



**ESTABLISHMENT OF A SUPPLIER DATABASE IN RESPECT OF
BUILT-ENVIRONMENT SERVICES FOR THE PUBLIC
INVESTMENT CORPORATION SOC LIMITED (PIC)**

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1 DEFINITIONS AND ABBREVIATIONS

B-BBEE means broad-based economic empowerment.

B-BBEE status level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad Based Black Economic Empowerment Act.

Broad Based Black Economic Empowerment act means the Broad –Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

ECSA means Engineering Council of South Africa.

HDI means Historically Disadvantaged Individuals.

Panel is a preferred list of suppliers / service providers which is established through an open bid process. The preferred suppliers / service providers will be approached as and when a need exist.

PPPFA means the Preferential Procurement Policy Framework Act.

RFP means Requests for Proposals.

SACAP means South African Council of the Architectural Profession.

SACPTS means South African Council for Professional & Technical Surveyors.

SACQSP means South African Council for the Quantity Surveying Profession.

SACTRP means South African Council for Town & Regional Planners.

SANAS means South African National Accreditation System.

Validity Period: Time it will take to finalise adjudication process from the closing date to the adjudication of the bid.

2 INTRODUCTION

The Public Investment Corporation (PIC) wishes to engage the services of companies specializing in various built-environment professional services to assist the PIC in implementing its management of properties by PIC Properties.

3 OBJECTIVE

Public Investment Corporation, acting on behalf of its clients, is requesting supplier database registration/submissions from service providers (contractors and consultants) accredited / registered with the relevant professional institutions as detailed below and any other recognized relevant regulatory body in the particular profession. The approved service providers will form part of the supplier database for a period of three years subject to annual review on performance.

4 REQUESTS FOR CLARIFICATION

Enquiries can be directed at: [_supplierdatabase@pic.gov.za](mailto:supplierdatabase@pic.gov.za)

5 CLOSING DATE FOR SUBMISSION OF PROPOSALS

- The closing date and time for the submission of proposals is **11:00 on Friday, 17th October 2017**.
- Tender validity period: 90 Days

6 SUBMISSION OF PROPOSALS

- One (1) original of the proposal, i.e. one hard copy and one electronic copy on flash drive, to be dropped in the tender box in the reception area at the following address:

**Public Investment Corporation Properties
Menlyn Maine
Central Square west Tower
Waterkloof Glen
0181**

7 EVALUATION CRITERIA

Proposals will be evaluated in the following Two Phases:

Phase 1: Administrative Requirements

Failure to meet the following minimum criteria will result in a disqualification. Bidders to meet all requirements to qualify for Phase 2 Evaluation:

Bidder must be up to BBBEE Level 4

- A valid Tax Compliance Certificate. Failure to submit a Tax Compliance Certificate with a PIN will result in a disqualification.
- BBBEE status level certificate issued by a SANAS accredited verification agency. Any enterprise with annual total revenue of R10 million or less qualifies as an EME. An EME is only required to obtain an affidavit on an annual basis confirming annual total revenue of R10 million or less. A measured entity with an annual total revenue of between R10 million and R50 million qualifies as QSE. A QSE is only required to obtain an affidavit on an annual basis confirming annual total revenue of R50 million or less.
- Signed Declaration of Interest Document.
- Completed and signed company profile, Company Information document and submission of all the required documentation as stipulated in the company profile document.
- Proof of accreditation / registration (certified valid certificate) with the relevant professional institution / regulatory body as mentioned in Section 3 above.
- Valid Professional Indemnity Insurance.
- Latest audited financial statements, year ending 2016/2017.
- Organogram with the key employees' qualifications clearly stipulated.
- Description of primary services the company offers, i.e., if the entity is multi-disciplinary it must specify the main discipline(s).

- Minimum of three contactable references for work performed in the last 3 years. This information must include, name of entity, designation of contact, contact person, contact number, contract value and date.
- Service providers must provide certificates of professional governing bodies. **Failure to submit ALL the above required documentation will result in an immediate disqualification.**
- The PIC reserves the right to disqualify any submissions should they be incomplete or inadequate or do not all the administrative requirements.
- Submission document must be Indexed accordingly using flags and / or file dividers.

Phase 2: proof of accreditation

- Structural Engineering: accredited / registered with **ECSA**.
- Civil Engineering: accredited / registered with **ECSA**.
- Electrical Engineering: accredited / registered with **ECSA**.
- Mechanical Engineering: accredited /registered with **ECSA**.
- Fire Engineering: accredited / registered with **ECSA**.
- Project Management: accredited / registered with **SACPCMP/ ACPM**
- Architecture: accredited / registered with **SACAP**.
- Quantity Surveying: accredited / registered with **SACQSP**.
- Land Surveying: accredited / registered with **SACPTS (PLATO)**.
- Town Planning: accredited / registered with **SACTRP**.
- Property Valuations: accredited / registered with **SACPVP/ RICS**.
- Real Estate Company Valuations: registered with **SAICA/ RICS**
- Market Research Companies
- Tenant Co-ordinators
- Traffic Engineers
- Green and Sustainability Consultants

Failure to provide proof of registration as required above will result in an immediate disqualification.

Ownership:

Indicate percentage of Black Ownership: _____%

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

List of Executive Management

Indicate percentage Black Executive: _____%

Name	ID No	SA Citizen	Race	Gender	Share holding %

List of Black Women Ownership

Indicate percentage Black Women Ownership: _____%

Name	ID No	SA Citizen	Race	Gender	Share holding %

8 CONDITIONS

8.1 Non- Commitment

Public Investment Corporation reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

The cost of the preparation of submission documents will not be reimbursed.

8.2 Reasons for Rejection

- Public Investment Corporation reserves the right to reject submissions that are not according to requirements. Prospective service providers must clearly indicate compliance or non-compliance with requirements.
- Prospective service providers shall not contact Public Investment Corporation on any matter pertaining to their submission from the time the submissions are closed to the time the tender has been adjudicated. Any effort by a prospective service provider to influence the tender evaluation, tender comparisons or tender award decisions in any matter, may result in rejection of the submission concerned.
- Public Investment Corporation shall reject a submission if the prospective service provider has committed a proven corrupt or fraudulent act in competing for a particular contract.
- Public Investment Corporation may disregard any submission if that prospective service provider, or any of its directors:
 - Have abused the Supply Chain Management (SCM) system of any Government Department/ Institution.
 - Have committed proven fraud or any other improper conduct in relation to such system.
 - Have failed to perform on any previous contract and the proof thereof exists.
 - Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

8.3 Clarifications

Any clarification required by a prospective service provider regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to supplierdatabase@pic.gov.za

8.4 Receipt of Submissions

The submission shall be submitted in a separate sealed envelope with the name and address of the prospective service provider, the tender number and title, and the closing date indicated on the envelope. The envelope shall not contain documents relating to any tender other than that shown on the envelope.

The onus shall be on the prospective service provider to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the tender notice. **Closing time will be as per the clock at Public Investment Corporation reception desk.**

Postal submissions will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that Public Investment Corporation disclaims any responsibility for ensuring that such submissions are in fact lodged in the bid box. Proof of posting of a submission will not be accepted as proof of delivery to the appropriate place for the receipt of submissions.

Documents submitted on time by the prospective service providers shall not be returned and shall remain the property of the Public Investment Corporation.

8.5 Late Submissions

Submissions received late shall not be considered. A submission will be considered late if it arrives only one second after 11:00 or any time thereafter. The bid box shall be locked at exactly 11:00. Time will be as per the clock time at the PIC reception desk.

Submissions received late shall be returned unopened. Prospective service providers are therefore strongly advised to ensure that submissions are despatched allowing enough time for any unforeseen events that may delay the delivery of the submission.

8.6 Presentations

Public Investment Corporation may require presentations from short-listed prospective service providers as part of the tender process.

8.7 Appointment

Public Investment Corporation reserves the right to appoint as many service providers as it deems fit.

9. DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months **YES / NO**

2.8.1 If so, furnish particulars:
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid **YES / NO**

2.9.1 If so, furnish particulars.
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state/PIC who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars

3 **FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC PROPERTIES MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

10. COMPANY INFORMATION

Please complete the following questionnaire:

1. **Company Name:**

2. **Other Trading Names:**

3. **Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))**

4. **Physical and Postal Address of the Company:**

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

*A letter from your bank with a bank stamp or cancelled cheque must be submitted.

8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

9. List of Shareholders:

Name	ID No	SA Citizen	Race	Gender	Share holding %

*ID Documents of board of directors/members, owners, shareholders or executive committee must be submitted.

*** CIPRO Documents must be attached.**

B-BBEE (Broad-based Black Economic Empowerment) Status Details:

Please tick the relevant box(es):

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<div style="text-align: center;"> <input data-bbox="724 763 823 864" type="checkbox"/> </div>
<p>The company is in the process of being verified. Please submit letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<div style="text-align: center;"> <input data-bbox="724 1021 823 1122" type="checkbox"/> </div>

11. DECLARATION

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorized
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the Public Investment Corporation.

Public Investment Corporation will upon detecting that:

- The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis; or
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

Public Investment Corporation may:

- Disqualify the bidder from the bidding process;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct
- Cancel the contract and claim any damages which has suffered as a result of having less favourable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any



organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and

- Forward the matter for criminal prosecution

Thus signed and accepted on this _____ ^{st / nd / rd / th} **day of** _____, **20** _____ **at**
_____:

Who warrants his / her authority hereto

For and on behalf of:

References Contacted By: _____

Form Verified By: _____

Form Approved By: _____

TERMS AND CONDITIONS

- The application form must be completed and signed in full.
- All the required and supportive documentation must be submitted in original copy (where required) or certified copy (where required) with the application form.
- Service Provider must ensure that at all times the PIC Properties has a v Tax Compliance Certificate and BEE Certificate.
- PIC Properties Division reserves the right to validate all information submitted and any misrepresentations of facts will result in automatic disqualification of the supplier.
- Failure to complete the documentation and/or to submit requested documentation will result in excluding you as supplier from the database.
- Registration on the PIC Properties Division's supplier database does not guarantee securing work from PIC Properties Division.
- It is the responsibility of the supplier to update PIC Properties Division of any changes in information submitted on the questionnaire in writing.

