INVITATION TO TENDER:
Provision of Project Management and Related Professional Services for a Construction Project
PPECB/EHS/PCM/2016/06

Closing date: 12 January 2017 at 13:00.
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SECTION1: GENERAL CONDITIONS OF BID
1. PROPRIETARY INFORMATION

The Perishable Products Export Control Board (PPECB) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to PPECB. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of PPECB.

2. ENQUIRIES

All information supplied by the PPECB in connection to this invitation to tender shall be treated as confidential. Should Bidders believe that they require further information, they are invited to contact the Sourcing Specialist (Indirect). Any queries relating to the Tender Documents should be sent in writing to the Sourcing Specialist (Indirect) to arrive no later than five days before the date for submission of the tender. The Sourcing Specialist (Indirect) may if necessary issue written circulars to Bidders amending or clarifying the Tender Documents and Bidders shall comply with these.

Contact person (all technical questions should be in writing)

Name: Mrs Unathi Manda
Telephone Number: +27 21 930 1134
Email address: unathim@ppecb.com

3. BID VALIDITY PERIOD

Responses to this tender received from vendors will be valid for a period of 120 days counted from the closing date of the tender.

4. INSTRUCTIONS ON SUBMISSION OF TENDERS

The tender submission and assessment process will be conducted in compliance with the Public Finance Management Act of 1999, Supply Chain Regulations and PPECB’s Procurement Policy. PPECB is committed to support and grow Black Economic Empowerment and Small Medium Enterprises in South Africa, emphasis being placed on procurement from historically disadvantaged South Africans.

The following terms shall have the following meanings:

Invitation to Tender: Provision of Project Management and Related Professional Services for a Construction Project
PPECB/EHS/PCM/2016/06
Contact Person: The Sourcing Specialist (Indirect)
PPECB
45 Silverboom Avenue
Plattekloof

Public Entity: Perishable Products Export Control Board (PPECB)
Bidder: The person / organisation submitting a tender bid to the PPECB under this tender.

The PPECB invites Bidders in accordance with the information in this pack to submit a fixed price for providing the required products and services.

Bidders are required to submit detailed evidence to demonstrate its ability to provide the products and services they will deliver on this tender. A detailed specification of the products and services required by PPECB is contained in Section 2 of this document.

The tender shall be submitted on the Forms of Tender incorporated herein. The form shall be signed by each Bidder and submitted in the manner and by the date and time stated below together with the documents listed duly completed.

The bid will consist of three parts and shall be submitted in two separate sealed envelopes indicating the name of the bidder, tender number and date.

All of the following documents (Part 1 to VI) must be submitted as part of the response to this bid request.

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<tr>
<th>Form No</th>
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<td>SBD 1 Invitation to Bid</td>
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<td>SBD 8 Declaration of Bidder’s past SCM Practices</td>
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<td>9.</td>
<td>SBD 9 Certificate of Independent Bid Determination</td>
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</table>

Each Bidder should ensure that it is thoroughly familiar with the Tender Documents and understands the obligations that will apply if the Tender is accepted by the PPECB. The award of the tender is subject to receiving final approval from the PPECB Audit Committee. It is the responsibility of each Bidder to obtain for itself at its own expense any additional information necessary for the preparation of the tender.

4.1 Tenders must be submitted in a prescribed response format herewith reflected as **Response Format**.

4.2 The closing date, company name and the return address must also be endorsed on the envelope.

4.3 If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.

4.4 No tender received by telegram, telex, email, facsimile or similar medium will be considered.

4.5 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
4.6 Amended tenders may be sent in an envelope marked “Amendment to tender” and should be placed in the tender box before the closing time.

5. PREPARATION OF BID RESPONSE

5.1 All the documentation submitted in response to this bid must be in English.
5.2 The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.
5.3 Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
5.4 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages are missing or duplicated.
5.5 A list of all references (minimum of 3) must be included in the bid response.
5.6 A valid tax clearance certificate must be included in the bid response.
5.7 A copy(s) of certificates from the organizations/ bodies that the tenderer is affiliated to must be included in the bid response.

6. SUPPLIER PERFORMANCE MANAGEMENT

Supplier Performance Management is viewed by the PPECB as critical component in ensuring value for money acquisition and good supplier relations between the PPECB and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier’s performance level and ensure effective delivery of service, quality and value-add to PPECB’s business.

Bidders are required to comply with the above condition, and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this

7. PPECB’S RIGHTS

7.1 The PPECB is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
7.2 The PPECB reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the PPECB.
7.3 The PPECB reserves the right to award this tender to a purely empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders.
7.4 The PPECB reserves the right to award this tender as a whole or in part without furnishing reasons.
7.5 PPECB reserves the right at all material times to extend the scope of work relating to this tender to include all or some of the PPECB's Subsidiaries. Should this be the case, as a result thereof all the relevant implications will be negotiated between the PPECB and the successful tenderer.

8. **UNDERTAKINGS BY THE BIDDER**

8.1 The bidder hereby offer to render all or any of the services described in the attached documents to the PPECB on the terms and conditions and in accordance with the specifications stipulated in this Tender documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).

8.2 Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.

8.3 The bidder shall prepare for a possible presentation should PPECB require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.

8.4 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

8.5 The bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

9. **REASONS FOR DISQUALIFICATION**

9.1 The PPECB reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

9.1.1 bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;

9.1.2 bidders who submitted incomplete information and documentation according to the requirements of this bid document;

9.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate information;

9.1.4 bidders who received information not available to other vendors through fraudulent means; and/or;

9.1.5 bidders who do not comply with mandatory requirements as stipulated in this bid document.
10. RESPONSE FORMAT (RETURNABLE SCHEDULES )

The Bidder will submit 2 envelopes as follows

- Envelope 1 includes the technical proposal/specifications (No Pricing in this envelope)
- Envelope 2 includes pricing and SBD documents indicated under Point No. 3 above.

The Standard bidding forms (SBD Forms) must be signed by an authorized person representing the bidders.

The tender and accompanying documents shall be carefully parcelled, sealed and be delivered to the Sourcing Specialist (Indirect) no later than 12 January 2017 at 13:00pm. Failure to comply with these instructions will result in the tender being considered ineligible.

Written tenders will only be accepted in a sealed envelope or parcel which shall bear the word: Tender: Project & Construction Management for Head Office PPECB/EHS/PCM/2016/06

No late tender shall be considered. Late tenders will be opened after the Contract has been awarded, for the sole purpose of identifying Bidders.

Tenders will be opened in accordance with the relevant procedures.
SECTION2: TECHNICAL REQUIREMENT SPECIFICATIONS
11. INVITATION TO TENDER

Bidders are invited to tender for the provision of appropriate service relating to the project management and provision of related professional services regarding a construction project for PPECB.

Bidders must comply with the instructions to Bidders and all other requirements of this Invitation to Tender. Non-compliance may lead to a tender not being considered by the PPECB.

12. PPECB BACKGROUND

PPECB is a Schedule 3A Public Entity that is constituted and mandated in terms of the PPEC Act, No 9, of 1983 to perform cold chain services. PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Forestry and Fisheries under the APS Act, No.119 of 1990.

PPECB’s executive Authority is the Minister of Agriculture, Forestry and Fisheries who appoints the board of directors. The board comprises of representatives from the perishable product industries.

PPECB employs more than 300 people, who deal with more than 200 products and 500 varieties. There are 50 service types, over 30 offices in 11 production regions, at more than 1,500 locations.

PPECB, mandated by the Department of Agriculture, Forestry and Fisheries, has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors, stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

PPECB is responsible for South Africa’s cold chain management and ensures that products for export are handled, stored and transported at specific temperatures and optimum conditions.

The PPECB’s Laboratory is geared for the delivery of analytical services which include mycotoxin analysis, fats analysis, dairy testing and maximum residue level (MRL) testing of pesticides in a myriad of matrices (grain, feed, fruit, vegetables, cereals, peanut butter, spices). These services are performed at a centralized testing laboratory, situated in Centurion (Pretoria). Apart from mandatory services like mycotoxin analysis on groundnuts and maize for the export industry, the laboratory also delivers a range of services to the South African user pay sector. The laboratory is ISO 17025 accredited for mycotoxins, fats and pesticide residue testing (SANAS accreditation Number T0284).

Please visit PPECB’s website on www.PPECB.com for more information on the PPECB.
13. SCOPE OF TERMS OF REFERENCE

PPECB is looking for a service provider that can provide a cost effective, professional project management and professional services for a construction project.

Architectural drawings have been completed and signed by the architect. Prior to submission to Council for approval an engineer will be required to sign the plan off. This sign off will form part of the scope for the service provider appointed.

The project consists of the construction of a tarred parking lot, the refurbishment of the front entrance to meet legislative requirements and the conversion of an existing basement into meeting rooms and office space.

Service providers are required to have, at a minimum, a professionally registered project manager, civil engineer and quantity surveyor as part of their full time employee base and have an office or their head office in the Cape Metropole. Project team members assigned to the project will also have to reside in the Cape Metropole.

The appointed service provider will be required to assist PPECB in the appointment of suitably registered and qualified construction firm with trades through a tender process as regulated by the Public Finance Management Act 1 of 1999 (PFMA) as amended and its associated Regulations. The service provider will be required to sit in on the Bid Specification Committee, Technical Evaluation Committee and Bid Evaluation Committee. In addition, to perform its function as part of the Bid Specification Committee it will be required to write the technical specifications for the tender which will include a Bill of Materials and Quantities which will form part of the tender document. Once the construction firm is appointed the service provider will be required to manage the firm and any other service providers as well as liaise with identified PPECB staff with regard to impacts to PPECB head office staff and visitors during construction.

The appointed service provider will also be required to liaise with the architect and identified PPECB staff to obtain clarity for the specifications and during the duration of the project.

A detailed project plan will have to be provided to PPECB within 1 week of appointment for all activities leading up to the construction phase including tender timelines. Another combined, detailed project plan with milestones and associated milestone dates will have to be submitted within 2 weeks after the appointment of the construction firm. The service provider is expected to manage the appointed construction firm and provide written progress reports to identified PPECB staff on a weekly basis.

The service provider will also be required to ensure relevant sign offs and certificates are obtained as per milestones requiring sign off and that all certificates and sign offs by engineers and / or Council are provided to client as and when obtained to ensure timely payments to the service provider.

Compulsory site visit: 6 January 2017 at 11:00

45 Silwerboom Avenue

Plattekloof

Cape Town
In addition, to the above the following services as set out in the Guideline Scope of Services and Tariff of fees for persons registered in terms of the Project and Construction Management Professions Act, Act 48 of 2000 need to be provided. This includes but is not limited to creation of project cost estimates and budgets by:

- Establishing the PPECB requirements and preferences; assessing user requirements, needs and options; establishing the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies.
- Reviewing and updating or preparing and finalising the project concept in accordance with the brief including the scope, scale, character, form, function and preliminary programme and viability of the project.
- Reviewing and updating or developing the approved concept to finalise the design, outline specifications, cost plan, financial viability and Programme for the project.
- Evaluating or preparing the construction and procurement documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for the execution of the project.
- Managing, administering and monitoring the contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works.
- Fulfilling and completing the project close-out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project.
- In some circumstances, the service provider may be required to undertake level 3 (full time) construction monitoring, over and above the normal services.
- The service provider, in the case of level 3 construction monitoring, undertakes the role of the Supervisor under the NEC 3 construction contracts. In his role as the Supervisor, the service provider maintains a full time presence on site and constantly review samples of materials and work procedures to ensure conformity to the quality requirements, contract documentation and reviews prior to Task Completion.
- The service provider prepares the as-built drawings and records in line with the requirements stipulated.
14. BID EVALUATION AND POINT ALLOCATION FRAMEWORK

The following preference point systems are applicable to all bids whereby preference points shall be awarded for Price and B-BBEE Status Level of Contribution.

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

The value of this bid is estimated to exceed R1 000 000 and therefore the 90/10 system shall be applicable.

14.1 QUALIFICATION CRITERIA

The service provider must meet the following competency requirements to qualify:

- The supplier must be a minimum of 10 years’ experience in providing project management and related professional services in construction for corporate or government clients. All training, equipment and services must be supplied by a single vendor.
- Bidders must have an established network of registered related professionals which can be used to assist in the execution of the project (engineers, quantity surveyors). Letters of reference by these professionals to be submitted.

After fulfilling the qualification criteria as set out above for the procurement of Provision of Project Management and Related Professional Services for a Construction Project; the short-listed service providers will be evaluated in terms of the technical specifications criteria.

14.2 TECHNICAL SPECIFICATIONS CRITERIA

Functionality of the bids will be evaluated according to the predetermined evaluation criteria set out in the Evaluation Criteria below.

During this stage Bidders will be evaluated for functionality in two stages:

- The bidder must obtain a minimum overall score of 80 out of 100 points in order to qualify to move to the next stage of evaluation; those Bidders who fail to meet the minimum qualifying score will be disqualified from the process.
- Bidders will not rate themselves, but need to ensure that all information is supplied as required.
- The Technical Evaluation Committee (TEC) will evaluate technical and functional requirements and score all the bids that have met the mandatory requirements.
- The panel members will individually evaluate the compliant bids received for functionality against the criteria as set out below.
Technical Evaluation Criteria:

**TECHNICAL EVALUATION SHEET**

<table>
<thead>
<tr>
<th>No.</th>
<th>CRITERIA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A minimum of 10 years’ experience in providing project management and related professional services in construction for corporate or government clients</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>A professionally registered Project Manager, Civil engineer and quantity surveyor as employees (C.V.s and proof of employment to be provided)</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>CVs of project team members to be assigned to the project</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Established network of registered related professionals which can be used assist in the execution of the project (engineers, quantity surveyors). Letters of reference by these professionals to be submitted.</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>10 years’ experience in managing tarred parking lot projects</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>10 years’ experience in office reconstruction projects</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>Proof of Management Control and Ownership in terms of BBB-EE</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Indication that the service provider is willing to accept milestone payments</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Provide three contactable references where similar construction project management solutions have been implemented along with the Portfolios of Evidence of what was delivered for those 3 references</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
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**NB:** Minimum threshold to be determined by the risk level. E.g. The points obtained for functionality must be a minimum of 80 points out of a maximum of 100 points. Suppliers who obtain less than 80 points will be declared non-responsive and therefore disqualified.

PPECB reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the PPECB.

PPECB reserves the right to invite bidders for presentations before the award of the bid. At least three days’ notice will be given to bidders required to attend a presentation as well as the details of the venue for the presentation. Presentations shall only affect the marks awarded for functionality.

### 7.1 PRICE AND BEE SCORING

The following preference point systems are applicable to all bids whereby preference points shall be awarded for Price and B-BBEE Status Level of Contribution.

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
The value of this bid is estimated to exceed R1 000 000 and therefore the 90/10 system shall be applicable.

Points awarded for price

Pricing should include the following:
- Material
- Project Management
- Engineering and surveying
- Plans
- Permits
- Soil Testing
- Construction
- Markup

Points awarded for B-BBEE status level of contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as set out in the Preference Points Claim Form.

15 SPECIAL CONDITIONS

PPECB reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.

The Bidder may not intend to assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless prior consent is obtained in writing.

A bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.