



TRANS-CALEDON TUNNEL AUTHORITY

TCTA was established by Government Notice No 2631 in Gazette No 10545 dated 12 December 1986 and then revised by Government Notice No 277 in Gazette No 21017 dated 24 March 2000.

It is a specialised liability management body for bulk water supply development in the most cost-effective manner to the benefit of the water consumer.

TCTA is based in Centurion.

For more information on TCTA, please visit our web site www.tcta.co.za

SUBMISSION OF PROPOSALS FOR PREQUALIFICATION OF PROFESSIONAL VALUERS FOR TCTA

TCTA/2011/PMID/001

TABLE OF CONTENTS

1.	SPECIAL CONDITIONS	3
2.	PROJECT DESCRIPTION	4
3.	BACKGROUND AND PURPOSE FOR ESTABLISHING A DATABASE OF VALUERS	5
4.	SCOPE OF WORK.....	6
5.	SPECIAL SKILLS AND EXPERIENCE REQUIRED.....	7
6.	SUBMISSION REQUIREMENTS	8
7.	EVALUATION OF SUBMISSIONS	9
8.	TCTA STANDARD CONDITIONS OF TENDER	14

1. SPECIAL CONDITIONS

**Title of this submission: PREQUALIFICATION FOR PROFESSIONAL VALUERS
FOR TCTA/2011/PMID/001**

Submission Closing Time

& Date : 14h00 on 7 March 2011

Delivery Address : **Proposals must be in sealed envelopes and be hand delivered to The receiving Officer, at the address below, on or before the closing date and time:**

**265 West Street
Tuinhof Building
Stinkhout Wing
First Floor
Centurion**

All proposals must be marked RFP: Prequalification of professional Valuers for TCTA

Original to be submitted : 1

Copies to be submitted : 4

CD-R to be submitted : CD containing the electronic files of the submission.

Tender Validity Period:90 calendar days commencing from the submission closing date

2. PROJECT DESCRIPTION

TCTA's current projects' includes:

- Mooi-Mngeni Transfer Scheme Phase 2 (MMTS-2)
- Komati Water Scheme Augmentation Project (KWSAP)
- Olifants River Water Resource Development Project (ORWRDP)
- Mokolo Crocodile Water Augmentation Project (MCWAP)

PROJECT	INFRASTRUCTURE COMPONENTS
<p>Mooi-Mngeni Transfer Scheme Phase 2 (MMTS-2)</p> <p><i>The MMTS-2 is an inter-basin transfer between the Mooi and Mgeni Rivers and comprises a dam on the Mooi River at Spring Grove about 2km south-west from Rosetta village and about 8km upstream of the Mearns Weir in the KwaZulu-Natal Midlands.</i></p>	<p>The MMTS-2 comprises the construction of an approximately 42m high dam with a storage capacity of 142 million m³ (i.e. Spring Grove Dam) on the Mooi River upstream of the existing Mearns Weir, a fish barrier weir on the river upstream of the dam, a pumping station at the dam wall that would transfer water along a new pipeline from the dam to the Mpofana River (a tributary of the Mgeni River). The project also includes a breakwater pressure tank (at Gowrie village) and outfall works at Mpofana River.</p>
<p>Komati Water Scheme Augmentation Project (KWSAP)</p> <p><i>The pipeline route occurs within the borders of both the Nkangala and Gert Sibande District Municipalities, in the Mpumalanga Province.</i></p>	<p>The KWSAP entails the construction of a pump station and a 66km water pipeline from the Rietfontein Weir to the Duvha Power Station with an off-take to the Matla Power Station. An additional 2.14m³/s of water will be abstracted from the Rietfontein Weir under emergency peak flow conditions. The proposed water transfer capacity of the system will be 2.14m³/s, with 1.6m³/s being routed to the Duvha Power Station and 0.54m³/s to the Matla Power Station. The pipeline section from the Rietfontein Weir to the Matla off-take point will be 1200 mm in diameter and 9.1 km long. The 9.1 km section consists of a 7.1 km pipeline and an additional 2.0 km pipeline to cater for future mining activities in the area. The pipeline from the Matla off-take point to the Duvha Power Station will be 1100 mm in diameter and 50 km long. The pipeline from the off-take point to Matla Power Station will be 600 mm in diameter and 7.2 km long.</p>
<p>Olifants River Water Resource Development Project (ORWRDP) Phase 2B to 2I</p>	<p>Phase 2 of the ORWRDP comprises a number of sub-phases and consists of the De Hoop Dam as Phase 2A which is presently under construction by DWAF (not subject to TCTA review), and the bulk transfer pipelines and pump stations as Phases 2B to 2I. Phases 2B to 2I will be implemented by TCTA and the main infrastructure components includes:</p> <p>Phase 2B – a pipeline from the Flag Boshielo Dam to the Mokopane area and including a reservoir at Pruizen</p> <p>Phase 2C – abstraction works at Steelpoort to collect water from the Steelpoort River released from the De Hoop Dam (Steelpoort Works), alternatively a pipeline from the De Hoop Dam to Steelpoort;</p>
<p><i>The project area extends across the middle part of the Olifants River catchment, including the Steelpoort River catchment, and extends into the upper parts of the Mogalakwena River and Sand River catchments to broadly cover the band of expected new mining</i></p>	<p>Phase 2D – a pipeline (including pumping stations) between Steelpoort and Mooihoek</p> <p>Phase 2E –second pipeline from Mooihoek to Havercroft road junction parallel to the existing Lebalelo Scheme(</p> <p>Phase 2F – pipeline from Lebalelo scheme to Olifantspoort</p> <p>Phase 2G – second pipeline from the Flag Boshielo Dam to</p>

PROJECT	INFRASTRUCTURE COMPONENTS
<p><i>developments on the Eastern and Northern limbs of the Bushveld Igneous Complex. It includes the towns of Mokopane, Burgersfort, Steelpoort, Jane Furse, Polokwane and Lebowakgomo as well as the rural communities of the Lepelle-Nkumpi, Fetakgomo, Makhuduthamaga and Greater Tubatse municipalities.</i></p>	<p>the Mokopane area</p> <p>Phase 2H – incorporation of the Lebalelo scheme infrastructure into the ORWRDP; and</p> <p>Phase 2I – a pipeline (and pump station) from the De Hoop Dam to the ESKOM Pump Storage Scheme which will be utilised to pump water to Jane Furse and the Nebo Plateau area.</p> <p>All pipelines include pump stations, balancing reservoirs, command reservoirs and other appurtenant works as appropriate. Total pipe length is approximately 200km, pipe diameter varies from 1400mm to 600mm, and the additional yield requiring distribution will be 80 m³/a from De Hoop Dam and 40 m³/a from Flag Boshielo Dam.</p>
<p>Mokolo Crocodile Water Augmentation Project (MCWAP)</p> <p><i>The Mokolo (Mogol) River catchment is part of the Limpopo WMA. The Mokolo River originates close to Modimolle (Nylstroom) and then drains to the north into the Limpopo River. The options to augment existing water supplies include transferring surplus effluent return flows from the Crocodile River (West) / Marico WMA to Lephale and the area around Steenbokpan.</i></p>	<p>Phase 1 comprises of a pump station and 81 km average one-metre diameter pipeline to deliver up to 50 million m³/annum from Mokolo Dam to Eskom Medupi Power Station and surrounding areas, augmenting the current supplies to Exxaro's Grootegeluk Mine and Lephale. This phase is extremely urgent as the Medupi Power station is currently under construction.</p> <p>Phase 2 consists of river abstractions, with low and high lift pump stations, an up to 2,3- metre diameter pipeline over 130 km from Vlieepoort in the Crocodile River West to deliver up to 197 million m³ per annum to the Steenbokpan/ Lephale area, including associated infrastructure.</p>

3. BACKGROUND AND PURPOSE FOR ESTABLISHING A DATABASE OF VALUERS

The Minister of Water and Environmental Affairs provides TCTA with the power to expropriate where required per project Directive. The method therefore adopted by TCTA for the acquisition of property and servitudes is expropriation. On certain Projects long lead times may be required by some of the Project affected people to either relocate or temporarily adjust their land use activities.

TCTA intends establishing a database of valuers from which suitable valuers will be selected. The database will be valid for a period of 3-years, after which it will be re-newed. Professional Valuers who are interested in undertaking valuations for property and/servitudes for large water infrastructure projects are encouraged to make a submission for evaluation. Professional Valuers who have the requisite experience and skills will be pre-selected and registered on the TCTA database. When valuation of property and/servitudes is required, TCTA will select from the Database of pre-selected Professional Valuers and determine which professional service provider(s) has the appropriate skills and expertise for a particular project. The nature of the landuse, complexity of the project and geographical location will be considered when making a final selection from the preferential database.

4. SCOPE OF WORK

TCTA's Land Acquisition Section is responsible for acquiring land and land rights for infrastructure and operation and maintenance activities.

4.1 TCTA Approach

The approach used by TCTA for the acquisition of land is to:

- Follow a consultative approach with impacted land owners and users.
- Develop a specific land acquisition strategy for each project
- Adhere to all relevant national statutory requirements for expropriation and administrative justice, most importantly the Promotion Of Administrative Justice Act 99 of 2000, the Expropriation Act 63 of 1975, the National Water Act 36 of 1998 and Section 25 of the Constitution.
- Apply fair and reasonable compensation for land and land rights required for project implementation.
- Recognise informal and unregistered rights on impacted land.
- Use international best practise as a guide where appropriate for resettlement and compensation

4.2 Outline of Typical Tasks

Valuation and professional opinions expressed must be based on full and fair consideration of all relevant factors. All assumptions and limitations of the valuation procedure and results explicitly described. Methods used should conform to recognised standards of appraisal and valuation procedure and ethics.

The outline of tasks for valuation may typically include the following:

- Valuation according to Section 12 of the Expropriation Act.
- Determination of the scope and quantum of compensation for informal and unregistered rights in terms of applicable legislation.
- Consultation with TCTA's land acquisition legal team in relation to valuation scope and process.

4.3 Valuation Procedure

For each project, TCTA may where required, appoint two Valuers who will follow a procedure based on the TCTA approach and agreed upon with TCTA. The Valuers will:

- Undertake joint visits to impacted landowners.
- Undertake joint market research investigations.
- Each prepare an independent valuation report.

The TCTA procedure for land acquisition is typically carried out in four phases. The specific input at the different phases required by Professional Valuers is indicated in the Table below.

	Phase	DESCRIPTION	INPUT BY VALUERS
1.	Preparatory Phase	<ul style="list-style-type: none"> • Project Tender design will commence • Social, asset and infrastructure baseline will be established 	
2.	Valuation Phase	<p>This process component centres round the valuation of affected properties; ensuring legal compliance of valuations and TCTA's approval of proposed compensation offers. Important to note is that landowners are permitted to accept payment of the offered amounts without prejudicing their rights to dispute the quantum of the offer thereafter. This means that payment of the offer does not necessarily mean that final compensation payment has been made. The landowner retains the right to submit claims for additional compensation, either on the basis of illustrating actual financial losses or disputing market value.</p> <p>Valuations are undertaken in terms of Section 12 (1) (a) (i) (also referred to as market value) of the Expropriation Act 63 of 75 as well as Section 25 of the Constitution.</p>	<ul style="list-style-type: none"> • Site layout drawing from the tender design will be used to define the boundaries of land acquisition. • Valuation will be undertaken for properties required temporarily for construction purposes and permanent land acquired for Operation and Maintenance. • Valuation will be done in accordance with applicable legislation. •
3.	Consultative Expropriation Phase	TCTA will issue PAJA Notices (A statement showing TCTA's intention to expropriate) to the affected landowners. The affected landowners will be given the opportunity to make representations to TCTA. TCTA will consider representations from the affected landowners and will take a decision whether or not to expropriate.	TCTA will finalise and decide on a fair and just compensation offer to impacted landowners.
4.	The Administration Phase	The affected landowners will be issued with the Expropriation Notice and a compensation offer. Some landowners may reject the offer but this will not affect the construction of the project as TCTA becomes owner of the land in question on date of expropriation.	Possible assistance for preparation for litigation and possible appearance in Court as an Expert Witness.

5. SPECIAL SKILLS AND EXPERIENCE REQUIRED

- Extensive knowledge of compensation requirements under the Expropriation Act and the Constitution.
- Knowledge of the application of the just and equitable requirements in the Constitution (subsections 25(2) and 25(3)).
- Valuation experience for diverse land use types, particularly agriculture, game farming and life-style properties.
- Experience in expropriation of rights in land and loss of income.
- Experience in valuation process in communal land ownership.
- Proven ability to value informal and unregistered rights.
- Experience as an Expert Witness in legal proceedings.

6. SUBMISSION REQUIREMENTS

6.1 Disqualifying Criteria

- Inability to prove registration as a Professional Valuer with the South African Council for the Property Valuers Profession shall count as a disqualifying criteria. Submit a certified copy of registration (submit with returnable documents).

6.2 Submission

The Technical Submission must be compiled using the same section headings and numbering as described below. The Technical Submission will consist of company information and track record, a Curriculum Vitae and two signed Reference Letters from Clients (on a formal Client letterhead with full contact details). Service providers are advised to review section 7.1 and use it as a strict guide for the structuring and presentation of information. Information provided will be scored and evaluated using the criteria and scoring system indicated in section 7.1.

TECHNICAL SUBMISSION		
Number	Sections	Description
1.	Company track record: List of company projects and track record	Indicate the areas of specialisation and experience of the Company. Provide a full detailed list of the company track record, indicating Project, Client, Duration of Contract, start and end dates, role and function, Contract value and value of capital works of project (not values of professional work undertaken or valuation sums).
2.	Professional Experience (Curriculum Vitae)	Provide only one full detailed CV of the proposed resource. Describe the skills and competencies of the resource to undertake the tasks in the Scope of Work. The CV information shall be structured and presented in the format according to the sections and criteria listed in section 7.1.
3.	Reference Letters (see Annexure A for sample letter)	Provide two contactable reference letters from Clients. The reference letters should be on a formal letterhead from the Client company. The reference letter should state the project(s) awarded to the Consultant's company, the level and role of involvement of the individual(s) in the project, date and duration of contract and positive performance levels of Consultant company and individuals. Note that TCTA will not provide references for those Valuers who have previously or who are currently working for TCTA.

In addition to the technical information required above, the Submission shall append the following information:

Annexure A:	Sample Reference Letter
Annexure B:	Covenant of Integrity Affidavit
Annexure C:	Bribery and Corruption Declaration
Annexure D:	Enterprise Information Affidavit
Annexure E:	Enterprise Information
Annexure F:	BBBEE Scorecard and BBBEE certificate
Annexure G:	Participation of Black Individuals
Annexure H:	SARS Tax Clearance Certificate (valid original certificate)
Annexure I:	Professional and Public Liability Insurance

6.3 Special Requirements

The TCTA Standard Conditions of Tender will apply (see Section 8).

6.4 Evaluation Procedure

The Technical Submission shall be structured and conform to the numbering and sections provided in 7.1. The Service Providers Broad Based Black Economic Empowerment status and participation of black individuals will constitute the Preference component. A minimum score of 60% for the Technical Submission needs to be achieved according to the evaluation points indicated in Section 7.1. All Service Providers who score 60% or more than 60% will be pre-selected and move to the next stage, whereupon the Preference component will be evaluated. Of the pre-selected Service Providers only the top ten (10) will be chosen and finally registered on TCTA's preference Database of Valuers.

When TCTA requires the services of Valuers, the following criteria will be used to select Service Providers from the preference Database of Valuers:

- Relative proximity to project area.
- Experience of local conditions.
- Experience of similar projects.

6.5 Pre-qualification Evaluation

TCTA will evaluate each Technical submission in terms of the method of evaluation stated in Section 7.1. The Technical component of the evaluation constitutes a weighting of 80 of the total tender score (indicated as S_T in the calculation below). The Preference component of the evaluation constitutes a weighting of 20 of the total tender score (indicated as S_P in the calculation below). A minimum score of 48 (out of a possible 80 points) needs to be achieved for the Technical scores.

The score for each Submission will be calculated by summing the weighted preference and technical scores as follows:

$$S = 0,20S_P + 0,80S_T$$

where:

S = overall score

S_P = preference score

S_T = technical (qualitative) score

The Service Providers with the highest overall score will be listed and only the top ten (10) will be pre-selected and registered on TCTA's Preference Database of Valuers.

7. EVALUATION OF SUBMISSIONS

7.1 Technical Scoring

The Submissions will be evaluated in 3 broad sections:

- Company track record.
- Individual professional experience (CV).
- Reference letters.

The Technical Submission must be compiled using the same section headings and numbering as described below. Service providers are advised to use the Table below as the structure to present their information. Information provided will be scored and evaluated using the criteria and scoring system indicated below.

TECHNICAL SUBMISSION				
1	Company Track Record			
	1.1	1 point for every project where valuation work was undertaken for determination of land/property values, to maximum of 4 points.	4	
	1.2	2 points for every project where valuations was undertaken as part of large infrastructure projects (where the capital cost of the infrastructure project was ≥ R 20 million) to a maximum of 6 points.	6	
	Curriculum Vitae: The CV of the Professional Valuer will be evaluated.			
2	Qualifications and Training:			
	2.1	Academic qualifications The minimum requirement is a tertiary qualification recognised by the South African Council for the Property Valuers Profession. For each additional CET accredited professional course, 1 point will be allocated up to a maximum of 5 points. The applicant must submit up-to-date CET records and copies of certificates.	5	
	2.2	Professional Bodies 2.5 points for membership of a relevant industry body/organization up to a maximum of 5 points.	5	
3	Private Sector Experience as a Valuer:			
	3.1	Private sector consultancy Minimum of 5 years private sector consultancy experience as a registered Professional Valuer. 1 point will be awarded for every year of experience beyond 5 years up to a maximum of 10 points.	10	

4	Relevant Valuation Experience:		
	Infrastructure projects (these two criteria are not mutually exclusive)		
	4.1	1 point for valuations undertaken as part of an infrastructure development project (roads, powerlines, pipelines, Dams, etc. – excluding township/residential development) up to a maximum of 5 points.	5
	4.2	1 point for every large infrastructure project (with a capital cost \geq R 20 million) to a maximum of 5 points.	5
5	Valuation recommendations in terms of the Expropriation Act		
	5.1	2.5 points for every project up to a maximum of 10 points where valuation was done in terms of the Expropriation Act.	10
6	Valuation of different land uses		
	Demonstrated valuation experience of different land use types. Tabulate and categorise the valuations undertaken for different land types. Points will be allocated for every project where valuation was undertaken for:		
	6.1	Township development (0.5 points for each project up to a maximum of 0.5 points)	0.5
	6.2	Commercial and industrial properties (0.5 points for each project up to a maximum of 0.5 points)	0.5
	6.3	Agricultural land (0.5 points for each project up to a maximum of 3 points)	3
	6.4	Game farming (0.5 points for each project up to a maximum of 3 points)	3
	6.5	Life-style properties in rural areas (0.5 points for each project up to a maximum of 3 points)	3
7	Valuation of multiple cadastral units		
	7.1	1 point for every project where 10 or more cadastral units were valued, up to a maximum of 10 points.	10
8	Valuation of land rights under communal land ownership		
	8.1	2 points for every project up to a maximum of 10 points.	10
9	Valuation of informal and unregistered rights		
	9.1	1 point for every project up to a maximum of 5 points.	5

10	Appointment as Expert Valuer or Expert witness in court			
	Experience as an Expert on Valuation Appeal Boards (or similar bodies) and/or experience as an expert witness in legal proceedings.			
	10.1	2.5 points for each appointment to a Valuation Appeal Board (or similar Boards) up to a maximum of 5 points.	5	
	10.2	2.5 points for an appointment as an expert witness to appear in Court up to a maximum of 5 points	5	
11	Reference Letters (Two)			
	11.1	2.5 points for each signed valid Reference Letter from Clients on official company letterheads up to a maximum of 5 points (2 Reference Letters required). Reference letters need to be signed with the full contact details of the Referee. Note that TCTA will not provide references for those Valuers who have previously or who are currently working for TCTA	5	
TOTAL				

The Total Score for Section 1 = 10.

The Total Score for Section 2 = 85.

The Total Score for Section 3 = 5.

For the Total Weighted amount of 80 for the Technical Submission (which is the sum of the Total Weight for Sections 1, 2 and 3) a minimum amount of **48** (which is equivalent to 60% of 80) needs to be achieved to be pre-selected.

7.2 Preference Scoring

Tables 1-2, 1-2.1 and 1.2.2 below indicate the applicable Preference Evaluation Criteria.

Table 1-2: Weighting Factors for Preference Scores

Evaluation Criteria		Max Score
1.	Broad Based Black Economic Empowerment (Table 1-2.1: BBBEE)	5
2.	Participation of Black Individuals (Table 1-2.2: BI Score)	5
		10

Table 1-2.1 Broad Based Black Economic Empowerment Evaluation Criteria

The maximum score obtained for BBBEE from Table 1-2.1 will be divided by 2 and then carried over to Table 1-2.

Preferential Scores

	Preferential Procurement Evaluation Criteria	% Target	Max Score
1.	Enterprise Information Affidavit (Annex D)		
	Scores, (□) = 0.1, (◇) = 0.05 & (■) = 1 = (adjust depending on the weighting)		
	Control at board level and Ownership	30	1.5
	• Ownership - black people (◇)	20	1
	- Black women (◇)	20	1
	• Board Members – Black people (◇)	20	1
	- Black women (◇)		
	Executive Management (people directly reporting to CEO)	20	2
	• Black people (□)	10	1
	• Black women (□)		
	Employment Equity (Senior management – people reporting to Executive management)	20	2
	• Black senior management (□)	10	1
	• Black women senior management (□)	20	2
	• Black middle management (□)	10	1
	• Black women middle management (□)		
	Skills Development (SD)	30	1.5
	• Expenditure on SD of black people (◇)	10	1
	• Expenditure (of payroll) on black students, target 1% of payroll (■)		
	Procurement	30	1.5
	Total expenditure on BE, BEE & SMME (◇)		
	Local Enterprises (◇)	50	2.5
	Maximum Total		20

Table 1-2.2 Proposed Participation of Black Individuals

Proposed Level of Black Individual (BI)	Maximum Score
Level 1: Candidate Valuer (Score: 0.5 point for a BI proposed)	0.5
Level 2: Professional Associated Valuer (Score: 1.5 points for each BI proposed)	1.5
Level 3: Professional Valuer (Score: 3.0 points for each BI proposed)	3.0
BI Score:	5

The maximum score obtained for black individual participation from Table 1-2.2 will be multiply by 2 will be carried over to Table 1-2.

CVs with colour photocopied Identity Documents need to be provided for Black Individuals. To obtain points for the different professional categories of Black Individuals, Service Providers need to provide proof of their registration details in terms of the Property Valuers Professions Act (No 47 of 2000). To qualify for these preference points the CVs and professional details of qualifying Black Individuals need to be submitted in Annexure G.

8. TCTA STANDARD CONDITIONS OF TENDER

TCTA STANDARD CONDITIONS OF TENDER

January 2009

Table of Contents

9.	INTRODUCTION.....	2
10.	COMPLETION AND SUBMISSION OF TENDER PROPOSALS	2
11.	COSTS OF TENDERING	2
12.	COMPULSORY BRIEFING SESSION	2
13.	CLARIFICATION OF TENDER REQUIREMENTS	2
14.	AMENDMENT TO TENDER REQUIREMENTS	3
15.	MODIFICATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A TENDER PROPOSAL.....	3
16.	SUBMISSION OF TENDER PROPOSALS	3
17.	VALIDITY PERIOD	4
18.	TENDER OPENING AND CONFIDENTIALITY	4
19.	EVALUATION OF TENDER PROPOSALS	4
20.	AWARD OF CONTRACT.....	4
21.	RIGHT NOT TO AWARD CONTRACT	4
22.	TERMS AND CONDITIONS OF CONTRACT	4
23.	NOTIFICATION OF UNSUCCESSFUL TENDERERS	5
24.	PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES	5

1. INTRODUCTION

- 1.1 The objective of this RFT is to set out the criteria to be followed by all tenderers when submitting their tender proposals in order to ensure uniformity of tender rules and an impartial evaluation by TCTA.

2. COMPLETION AND SUBMISSION OF TENDER PROPOSALS

- 2.1 All tenderers are required to:
 - 2.1.1 Comply fully with all requirements set out in this RFT when submitting their tender proposals to TCTA;
 - 2.1.2 Submit a valid original tax clearance certificate issued by the South African Revenue Service together with their tender proposals
 - 2.1.3 Complete all annexure and provide all information as may be required by TCTA.
- 2.2 Any failure to complete and submit all documents and information in accordance with the criteria set out herein will result in the relevant tender proposals being disqualified.

3. COSTS OF TENDERING

- 3.1 Tenderers shall bear their own costs, disbursements and expenses associated with the preparation and submission of the tender proposals, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 3.2 TCTA shall not under any circumstances be liable nor assume liability to any tenderer for costs, disbursements and/or expenses incurred by tenderers regardless of the outcome of the tender process or by virtue of cancellation and/or postponement of the tender process.

4. COMPULSORY BRIEFING SESSION

- a. TCTA may, in its discretion, require the tenderers to attend a compulsory briefing session and/or a site visit, and may issue additional tender documents stipulating additional requirements to tenderers present at the briefing session or the site visit, to clarify and/or amplify its requirements.
- b. Any failure by the tenderers to attend such compulsory briefing session and/or a site visit will result in the relevant tender proposal/s being automatically disqualified.

5. CLARIFICATION OF TENDER REQUIREMENTS

- a. All questions or queries regarding the RFT must be directed to the Receiving Officer at tenders@tcta.co.za, stating the relevant tender number in the subject field, at least 5 (five) business days before the stipulated closing date and time of the RFT. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.
- b. TCTA reserves the right in its sole and absolute discretion to respond to any such question or query as it deems appropriate or not to respond at all;
- c. Any such response shall be treated as an “Amendment to Tender Requirements”
- d. TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential tenderers.

6. AMENDMENT TO TENDER REQUIREMENTS

- a. TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the RFT and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA’s website at least 3 (three) business days prior to the stipulated closing date and time. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this RFT.
- b. TCTA shall not be liable, nor assume liability of any nature what so ever, for the failure of a tenderer to receive information if sent to the e-mail, fax or postal address supplied.

7. MODIFICATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A TENDER PROPOSAL

- a. Any tenderer shall be entitled to withdraw or modify its tender proposal at any time prior to the stipulated closing date and time.
 - b. Any amendment to the tender documents must be received before the closing date and time of the tender as stipulated in the Special conditions of tender. The words “Amendment to tender” and the description of the tender must be clearly reflected on the envelop containing the documents or courier packaging as referred to in Section 8.2.
- 7.3 No modification or substitution of tender proposals will be permitted after the stipulated closing date and time.

8. SUBMISSION OF TENDER PROPOSALS

- a. TCTA shall only accept tender proposals which are received at the tender submission address on or before the stipulated closing date and time. TCTA shall not accept nor be obliged to accept tender proposals submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the tenderer's control.
- b. In the event that a courier is employed to deliver the tender document, the tender description must be clearly reflected on the outer packaging of the courier packaging.
- c. Tender proposal/s received after the stipulated closing date and time will be disqualified.

9. VALIDITY PERIOD

- a. All tender proposals must remain valid from the stipulated closing date and time of the RFT for the period stated in the Special Conditions of Tender. Each tender proposal will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

10. TENDER OPENING AND CONFIDENTIALITY

- 12.1 All tender proposals received by TCTA will remain in TCTA's possession. Save as may be required by law or by any court of competent jurisdiction or similar body having appropriate jurisdiction, no information contained in or relating to any tender proposals will be disclosed to any other parties.

11. EVALUATION OF TENDER PROPOSALS

- a. TCTA applies a preferential procurement system in accordance with the Preferential Procurement Policy Framework Act 5 of 2000, Broad Based Black Economic Empowerment Act 53 of 2003 and the Construction Charter, with the intent to promote the participation of Black Economic Empowerment (BEE) companies and South African enterprises through the provision of these professional services.
- b. All parties wishing to submit tender proposals to TCTA must submit Verification Certificates obtained from verification agencies accredited by the Association of BBEE Verification Agencies, in support of its submission.

12. AWARD OF CONTRACT

- 12.1 TCTA reserves the right, on reasonable and justifiable grounds, not to award the contract to the tenderer who achieved the highest number of points.

13. RIGHT NOT TO AWARD CONTRACT

- a. TCTA reserves the right, at its sole discretion, not to award to any of the tenderers or to cancel a tender. Reasons for cancellation include, but are not limited to, the following:

13.1.1 There is no longer a need for the goods/services tendered for; and/or

13.1.2 TCTA's requirements for the goods and/or services have changed; and/or

13.1.3 Funds are no longer available for the anticipated expenditure;

13.1.4 Only 1 (one) compliant tender proposal is received.

13.1.5 There is failure to reach written agreement with one or more successful tenderers on the terms and conditions of the supply goods or services.

14. TERMS AND CONDITIONS OF CONTRACT

- 14.1 Upon an award of a tender by TCTA, a contract will be deemed to have been concluded between TCTA and the successful tenderer, which contract will include the following documents:

14.1.1 The contents of this RFT, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;

14.1.2 The relevant tender proposals;

14.1.3 The letter of acceptance to the successful tenderer/s;

14.1.4 Any correspondence between TCTA and the relevant tenderer/s including all additional documents submitted by the relevant tenderer/s and accepted by TCTA for clarification purposes;

14.1.5 The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful tenderer/s.

- b. In the event that TCTA and the relevant tenderer are unable to reach consensus on the terms and/or conditions of any agreement proposed to be concluded by TCTA as referred to in 14.1 above, then TCTA reserves the right to cancel the award of the tender, without liability of any nature, and to conclude an agreement with any other tenderer as may be necessary to meet TCTA's requirements.

15. NOTIFICATION OF UNSUCCESSFUL TENDERERS

- a. In the event that no correspondence or communication is received from TCTA within the validity period, the relevant tender proposals submitted will be deemed to be unsuccessful.

16. PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

- 16.1 No tenderers shall directly or indirectly commit, or attempt to commit, for the benefit of the tenderer or any other person, any of the following:
 - 16.1.1 Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a tender or the outcome of the tender process in relation to any contract for the provision of goods or services; and/or
 - 16.1.2 Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the tenderer and/or any other party; and/or
 - 16.1.3 Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a tender process in favour of or for the benefit of the tenderer and/or any other party.
- 16.2 TCTA shall be entitled to disqualify any tenderer/s if it has reason to believe that any conduct relating to that set out in 3.1 above has occurred.

ANNEXURE A: SAMPLE REFERENCE LETTER FROM PREVIOUS CLIENTS

(This sample reference letter should be used as a guide for the actual reference letters to be written by the Consultants previous/current Clients. The Reference Letter shall be written on an official company letterhead. No points will be awarded if this sample letter is merely completed and submitted as is.)

TO: THE RECEIVING OFFICER
REF:
SUBJECT: PROJECT NAME/LETTER OF INTENT FROM _____
No. OF PAGES (INCLUDING THIS PAGE): 1

I, the undersigned, hereby confirm that:

1.was appointed/sub-contracted to (project name)which was a project sponsored and implemented by (Client Name) of which I was in charge as(Position) from (date of commencement) to (date of completion).
2. The project entailed the following.....(description) to the value of R.....
3. I wish to make the following comments in respect of the contribution by.....:

Yours sincerely,

Signature: _____

Full Names: _____

Annexure B: COVENANT OF INTEGRITY AFFIDAVIT

I, the undersigned, _____ (Full Names)
do hereby make oath and state as follows:

1. I am:
 - 1.1. an adult male/female aged _____;
 - 1.2. presently employed as/carrying on business as _____
situated at _____.
2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.
3. I hereby confirm that:
 - 3.1. I am duly authorised to depose to this affidavit;
 - 3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process or in the provision of services and/or goods;
 - 3.3. I will immediately inform Trans Caledon Tunnel Authority ("TCTA") of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agents concerning the following;
 - 3.3.1. if any of the tenderer's directors, employees or agents has been convicted in any court for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or
 - 3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns from the tenderer's employment on grounds of being implicated in any Prohibited Practice.
 - 3.4. I will provide TCTA with full details of such conviction, dismissal or resignation and the measures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.
 - 3.5. in the event that the tenderer is awarded any business by TCTA, the tenderer grants TCTA or its employees and/or agents the right of inspection of its records. The tenderer shall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request For Tender.

4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressions below shall bear the meanings set out hereunder:
- 4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business;
 - 4.2. "Fraudulent Practice" means a dishonest statement or act of concealment which is intended to, or tends to, improperly influence the procurement process or the execution of a contract to the detriment or potential detriment of TCTA, or is designed to establish tender prices at non-competitive levels and/or to deprive TCTA of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or any employees or agents of TCTA;
 - 4.3. "Public Official" means any person holding a legislative, administrative, managerial, political or judicial post in any country, or exercising any public function in any country or a director or employee of a public authority or of a legal person controlled by a public authority of any country, or a director or official of a public international organisation; and
 - 4.4. "Prohibited Practice" means an act that is either a Corrupt Practice or a Fraudulent Practice.

DEPONENT _____

Thus done and signed at _____ on this the _____ day of _____,

the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	<p>_____</p> <p>COMMISSIONER OF OATHS</p> <p>_____</p> <p>FULL NAMES</p> <p>_____</p> <p>CAPACITY</p> <p>_____</p> <p>BUSINESS ADDRESS</p>
-----------------------------	--

Annexure C: BRIBERY AND CORRUPTION DECLARATION

1. The tenderer is required to provide the following information applicable in the last 5 (five) years in relation to each of its members and/or partners which shall include the directors, employees or agents of each member and/or partner where the conduct of such person rendered the tenderer directly and vicariously responsible (“members”) whether individually or as part of any other entity:

		YES	NO
1.1	Have any of its members been charged with any act of bribery and/or corruption?		
1.2	Have any of its members been convicted of any act of bribery and/or corruption?		
1.3	Have any of its members been implicated in or alleged to have been involved in any corrupt practices, collusion, bribery or related practices?		
1.4	Is there any reason to believe that a charge will be laid against a member arising from an act of bribery and/or corruption?		

2. Should any of the above questions be answered in the affirmative, full details must be furnished:

2.1	the date of the charge and the nature thereof:
2.2	the current status of the charge:
2.3	the date of conviction (if any):
2.4	the court in which the charges are being/where prosecuted:
2.5	the details of the members convicted, the facts giving rise thereto, the charges preferred against the member and the details of any judgement by the relevant court:
2.6	full details of any contract which was or is alleged to have been affected by the act of bribery and/or corruption:
2.7	any sentence imposed on the member:
2.8	full and precise details of any members implicated in any corrupt practice, collusion, bribery or related practices:
2.9	if it is believed that a member will be charged, full details of the offence and the facts giving rise to it are required:

Thus done and signed at _____ on this the _____ day of _____,

Full Names:

Annexure D: ENTERPRISE INFORMATION AFFIDAVIT

I, the undersigned,

_____ (Full Names)

do hereby make oath and state as follows:

1. I am:
 - 1.1 an adult male/female aged _____;
 - 1.2 presently employed as/carrying on business as _____ situated at _____.
2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.
3. I hereby:
 - 3.1. confirm that I am duly authorised to depose to this affidavit;
 - 3.2. confirm that all information attached to this Enterprise Information Affidavit as Annexure 5.1 has been submitted completely, accurately and truthfully and no material information relevant to the possible award of business by TCTA has been omitted; and
 - 3.3. authorise TCTA to take all steps necessary to verify the information submitted by me as may be necessary and I undertake to pay all costs, losses or damages of TCTA as may be incurred by it should it be discovered that misrepresentations have been made by me in the submission of such information to TCTA.

_____ DEPONENT

Thus done and signed at _____ on this the _____ day of _____ the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	_____
	COMMISSIONER OF OATHS

	FULL NAMES
_____	CAPACITY
_____	BUSINESS ADDRESS

Annexure E: ENTERPRISE INFORMATION

A. GENERAL INFORMATION

A1.	Name of Enterprise:	_____
A2.	Postal Address:	_____ _____
	Code:	_____
A3.	Physical Address:	_____ _____
	Code:	_____
A4.	Telephone No.:	(_____) _____
A5.	Mobile No. :	_____
A6.	Fax No.:	_____
A7.	E-mail :	_____
A8.	Contact Person:	_____

B. ENTERPRISE INFORMATION

B1.	Type of Enterprise [Tick one box]	Supporting documents required:
	Sole Proprietor <input type="checkbox"/>	None <input type="checkbox"/>
	Partnership <input type="checkbox"/>	Partnership Agreement <input type="checkbox"/>
	Close Corporation <input type="checkbox"/>	CK1 – Founding Statement <input type="checkbox"/>
	Private Company <input type="checkbox"/>	CM1 – Certificate of Incorporation <input type="checkbox"/> Shareholders Agreement <input type="checkbox"/>
	Public Company <input type="checkbox"/>	CM1 – Certificate of Incorporation <input type="checkbox"/> Share sale Agreement <input type="checkbox"/>
	Trust <input type="checkbox"/>	Trust Deed <input type="checkbox"/>
	Foreign Entity / Multi-nationals <input type="checkbox"/>	CM1 – Certificate of Incorporation <input type="checkbox"/>
	State Owned Enterprises <input type="checkbox"/>	Relevant legislation of PFMA Classification <input type="checkbox"/>
	Joint Venture(s) <input type="checkbox"/>	JV Agreement <input type="checkbox"/>
	NGO <input type="checkbox"/>	Section 21 <input type="checkbox"/>
Other:	Please specify:	

	<i>In the case of a Joint Venture, all parties involved need to complete a <u>separate Enterprise Information Affidavit</u> and a copy of the Joint Venture agreement must be submitted. The identity of the JV entity must be given.</i>	
B2.	Enterprise registration number:	_____
B3.	Enterprise VAT registration number:	_____
B4.	Enterprise Income Tax reference number:	_____
B5.	Enterprise Skills Development number:	_____
B6.	Enterprise UIF number:	_____
B7.	Enterprise RSC number:	_____
B8.	Describe principle business activities:	
B9.	Enterprise classification:	
	Agent	<input type="checkbox"/>
	Merchant	<input type="checkbox"/>
	Manufacturer	<input type="checkbox"/>
	Supplier	<input type="checkbox"/>
	Professional Service Provider	<input type="checkbox"/>
	Other service provider, e.g. transporter, etc.	<input type="checkbox"/>
Please elaborate on “ other ”		

B10. Indicate, by ticking the appropriate box below, in which sector of the economy your business is predominantly carried out:

"Exempted Micro enterprise" means an enterprise which qualifies for BEE compliance exemption by nature of the fact that the Enterprise has an annual turnover of less than the VAT registration limit as per the Value Added Tax Act of 1991 which is R 300 000.00

Column 1 Sector or subsector in accordance with the Standard Industrial Classification	Column 2 Size or Class	Column 3 The total full-time equivalent of paid employees	Column 4 Total Turnover	Column 5 Total gross asset value (fixed property excluded)
Agriculture	Large	> 100	<input type="checkbox"/> > R5.00m	<input type="checkbox"/> > R5.00m
	Medium	100	<input type="checkbox"/> R5.00m	<input type="checkbox"/> R5.00m
	Small	50	<input type="checkbox"/> R2.00m	<input type="checkbox"/> R3.00m
	Very Small	10	<input type="checkbox"/> R0.40m	<input type="checkbox"/> R0.50m
	Exempted Micro	5	<input type="checkbox"/> R0.30m	<input type="checkbox"/> R0.20m
Mining and Quarrying	Large	> 200	<input type="checkbox"/> > R39.00m	<input type="checkbox"/> > R23.00m
	Medium	200	<input type="checkbox"/> R30.00m	<input type="checkbox"/> R23.00m
	Small	50	<input type="checkbox"/> R 7.5.00m	<input type="checkbox"/> R 6.00m
	Very Small	20	<input type="checkbox"/> R 3.00m	<input type="checkbox"/> R 2.00m
	Exempted Micro	5	<input type="checkbox"/> R 0.30m	<input type="checkbox"/> R 0.10m
Manufacturing	Large	> 200	<input type="checkbox"/> > R51.00m	<input type="checkbox"/> > R19.00m
	Medium	200	<input type="checkbox"/> R40.00m	<input type="checkbox"/> R19.00m
	Small	50	<input type="checkbox"/> R 10.00m	<input type="checkbox"/> R 5.00m
	Very Small	20	<input type="checkbox"/> R 4.00m	<input type="checkbox"/> R 2.00m
	Exempted Micro	5	<input type="checkbox"/> R 0.30m	<input type="checkbox"/> R 0.10m
Electricity, Gas and Water	Large	> 200	<input type="checkbox"/> > R51.00m	<input type="checkbox"/> > R19.00m
	Medium	200	<input type="checkbox"/> R40.00m	<input type="checkbox"/> R19.00m
	Small	50	<input type="checkbox"/> R10.00m	<input type="checkbox"/> R 5.00m
	Very Small	20	<input type="checkbox"/> R 4.00m	<input type="checkbox"/> R 1.90m
	Exempted Micro	5	<input type="checkbox"/> R 0.30m	<input type="checkbox"/> R 0.10m
Construction	Large	> 200	<input type="checkbox"/> > R26.00m	<input type="checkbox"/> > R 5.00m
	Medium	200	<input type="checkbox"/> R20.00m	<input type="checkbox"/> R 5.00m
	Small	50	<input type="checkbox"/> R 5.00m	<input type="checkbox"/> R 1.00m
	Very Small	20	<input type="checkbox"/> R 2.00m	<input type="checkbox"/> R 0.50m
	Exempted Micro	5	<input type="checkbox"/> R 0.30m	<input type="checkbox"/> R 0.10m
Retail and Motor Trade and Repair Services	Large	> 200	<input type="checkbox"/> > R39.00m	<input type="checkbox"/> > R 6.00m
	Medium	100	<input type="checkbox"/> R30.00m	<input type="checkbox"/> R 6.00m
	Small	50	<input type="checkbox"/> R15.00m	<input type="checkbox"/> R 3.00m
	Very Small	20	<input type="checkbox"/> R 3.00m	<input type="checkbox"/> R 0.60m
	Exempted Micro	5	<input type="checkbox"/> R 0.30m	<input type="checkbox"/> R 0.10m

Wholesale Trade, Commercial Agents and Allied Services	Large	> 200	<input type="checkbox"/>	> R64.00m	<input type="checkbox"/>	> R10.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R50.00m	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R25.00m	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Catering, Accommodation and Other Trade	Large	> 200	<input type="checkbox"/>	> R13.00m	<input type="checkbox"/>	> R 3.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 1.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 1.10m	<input type="checkbox"/>	R 1.90m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>

Column 1	Column 2	Column 3	Column 4	Column 5			
Sector or subsector in accordance with the Standard Industrial Classification	Size or Class	The total full-time equivalent of paid employees	Total Turnover	Total gross asset value (fixed property excluded)			
Transport, Storage and Communications	Large	> 200	<input type="checkbox"/>	> R26.00m	<input type="checkbox"/>	> R 6.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R20.00m	<input type="checkbox"/>	R 6.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	10	<input type="checkbox"/>	R 2.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Finance and Business Services	Large	> 200	<input type="checkbox"/>	> R26.00m	<input type="checkbox"/>	> R 5.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R20.00m	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	10	<input type="checkbox"/>	R 2.00m	<input type="checkbox"/>	R 0.50m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Community, Social and Personal Services	Large	> 200	<input type="checkbox"/>	> R13.00m	<input type="checkbox"/>	> R 6.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 6.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	10	<input type="checkbox"/>	R 1.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>

B11. Total number of years the enterprise has been in business: _____

B12. Was your enterprise known by another name previously? Yes No
 B12.1.If yes, what was the previous name? _____

B13. Name three of the largest projects contracted for by your enterprise below:

Project Name	Client	Value in ZAR	Completion Date	Contact Person & Contact Number

B14. Name three of the smallest projects contracted for by your enterprise below:

Project Name	Client	Value in ZAR	Completion Date	Contact Person & Contact Number

B15. Previous relationship with TCTA:

B15.1 Did your enterprise render any goods / services to TCTA previously? Yes No

B15.1If yes, please insert details below:

Contract Number and Name	Description / Goods / Services	Contract Supply Value	Contact Person / Tel No.

B16.Current relationship with TCTA:

Is your enterprise engaged in any contract/s at present for TCTA? Yes No

C. OWNERSHIP

C1. Are you a South African owned enterprise? Yes No

C2. List below all shareholders of the enterprise:

Name	Position Occupied	ID Number	Citizenship (*)	Race	Ownership Effective	Gender	Disabled Yes / No	% Owned

Please note: Public Companies must provide a list of the majority shareholders in a similar format as above

* Please state your current citizenship

** If South African citizenship status was recently awarded, please provide the date thereof.

C.2.1 "**Black People**" means African, coloured, Indian persons who are natural persons and:

- a) are citizens of the Republic of South Africa by birth or descent; or
- b) are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of the Republic of South Africa of 1993; or
- c) became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa of 1993, but who, but for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalisation prior to that date;

C2.2 "**Disability**" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

C2.2.1 From the previous table, please state if each % owned shareholding enjoys voting rights;

Yes No

C2.2.2 If yes, please complete the below table.

Name	Shareholding	Economic Interest	Voting Rights

Total percentage Black Ownership %

C2.3 "**Economic Interest**" means a participant's claim against the enterprise representing a return on ownership of the enterprise.

C2.4 "**Exercisable Voting Right**" means a voting right of a participant that is not subject to any limitation.

C2.5 **“Voting Right”** means a voting right attached to an instrument owned by or held on behalf of a participant that may be exercised at a meeting of the shareholders of an enterprise

C2.6 **“Participant”** means a natural person who is:

- a) entitled to an Economic interest in a measured enterprise
- b) enjoying an Exercisable Voting right in a measured enterprise

C3. From the previous section, please indicate by selecting the most appropriate description of the supplier / vendor ownership structure.

C3.1 **Black majority owned enterprises** means an enterprise having a shareholding in which black participants enjoy an entitlement to an economic interest that is in excess of 50% Yes No

C3.2 **Black majority controlled enterprises** means an enterprise having a shareholding in which black participants are entitled to Exercisable Voting Rights in excess of 50% of the total entitlement to Exercisable Voting Rights in that enterprise Yes No

C3.3 **Black empowered enterprises** means companies that are more than 25% owned by black people and where substantial participation in control is vested in black people Yes No

C3.4 **Black influenced enterprises** means enterprises that are between 5% and 25% owned by black people and with participation in control by black people Yes No

C3.5 **Black woman-owned enterprise** is one with at least 25,1% a. representation of women within the black equity and management portion Yes

C3.6 **Black SME** means a small or medium enterprise (with a turnover b. ranging from R500,000 per annum to R20 million per annum) which is a black company or a black empowered company. Yes No

C3.7 Not one of the above Yes No

D. STAFF STRUCTURE OF ORGANISATION:

D1. Executive Management / Board of Directors:

State number of executive / board members in your organization by completing the table below:

Classification	African		Coloured		Indian		White		Total	
	M	F	M	F	M	F	M	F	M	F
1. Executive										
2. Non-executive										
3. Other Top Management										
4. Senior Top Management										
Total										

a. **“Executive Member of the Board”** means those members of the Board who fall within the definition of “Executive Director” specified in the King Report

- b. **“Independent Non-executive Board Members”** means those members of the Board who fall within the definition of “Independent Director” specified in the King Report
- c. **“Other Top Management”** means Employees of a Measured Entity who are appointed by or upon authority of the Board to undertake the day to day management of the Measured Entity and who are actively involved in the development and / or implementation of the Measured Entity’s strategy insofar as it is related to their area of responsibility
- d. **“Senior Top Management”** means Employees of a Measured Entity who are appointed by or upon authority of the Board to undertake the day to day management of the Measured Entity and who have individual responsibility for the overall management and for the financial management of that Measured Entity and who are actively involved in the development and / or implementation of the Measured Entity’s strategy
- e. **“King Report”** means the King Report on corporate Governance for South Africa 2002 authored by the King Committee on Corporate Governance of the Institute of Directors in Southern Africa.

D2. Employment Equity Structure of the Enterprise:

State the number of staff (employees) in your organization by completing the table below. Employee bears the same definition as stipulated in the Employment Equity Act No. 55 of 1998 being;

“Employee” means any person other than an independent contractor who:

- works for another person or for the State and who receives, or is entitled to receive, any remuneration; and
- in any manner assists in carrying out or conducting the business of an employer

Classification	African		Coloured		Indian		White		Total	
	M	F	M	F	M	F	M	F	M	F
1. Top										
2. Senior										
3. Middle										
4. Professional										
5. Technicians										
6. Clerks										
Total										

D3. Skills Development

Please State Skills Development expenditure as a percentage (%) of total payroll.

 %

E. PREFERENTIAL PROCUREMENT

E1 Does your company have a preferential procurement policy?

 Yes

 No

E2 What was the enterprise’s total procurement spend in the last 12 months?

 R

E3 Please state both the rand value and percentage of your spend in the last 12 months with:

E3.1 Black Enterprise	<input style="width: 100%;" type="text"/> R	<input style="width: 100%;" type="text"/> %
------------------------------	---	---

E3.2 Black influenced Enterprise	R	%
E3.3 Black woman-owned Enterprise	R	%
Total	R	

F. SOCIAL RESPONSIBILITY:

F1.	Please state the percentage (%) of local content of your proposal in relation to the bid price				%
F2	Does the company spend any amount of its budget on the promotion of export- orientated production to create jobs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
F3	Does the company spend any amount of its budget on the creation of new jobs or the intensification of labour absorption?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
F4	Does the company spend any amount of its budget on the promotion of enterprises located in a specific province for work to be done or services to be rendered in that province?	Yes	<input type="checkbox"/>		<input type="checkbox"/>
F5	Does the company spend any amount of its budget on the promotion of enterprises located in a specific region for work to be done or services to be rendered in that region?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
F6	Does the company spend any amount of its budget on the promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
F7	Does the company spend any amount of its budget on the promotion of enterprises located in rural areas?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
F8	Does the company spend any amount of its budget on the upliftment of communities through, but not limited to, housing, transport, schooling, infrastructure, donations and charity organizations?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

G. BANKING DETAILS:

Bank:	
Account Holder:	
Type of account:	
Branch:	
Branch Code:	
Account Number:	

Supporting documents required.
 For a cheque account, a cancelled cheque and for any other type of account a letter from the bank confirming the account details.