total Value of Project (incl. VAT): | R |
|  | Type of Project: |  |
|  | Project Completion Date: | Year / Month: |
|  | Total Project Scope: | Brief description of entire project’s scope of work: |
|  | Tenderer’s Value of Work (incl. VAT): | R |
|  | Tenderer’s Scope of Work: | □ Main contractor □ Sub-contractor (tick which is relevant ) |
|  | Scope of Work, Please indicate if the following elements were included with a tick(√) as well as provide the information requested within the (insert) section: | Mechanical (Main □ Sub-contractor □)  Elect (Main □ Sub-contractor □)  Structural & Building work (Main □ Sub- contractor □)  Bricklaying □  Concrete works □ |
|  |  |  |

**FORM 01.A – Schedule of Previous Similar Projects Carried out by the Tenderer – Project 5**

|  |  |  |
| --- | --- | --- |
|  | **DETAILS** | **DESCRIPTION** |
| 1. | Project Name: |  |
|  | Employer: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Consulting Engineers: |  |
|  | - Contact Person: |  |
|  | - Contact Details: | Tel: Fax:  Email:  Address: |
|  | Total Value of Project (incl. VAT): | R |
|  | Type of Project: |  |
|  | Project Completion Date: | Year / Month: |
|  | Total Project Scope: | Brief description of entire project’s scope of work: |
|  | Tenderer’s Value of Work (incl. VAT): | R |
|  | Tenderer’s Scope of Work: | □ Main contractor □ Sub-contractor (tick which is relevant ) |
|  | Scope of Work, Please indicate if the following elements were included with a tick(√) as well as provide the information requested within the (insert) section: | Mechanical (Main □ Sub-contractor □)  Elect (Main □ Sub-contractor □)  Structural & Building work (Main □ Sub- contractor □)  Bricklaying □  Concrete works □ |
|  |  |  |

# Form 02 Current Workload

List your current contracts and obligations:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Value (R)** | **Start date** | **Duration** | **Expected completion date** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
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| 13. |  |  |  |  |  |
| 14. |  |  |  |  |  |

**Note: Please limit information to this page only. Do not attach any additional information**

Do you have the capacity to supply the goods and services described in this tender, should the contract be awarded to you? **(Tick)**

|  |  |  |
| --- | --- | --- |
| **YES** |  | |
| **NO** |  | |
| Signed: |  | Date: |  | | |
| Name: |  | Position: |  | | |
| Tenderer: |  | | | | |

# Form 03 Schedule of Proposed Sub-contractors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| We notify you that it is our intention to employ the following Sub-contractors for work in this contract.  If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Sub-contractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us. | | | | | |
| **Name and address of proposed Sub-contractor** | | **Nature and extent of work** | | | **Previous experience with**  **Sub-contractor** |
|  | |  | | |  |
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|  | |  | | |  |
|  |  | |  |  | |
| Signed: |  | | Date: |  | |
| Name: |  | | Position: |  | |
| Tenderer: |  | | | | |

# Form 04 Experience of Key Staff and Curriculum Vitae Key Personnel

|  |
| --- |
| The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:  1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.  2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc. which is directly linked to the scope of work.  3) The key staff members’ / experts’ knowledge of issues which the tenderer considers pertinent to the project, eg. local conditions, affected communities, legislation, techniques etc.  A CV of the project manager, site agent and OHS agent of not more than 2 pages should be attached to this schedule:  Each CV should be structured under the following headings:  1 Personal particulars  - name  - date and place of birth  - place (s) of tertiary education and dates associated therewith  - professional awards  2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)  3 Skills  4 Name of current employer and position in enterprise  5 Overview of post graduate / diploma experience (year, organization and position)  6 Outline of recent assignments / experience that has a bearing on the scope of work |

Note: An individual may be nominated to serve as the team leader in more than one discipline and as the team leader and a discipline specific leader.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |
| Tenderer: |  | | |

Provide separate forms for each position listed in Form: Key Personnel

**Curriculum Vitae of Key Personnel**

Provide separate forms for each position listed in Form: Key Personnel

**Contract Manager:**

|  |  |
| --- | --- |
| Name: | Date of birth: |
| Profession: | Nationality: |
| Qualifications: | |
| Professional Registration Number: | |
| Name of Employer (firm): | |
| Current Position: | Years with firm: |
| Employment Record: | |
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|  | |
| Experience Record Pertinent to Required Service: | |
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**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

................................................................…………. .………….............

*Signature of person named in the schedule Date*

**Curriculum Vitae of Key Personnel**

Provide separate forms for each position listed in Form: Key Personnel

**Occupational Health Safety Officer:**

|  |  |
| --- | --- |
| Name: | Date of birth: |
| Profession: | Nationality: |
| Qualifications: | |
| Professional Registration Number: | |
| Name of Employer (firm): | |
| Current Position: | Years with firm: |
| Employment Record: | |
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| Experience Record Pertinent to Required Service: | |
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**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

................................................................…………. .………….............

*Signature of person named in the schedule Date*

**Curriculum Vitae of Key Personnel**

Provide separate forms for each position listed in Form: Key Personnel

**Site Agent:**

|  |  |
| --- | --- |
| Name: | Date of birth: |
| Profession: | Nationality: |
| Qualifications: | |
| Professional Registration Number: | |
| Name of Employer (firm): | |
| Current Position: | Years with firm: |
| Employment Record: | |
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| Experience Record Pertinent to Required Service: | |
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**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

................................................................…………. .………….............

*Signature of person named in the schedule Date*

**Curriculum Vitae of Key Personnel**

Provide separate forms for each position listed in Form: Key Personnel

**Foreman:**

|  |  |
| --- | --- |
| Name: | Date of birth: |
| Profession: | Nationality: |
| Qualifications: | |
| Professional Registration Number: | |
| Name of Employer (firm): | |
| Current Position: | Years with firm: |
| Employment Record: | |
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| Experience Record Pertinent to Required Service: | |
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**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

................................................................…………. .………….............

*Signature of person named in the schedule Date*

# Form 05 Key Personnel Numbers

In terms of the Project Specification and the Conditions of Tender, unskilled workers may only be brought in from outside the local community if such personnel are not available locally.

The Tenderer shall list below the number of personnel which he intends to utilize on the Works, including key personnel which may have to be brought in from outside if not available locally.

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY OF EMPLOYEE** | **NUMBER OF PERSONS** | | |
| **KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION** | **KEY PERSONNEL TO BE IMPORTED IF NOT AVAILABLE LOCALLY** | **UNSKILLED PERSONNEL TO BE RECRUITED FROM LOCAL COMMUNITY** |
| Site Agent, Project Managers |  |  |  |
| Foremen, Quality Control and Safety Personnel |  |  |  |
| Technicians, Surveyors, etc. |  |  |  |
| Artisans and other Skilled Workers |  |  |  |
| Plant Operators |  |  |  |
| Unskilled Workers |  |  |  |
| Others:..................................................................…..………………….. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |
| Tenderer: |  | | |

# Form 06 Quality Control Procedures

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| --- |
| **Evaluation Schedule:** |

|  |
| --- |
| The quality control practices and procedures which ensure compliance with stated employer’s requirements will be evaluated.  Tenderer should very briefly outline all the procedures in relation to the project and attach this to this schedule. |

I, the undersigned, who warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |
| Tenderer: |  | | |

# Form 07 Schedule of Plant and Equipment

The following are lists of major items of **relevant** equipment that the bidder presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Quantity** | **Description, size, capacity, etc.** | Indicate if equipment is :   * owned, * rented, * will be rented * will be bought |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
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| 9. |  |  |  |

**Note: Please limit information to this page only. Do not attach any additional information.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |
| Tenderer: |  | | |

# Form 08 Financial References

**FINANCIAL STATEMENTS**

I/We agree, if required, to furnish an audited copy of the latest set of financial statements together with my/our Directors’ and Auditors’ report.

**TENDERER’S TAX DETAILS**

Tenderer’s VAT vendor registration number:

Tenderer’s SARS tax reference number:

**DETAILS OF TENDERING ENTITY’S BANK**

**If the tenderer is a Joint Venture or partnership, the information requested below is required for each member / partner.**

I/We hereby authorise the Employer/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION OF**  **BANK DETAIL** | **BANK DETAILS APPLICABLE TO**  **TENDERER** | | | |
| Name of bank |  | | Contact person |  |
| Branch name |  | | | |
| Branch code |  | | | |
| Street address |  | | | |
| Postal address |  | | | |
| Telephone number | ( ) | Fax number | |  |
| Account number |  | | | |
| Type of account, (i.e. cheque account) |  | | | |

# Form 09 Financial Ability to Execute the Project

In terms of Clause F2.18.1 of the Conditions of Tender, the Employer may make inquiries to obtain a bank rating from the Tenderer's bank.

To that end, the Tenderer must provide with his tender a bank rating, certified by his banker, to the effect that he will be able to successfully complete the contract at the tendered amount within the specified time for completion. However, should the Tenderer be unable to provide a bank rating with his tender, he shall state the reasons as to why he is unable to do so, and in addition provide the following details of his banker and bank account that he intends to use for the project.

Provide details on the surety provided if the tender is awarded to your company/firm.

AMOUNT: ………………………………………………………….. (See Section C 1.3 Contract Data Clause 6 for required amount expressed as a percentage (%) of Contract price)

Which of the following institutions will provide surety?

* Bank registered in terms of the Bank Act 1990 (Act 94 of 1990): ………………………………………………
* Insurance Company registered in terms of the Short Term Insurance Act 1998 (Act 53 of 1998):

…..………………………………………………………………………………………………………………………

* Cash …………………………………………………………………………………………………………………………….

***Provide the estimated cash flow on the project in terms of submissions of payment certificates or payment schedules to the Employer***

| **Month No** | **Amount (VAT included)** | | | |
| --- | --- | --- | --- | --- |
| **a**  **Expected Certificate Value (Value of Work done)** | **b**  **Expense Payments made (Labour, materials, etc.)** | **a – b**  **Net cash flow** | **Cumulative cash flow** |
| 1 |  |  | d | d1=d |
| 2 |  |  | e | e1=e+d1 |
| 3 |  |  | f | f1=f+e1 |
| 4 |  |  | g | g1=g+f1 |
| 5 |  |  | h | h1=h+g1 |
| 6 |  |  | Etc. | Etc. |
| 7 |  |  |  |  |
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| 20 |  |  |  |  |

***Failure to provide either to complete this form or the required bank details in Form 08 with the tender, will lead to the conclusion that the Tenderer does not have the necessary financial resources at his disposal to complete the contract successfully within the specified time for completion.***

I / We agree, if required, to furnish a copy of the latest audited set of financial statements together with my / our Director’s and Auditors’ report for consideration by the Employer.

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the tender submitted by the Tenderer.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signed |  | Date |  |
| Name |  | Position |  |
| Tenderer |  | | |

# Form 10 Proposed Programme and Number of Personnel

Tenderers are required to provide a detailed project plan listing all the activities and sub activities related to the scope of work. This must be represented in a Gantt Chart (preferably MS project) clearly indicating an indicative commencement date as well as completion date that is in line with the clients expected duration. Duration of activities must be realistic to the scope of work. Those activities that are inter-dependant must be properly reflected. Tenderers are encouraged to provide as much relevant detail as possible to reflect their knowledge and expertise with regards to the scope. It is also important to reflect clearly the resources that are to be used.

The parking area to be paved is presently fully occupied by unserviceable vehicles. Bidders to take note that the installation (earth works and laying of the paving) might have to be done in two phases to allow SARS to move vehicles between the areas during construction.

|  |
| --- |
| Form 11 Proposed Organisation and Staffing |

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| The Tenderer should propose the structure and composition of their team, ie. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. |

I, the undersigned, who warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |
| Tenderer: |  | | |

# Form 12 Proposed Health & Safety Plan

The Tenderer should propose a Health & Safety Plan in line with the details of this project. Finer details will be negotiated when the successful contractor is appointed.

# Form 13 Expected guarantees

The tenderer should provide an outline of guarantees that can be expected on the equipment that will be installed. Examples are fencing & gates, firefighting equipment, lights and so forth.