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Department of
Police, Roads and Transport
FREE STATE PROVINCE

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DEPARTMENT OF POLICE, ROADS AND TRANSPORT

FOR

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR A PERIOD OF TWO YEARS (24 MONTHS).

DOCUMENT FOR CONTRACT NO. PR&T/BID11/2021/22-C83/2021

The Tender (Tender Procedures, Returnable Documents),
The Contract (Agreements and Contract Data, Pricing Data, Scope of Work, Annexures)

NOVEMBER 2021

Issued and Prepared by:
Department of Police, Roads and Transport
PO Box
Bloemfontein
9300

Prepared for:
Directorate Roads
Department of Roads
Free State Province
PO Box
Bloemfontein
9300

NAME OF TENDERER: _____

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PREAMBLE

This document was prepared for soliciting Tender for TMH19 visual condition assessments of drainage structures (bridges and major culverts). Department of Police, Roads and Transport is looking for a Consulting Engineering Firm to provide support services for their Bridge Management System (STRUMAN) and for the purpose of the visual condition assessments of structures.

This quotation document follows the PP2B open tender procedure according to the CIDB Best Practice Guideline #A7 (1035) - The Procurement of Professional Services December 2007. The conditions of tender / quotation are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement, August 2019.

It is a requirement of the Department that the request for tenders include the typical tendering procedures and returnable documents of the Department, under the CIDB guidelines. The contract will however be signed between department and the successful service provider/s.

The use of documents from the CIDB, the Department of Police, Roads and Transport on is hereby acknowledged.

In this document, the term 'FIRM' refers to any of the following enterprises: Partnerships, One person business / Sole trader, Close Corporation, Company, Pty / Ltd.

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FOR
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TENDER NO. PR&T/BID11/2021/22- C83/2021
PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

TENDER

PART T1: TENDER PROCEDURES

PART T2: RETURNABLE DOCUMENTS

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POLICE, ROADS AND TRANSPORT
TENDER No. PR&T/BID11/2021/22- C83/2021

FOR

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

PART T1: TENDER PROCEDURES

T1.1 TENDER NOTICE AND INVITATION TO TENDER ……T1.3

T1.2 TENDER DATA ……..T1.5

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T 1.1 TENDER NOTICE AND INVITATION TO PROVIDE TENDERS

Tenders are invited from Firms with **certified bridge inspectors** for the provision of engineering services for **PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR A PERIOD OF TWO YEARS (24 MONTHS).**

The Employer and the Financier is the Department of Police, Roads and Transport, Free State Province.

Only Firms who will be offering certified bridge inspectors with COTO certification are eligible to submit tenders. It is a specific requirement that the Firm provides proof of each staff member's recent certification and experience.

Furthermore, Firms shall note the requirements in terms of HDI empowerment and how this will affect the evaluation of tenders.

The project involves the confirmation of inventories (in some case the compilation of inventories) and visual condition assessment of road structures (bridges and major culverts) under jurisdiction of the Department. Visual condition assessments must be executed according to the standard procedures described in TMH19, "Manual for the Visual Condition Assessment of Road Structures", of which a draft is available from the Committee of Transport Officials (COTO).

Firms submitting tenders shall also be familiar with the requirements of the Preferential Procurement Regulations 2017.

Tender documents will be available from 12 November 2021 from the offices of Supply Chain Perm Building Charlotte Maxeke Street.

Compulsory Briefing Session
Compulsory briefing session will be held and bidders who fail to attend will be disqualified
Venue: 26 Hartley Street, Hamilton, Bloemfontein
Date: 22 November 2021
Time: 11:00am
Technical enquiries: Z.J Oplet: 0514098290/ 0793565692/ SCM enquiries: Mr.T Makhetha@ (051)409 8891/Ms W Makutoane@ (051) 409 8899
Email address: opleto@freetrans.gov.za

The closing time for receipt of tenders is 11:00 hrs on Tuesday 07 December 2021. Tenders must be clearly marked: "Tender No. PR&T/BID11/2021/22- C83/2021: Professional Engineering Services – Visual Condition Assessment of Road Structures According to TMH19". Tenders must be delivered to the offices of Supply Chain Perm Building. Tenders will not be opened in public.

Tenders may only be submitted on the tender documentation that is issued. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Firms can consist of the following enterprises: Partnerships, One person business / Sole trader, Close Corporation, Company, Pty / Ltd.

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Firms must take particular note of the following:

- The tender is according to a single envelope system.
- Only Firms offering staff members that have been certified as bridge inspectors by COTO in the last five years, and have some TMH19 assessment experience, will be deemed responsive and considered.
- . Bidders must be registered on Central Suppliers Database (CSD)
- Bids must be valid for 180 days
- Municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a Current Bill of Account not owing more than Ninety (90) days
- The service providers shall bear the cost associated with the preparation and submission of the proposals.
- The Department of Police, Roads and Transport selection of qualifying tenders will be as per Department's Supply Chain Management policy and will be final.
- The Department is not bound to accept any particular proposal and reserves the right to annul the selection process at any time prior to contract award, without incurring any liability to the bidders.
- The Department reserves the right to appoint more than one service providers and allocate specific activities to successful bidders. The allocation of activities to bidders will be at the Department's sole discretion and will be final.
- Bidders who falsify any information will be disqualified-If it's discovered during the contract period, the Department reserves the right to terminate the contract
- The procedure for the evaluation of responsive tenders is only based on "Financial Offer and Preferences".

The financial offer will be scored out of 80 (W1) as the financial value inclusive of VAT of all the responsive tender offers is expected to be less than R50 000 000.

Preference Points can be claimed for the B-BBEE status level of contribution of the Firm

Up to 100 minus W1 (i.e. 20) evaluation points will be awarded in terms of the B-BBEE status level of contribution of the Firm.

Enquiries may be directed to the Project Engineer representing the Department of Police, Roads and Transport at either of the following contacts:

Mr Zwele Oplet
Department of Police, Roads and Transport
PO Box 3132
Bloemfontein
9300
Tel No. 051-409-8290

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T1.2 (TENDER DATA)

The tender follows the PP2B open tender procedure according to the CIDB Best Practice Guideline #A7 (1035) - The Procurement of Professional Services December 2007. The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement, August 2019. The Standard Conditions of Tender are appended hereafter for the convenience of Firms.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this request for a tender. The Tender Data hereafter shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the sub-clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Description / Comment
F.1.1	The Employer is **Department of Police, Roads and Transport, Free State**
F.1.2	The Project Document issued by the Employer comprises the following: **TENDER** Part T1: Tender procedures: T1.1 Tender notice and invitation to submit quotation T1.2 Tender data Part T2: Returnable documents: T2.1 Returnable schedules for tender evaluation T2.2 Other documents required for tender evaluation T2.3 Returnable schedules that will be incorporated into the contract **THE CONTRACT** Part C1: Agreements and contract data C1.1 Form of offer and acceptance C1.2 Section 37(2) Agreement in terms of Occupational Health and Safety Act Part C2: Pricing data C2.1 Pricing instructions C2.2 Schedules of Quantities Part C3: Scope of work Part C4: Annexures
F.1.4	The Employer's representative is: Name: Mr JZ Oplet Tel: 051 409 8290 e-mail: opleto@freetrans.gov.za Cell: 0793565692
F.2.1	Only those Firms who satisfy the following eligibility criteria are eligible to submit tenders and will be considered responsive: 1) All offered visual assessors shall be certified by COTO as bridge inspectors and have TMH19 experience.
F.2.7	Compulsory briefing session
F.2.12	No alternative tender offer, will be permitted
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original, plus one (1) copy.

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<table>
<tr><th>Clause number</th><th>Description / Comment</th></tr>
<tr><td>F.2.13.5</td><td>The Employer's address for delivery of tenders and identification details to be shown on each quotation offer package are:

Supply Chain, Perm Building, Charlotte Maxeke Street, Bloemfontein. Attention: Zwele Oplet

Identification details: CONTRACT № PR&T/BID11/2021/22- C83/2021, PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).</td></tr>
<tr><td>F.2.13 & F3.5</td><td>A two-envelope procedure will not be followed.</td></tr>
<tr><td>F.2.15</td><td>The closing time for submission of tender offers is 11:00 on Tuesday 07 December 2021.</td></tr>
<tr><td>F.2.15</td><td>Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</td></tr>
<tr><td>F.2.16</td><td>The tenders offer validity period is 180 days (after closing date for tenders).</td></tr>
<tr><td>F.2.23</td><td>A Firm is required to submit with his tender an original or certified valid Tax Clearance Certificate issued by the South African Revenue Services ("SARS") and CSD report, certifying that the Firm's taxes and compliances issues are in order.</td></tr>
<tr><td>F.3.4</td><td>Tenders will not be opened in public.</td></tr>
<tr><td>F.3.11</td><td>The procedure for the evaluation of <u>responsive</u> tenders is Method 2 (Financial Offer and Preferences) of the CIDB procurement documents for professional services.
$T_{EV} = N_{FO} + N_P$
where: T_{EV} = Total number of tender evaluation points
N_{FO} is the number of tender evaluation points awarded for the financial offer
N_P is the number of tender evaluation points awarded for preferences claimed</td></tr>
<tr><td></td><td>The financial offers, per Schedule, will be scored out of 80 as the responsive tender offers are expected to be below R50 000 000.

Up to 100 minus W1 (ie 100-80 = 20) tender evaluation points will be awarded according to the B-BBEE status level contribution of the Firm.
<u>Financial offer:</u>
The score for financial offer is calculated using Formula 2 in Option 2 which correlates with the approach contained in the Standard for Uniformity in Construction Procurement and National Treasury SCM Practice Note 3:
$N_{FO} = P_m / P \times W1$
Where: P_m is the comparative offer of the most favourable comparative quotation offer.
P the comparative offer of the quotation offer under consideration.
W1 is the percentage score given to financial offer.
<u>Quality:</u>
The score for quality equals zero as only <u>responsive</u> Firms will be evaluated. Refer F.2.1 and the additional conditions of tender regarding responsive tenders.

<u>Preference:</u>
Direct Preference points for the Target Enterprise status of the Firm will be scored in terms of the following table:

<table>
<tr><th>B-BBEE Status Level of Contributor</th><th>Number of Points (N_p)</th></tr>
<tr><td>1</td><td>20</td></tr>
<tr><td>2</td><td>18</td></tr>
<tr><td>3</td><td>16</td></tr>
<tr><td>4</td><td>12</td></tr>
<tr><td>5</td><td>8</td></tr>
</table>
</td></tr>
</table>

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Clause number	Description / Comment
	<table><tr><td>6</td><td>6</td></tr><tr><td>7</td><td>4</td></tr><tr><td>8</td><td>2</td></tr><tr><td>Non-compliant contributor</td><td>0</td></tr></table> Final total points: The final score or final points will be calculated by adding the combined score for financial to the score for preferences, ie $T_{EV} = N_{FO} + N_P$ Note that the Department of Police, Roads and Transport, retain the right not to accept any tender.
F.3.13.1	Tender offers will only be accepted if: a) The Firm or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and b) The Firm has not: Abused the Employer's or the Department's Supply Chain Management System; or Failed to perform any previous contract and has been given a written notice to this effect c) It is considered that the performance of the services will not be compromised through any conflict of interest.
F3.18	The number of copies of the signed document shall be one.
F2.13 additional	In addition to Clause F2.13, it is a specific requirement that: a) Firms shall submit the tender in its original form no rewriting of the document is permitted. Additional documentation to be submitted by firms shall be submitted in a separate properly bound document, unless specifically required in this document that such documentation be attached to specific pages of this document. b) Firms shall initial every page of this tender document in the bottom right hand corner.

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APPENDIX: STANDARD CONDITIONS OF TENDER

(These Standard Conditions of Tender have been reproduced from Annex F of the CIDB Standard for Uniformity in Construction Procurement, August 2019)

F.1 GENERAL

F.1.1 Actions

F.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

F.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive to improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person the act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

F.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

a) **conflict of interest** means any situation in which:
   i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
   ii) an individual or organization is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
   iii) incompatibility or contradictory interests exist between an employee and the organisation which employs the employee.

b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
e) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

F.1.4 Communication

Each communication between the employer and a tenderer shall be in a form that can be read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's representative are stated in the tender data.

F.1.5 The employer's right to accept or reject any tender offer

F.1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

F.1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

F.1.6 Procurement procedures

F.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

F1.6.2 Competitive negotiation procedure

F.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

F1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

F.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

F.1.6.2.4 The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.

F.1.6.3 Proposal procedure using the two stage-system

F.1.6.3.1 Option I

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

F.I.6.3.2 Option 2

F.I.6.3.2.I Tenderers shall submit in the first stage only technical proposals. The employer shall involve all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

F.I.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

F.2 TENDERER'S OBLIGATIONS

F.2.1 Eligibility

F.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

F.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to involve the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

F.2.2 Cost of tendering

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

F2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.12 Alternative tender offers

F.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

F.2.13 Submitting a tender offer

F.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

F.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

F.2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F217 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds, policies, etc.

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 THE EMPLOYER'S UNDERTAKINGS

F.3.1 Respond to clarification

F.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements:
b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

F.3.6 Non-disclosure

Do not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

a) meets the requirements of these Conditions of Tender,
b) has been properly and fully completed and signed, and
c) is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer*'s* opinion, would:

a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors

F.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

F.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

a) the gross misplacement of the decimal point in any unit rate;
b) omissions made in completing the pricing schedule or bills of quantities; or
c) arithmetic errors in:
    i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
    ii) the summation of the prices.

F.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

F.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderers addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

F.3.11.2 Mandatory

- A valid Tax Clearance Certificate, or a unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub- Contractors are involved, each party to the association must submit a separate Valid Tax Clearance Certificate or a unique security personal Identification number).
- Bidders must return all completed and duly signed standard bidding documents (SBD). All documents must be completed with a black ink non-erasable pen and attached all returnable documents.
- Compulsory registration with ECSA (Engineering Council of South Africa) for project team leader

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F.3.11.3 Evaluation Criteria

The Bids will be evaluated on functionality, whereby potential service providers are expected to score minimum points of 24 out of 40 for functionality. Failure to score the required minimum requirements then the bidder will be disqualified. It must be noted that, functionality will be evaluated separately from price and BBBEE.

Further, all received bids will then be evaluated using 80 /20 preference points system, as the anticipated that, project cost for the request to Bid is more than R1000 000.00 rand and below R50 000 000.00.

The Bids will be evaluated on a three-stage, process as follows:

- Stage 1: Pre-qualification criteria for preferential procurement
- Stage 2: functionality - 40 points
- Stage 3: 80/20 preferences point system (Price and B-BBEE Status)

NB: The criteria which will be used for each of these stages is as follows:

Stage 1: Pre-qualification criteria for preferential procurement:

Only Tenderers that meet the following conditions may respond:

- Only BBBEE Contributor Level 1 are eligible to bid.
- EME or QSE Only- Bidders must attach the latest financial statements signed by an accredited accountant or accounting firm.

Stage 2: Functionality

State 3: Price and B-BBEE Status

Assessment for stage 3 will be evaluated on 80/20 preferential point system:

Price :80
B-BBEE Status Level :20

Price: 80: The lowest acceptable Bidder qualify for maximum points of 80 for price. These points will be for the Total Bid Offer. The points for price will be calculated according to clause 6, item 1 of the PPPFA 2017 as follows:

$$P = 80 \times \left(1 - \frac{(Pt - P\,min)}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmin = Price of lowest acceptable tender.

F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:

a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
c) has the legal capacity to enter into the contract,
d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
e) complies with the legal requirements, if any, stated in the tender data, and
f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

F.3.14 Prepare contract documents

F.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

a) addenda issued during the tender period,
b) inclusion of some of the returnable documents, and
c) other revisions agreed between the employer and the successful tenderer.

F.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F3.16 Notice to unsuccessful tenderers

F.3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

F.3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

F.3.1Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

F.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

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PART T2: LIST OF RETURNABLE DOCUMENTS

The Firm must complete the following returnable documents:

T2.1 RETURNABLE SCHEDULES FOR QUOTATION EVALUATION ……T2.2

T2.2 OTHER DOCUMENTS REQUIRED FOR QUOTATION EVALUATION ……T2.28

T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT …... ……... T2.35

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T2.1 RETURNABLE SCHEDULES FOR TENDER EVALUATION

T2.1-A CERTIFICATE OF ATTENDANCE OF CLARIFICATION MEETING…….. T2.3
T2.1-B CERTIFICATE OF AUTHORITY FOR SIGNATURE …… T2.4
T2.1-C RELEVANT EXPERIENCE…….. …… T2.5
T2.1-D KEY PERSONNEL …….. T2.6
T2.1-J CERTIFICATES OF GOOD STANDING REGARDING TAXES…..……..... T2.7
T2.1-K CERTIFICATE OF GOOD STANDING FROM COMPENSATION COMMISSIONER ..T2.8
T2.1-L BANK DETAILS…… T2.9
T2.1-M CERTIFICATE OF NON-COLLUSIVE TENDERING…..…….. T2.10
T2.1-N WORKS QUALIFICATIONS AND ALTERNATIVE QUOTE …….. T2.12
T2.1-O QUALITY MANAGEMENT QUESTIONNAIRE …….. T2.13
T2.1-P SBD2 TAX CLEARANCE REQUIREMENTS ..……... T2.14
T2.1-Q SBD4 DECLARATION OF INTEREST ……..…….. T2.18
T2.1-R SBD6 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS ……..…….. T2.20
T2.1-T SBD8 DECLARATION OF FIRM'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES ……..…… T2.26

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T2.1-A FORM A: CERTIFICATE OF FIRM'S ATTENDANCE OF CLARIFICATION MEETING

NOT APPLICABLE

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T2.1-B FORM B: CERTIFICATE OF AUTHORITY FOR SIGNATURE

1. CONSULTANT

1.1 A "Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise there from, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached to this page. An example is given below.

2. JOINT VENTURE

2.1 The document of formation of the Joint Venture shall be attached to this page.

2.2 A "Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise there from, duly signed and dated, shall be provided by the Boards of Directors of each member of the Joint Venture and shall be attached to this page.

EXAMPLE OF A CERTIFICATE OF AUTHORITY FOR SIGNATORY

"By resolution of the board of directors passed at a meeting held on ……

Mr/Ms……..., whose signature appears below, has been duly authorised

to sign all documents in connection with the Tender for CONTRACT NO: **PR&T/BID11/2021/22-C83/2021**
and any contract which may arise there from on behalf of

(Name of Firm or JV - block capitals)……

SIGNED ON BEHALF OF THE FIRM: ……

IN HIS/HER CAPACITY AS: ……

DATE:……

SIGNATURE OF SIGNATORY: ……

WITNESSES: 1. ……..…

2. ……..…

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T2.1-C FORM C: RELEVANT EXPERIENCE

The Firm shall enter in the spaces provided below **A LIST OF RECENT PROJECTS**. This information is not deemed to be material to the award of the contract but provides the opportunity to Firms to present their relevant past experience. Firms need only provide details of projects of a similar size and nature carried out in the past 5 years.

Failure to provide the information will not compromise the Tender.

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

SIGNED ON BEHALF OF THE FIRM: ……

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T2.1-D FORM D: KEY PERSONNEL

Firms shall enter in the table below information in respect of the key personnel who will be engaged on the project. Curricula Vitae, including the relevant certificates, to support the stated information must be attached this form. Do not enter details of the staff who will be involved in the physical execution of the visual assessments here, refer to Form T2.2-A, "Bridge Inspector's Experience Record".

Designation	Name	Qualification	Certified Bridge Inspector? Date?	Years' Experience
Project Director				
Senior Bridge Inspector				
Specialist Bridge Engineer				
Quality Control Manager				

SIGNED ON BEHALF OF THE FIRM: ……

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T2.1-J FORM J: CERTIFICATES OF GOOD STANDING REGARDING TAXES

The Firm shall attach to this page the following:

a) A current VAT Registration receipt, which shall be dated not more than 2 months prior to the Tender Closing Date. If a VAT Registration receipt cannot be provided, the reasons shall be listed below.

b) An original Tax Clearance Certificate from the South African Revenue Services, an application form in this respect will be found in Form SBD 2. The Clearance Certificate shall be dated not more than 2 months prior to Tender Closing Date. IF a Tax Clearance Certificate cannot be provided, the reasons shall be listed below.

If these documents a and b are not attached, the Firm may be deemed non-responsive and therefore not acceptable.

SIGNED ON BEHALF OF THE FIRM: ……

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T2.1-K FORM K: CERTIFICATE OF GOOD STANDING FROM COMPENSATION COMMISSIONER

The Firm shall attach to this page an original non-expired Certificate of Good Standing from the Compensation Commissioner.

In the case of a joint venture or consortium, each party shall provide its Certificate of Good Standing.

Similarly, each party shall provide its Compensation Fund Number below.

If the required information is not provided, then the Firm may be deemed to be non-responsive and therefore rejected.

Firm: …… Compensation Fund Nr: ……

Firm: ..…… Compensation Fund Nr: ……

Firm:…… Compensation Fund Nr: ……

SIGNED ON BEHALF OF THE FIRM: ……

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T2.1-L FORM L : BANK DETAILS

The Firm shall provide details of his banker and auditing accountant below.

Bank Details -

Bank Name: _____

Address: _____

Account Number: _____

Contact Person: _____

Tel No.: _____

Fax No.: _____

Auditor Details -

Firm Name: _____

Address: _____

Contact Person: _____

Tel No.: _____

Fax No.: _____

SIGNED ON BEHALF OF THE FIRM: ……

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T2.1-M FORM M : CERTIFICATE OF NON-COLLUSIVE TENDER

1 IN THE CASE OF A SINGLE FIRM:

I/We certify that this is a bona fide TENDER.

I/We also certify that I/We have not done and I/We undertake not to do any of the following at any time before the hour and date specified for the closure of submission of Tenders for this contract.

a) Fix or adjust the amount of this Tender by or under or in accordance with any agreement or arrangement with any other person;

b) communicate to a person other than the person calling for these Quotations the amount or approximate amount of the proposed Quotation, except when the confidential disclosure of the approximate amount of the Quotation is necessary to obtain the insurance-premium quotations required for preparation of the Quotation;

c) cause or induce any other person to communicate to me/us the amount or approximate amount of any rival Quotation for this contract;

d) enter into any agreement or arrangement with any other person to induce him to refrain from quoting for this contract, or to influence the amount of any quotation or the conditions of any Quotation to be submitted, nor cause or induce any other person to enter into any such agreement or arrangement;

e) offer or pay or give or agree to pay or to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any Quotation or proposed Quotation for this contract, any action similar to those described above.

In this certificate the term “person” includes any persons, body of persons or association, whether corporate or not, and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not.

SIGNED ON BEHALF OF THE FIRM:……

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FORM M: CERTIFICATE OF NON-COLLUSIVE TENDER (continued)

2 IN THE CASE OF A JOINT VENTURE:

We certify that this is a bona fide Tender.

We also certify that we have not done and we undertake not to do any of the following at any time before the hour and date specified for the closure of submission of Tenders for this contract:

a) Fix or adjust the amount of this Tender by or under or in accordance with any agreement or arrangement with any person outside this consortium;

b) communicate to a person outside this consortium other than the person calling for these Tenders, the amount or approximate amount of the proposed Tender, except when the confidential disclosure of the approximate amount of the Tender is necessary to obtain insurance premium tenders required for preparation of the Tender;

c) cause or induce any person outside this consortium to communicate to us the amount or approximate amount of any rival Tender for this contract.

d) enter into any agreement or arrangement with any person outside this consortium to induce him to refrain from quoting for this contract, or to influence the amount of any Tender or the conditions of any Tender to be submitted, nor cause or induce any person outside this consortium to enter into any such agreement or arrangement;

e) offer or pay or give or agree to give any sum of money or valuable consideration directly or indirectly to any person outside this consortium for doing or having done or causing or having caused to be done in relation to any Tender or proposed Tender for this contract, any action similar to those described above.

In this certificate the term “person” includes any persons, body of persons or association, whether corporate or not, the term “agreement or arrangement” includes any agreement or arrangement, whether formal or informal and whether legally binding or not, and the term “person outside this consortium” means, when the consortium is a partnership, a person other than a partner or an employee of a partner or the partnership, or when the consortium is a firm, a person other than a person or firm holdings shares in the consortium, or any employee of such a person, firm or the consortium.

SIGNED ON BEHALF OF FIRM: .....……..

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T2.1-N FORM N: TENDER QUALIFICATIONS AND ALTERNATIVE TENDERS

See Standard Conditions of Tender, F.1.5 and F.2.12.

Should the Firm wish to make any departure from the Conditions of Contract, Scope of Professional Services or Pricing Schedule, or to qualify his Tender in any way, he shall set out his proposals clearly in the table below. Alternatively the Firm may state the departures or qualifications in a covering letter attached to his Tender and referred to below.

If there is no entry or reference made in the table below, then the Tender will be deemed to have no qualifications or alternatives.

PAGE	DESCRIPTION

Signed on behalf of the Firm: ……

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T2.1-O FORM O : QUALITY MANAGEMENT QUESTIONNAIRE

1. Does the Firm have a quality management system which is certified in terms of ISO 9001:2000?

YES	NO

2. If "Yes", the Firm must supply a brief summary of the structure of the system. The current ISO 9001:2000 certificate must be attached to this page.

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3. If "No", does the Firm intend to apply for certification?

YES	NO

4. By when?

Date:	

5. If the Firm does not intend to apply for certification he shall submit details of the quality management system currently in place.

Signed on behalf of the Firm: ……

SBD 2

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT

TENDER No: PR&T/BID11/2021/22- C83/2021

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.1-P FORM SBD 2: TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF TENDERING THAT -

1. The taxes of the successful Firm **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.

2. The attached form "Application for Tax Clearance Certificate (in respect of tenderers)", must be completed in all respects and submitted to the Receiver of Revenue where the Firm is registered for tax purposes. The Receiver of Revenue will then furnish the Firm with a Tax Clearance Certificate that will be valid for a period of six (6) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the quotation. Failure to submit the original and valid Tax Clearance Certificate may invalidate the quotation.

3. In quotations where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.

SBD2/ Application for tax Certificate…

TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate

Purpose

Select the applicable option ..... Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)	
Trading name (if applicable)	
ID/Passport no	Company/Close Corp. registered no
Income Tax ref no	PAYE ref no 7
VAT registration no 4	SDL ref no L
Customs code	UIF ref no U
Telephone no CODE – NUMBER	Fax no CODE – NUMBER
E-mail address	
Physical address	
Postal address	

Particulars of representative (Public Officer/Trustee/Partner)

Surname			
First names			
ID/Passport no		Income Tax ref no	
Telephone no	CODE – NUMBER	Fax no	CODE – NUMBER
E-mail address			

Physical address

Particulars of tender (If applicable)

Tender number	
Estimated Tender amount	R ,
Expected duration of the tender	year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company?	YES	NO
If "YES" provide details		

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct _____ to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

_____ C C Y Y M M D D

Signature of representative/agent Date

Name of representative/ agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

_____ C C Y Y M M D D

Signature of applicant/Public Officer Date

Name of applicant/ Public Officer

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
   (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
   (b) without just cause shown by him, refuses or neglects to-
   (i) furnish, produce or make available any information, documents or things;
   (ii) reply to or answer truly and fully, any questions put to him ...
   As and when required in terms of this Act ... shall be guilty of an offence ...

3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT **SBD1**

TENDER No: PR&T/BID11/2021/22- C83/2021

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

SBD1, **PART A**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	11H00
DESCRIPTION					

1. BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX

SITUATED AT *(STREET ADDRESS)*

DEPARTMENT OF POLICE , ROADS AND TRANSPORT						
45 PERM BUILDING, CHARLOTTE MAXEKE STREET						
TENDER BOX GROUND FLOOR (SECURITY ENTRANCE)						
BLOEMFONTEIN						
9323						
SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
	TCS PIN:		**OR**	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?						
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)				
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)				
	☐	A REGISTERED AUDITOR				
		NAME:				
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]						

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐ [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE (ALL INCLUSIVE)**	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY	DEPARTMENT OF POLICE , ROADS AND TRANSPORT	CONTACT PERSON	
CONTACT PERSON	Mr T. Makhetha	TELEPHONE NUMBER	051 409 8891
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	MakhethaT@freetrans.gov.za
E-MAIL ADDRESS			

SBD1, **PART B**

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐YES ☐NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐YES ☐NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐YES ☐NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐YES ☐NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder……	Bid number:
Closing Time 11:00	Closing date

OFFER TO BE VALID FOR……DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: …….
- At: …….

  …….
- Brand and model …….
- Country of origin …….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) …….
- Period required for delivery …….

  *Delivery: Firm/not firm
- Delivery basis ……

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT **SBD4**

TENDER No: PR&T/BID11/2021/22- C83/2021

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.1-Q FORM SBD 4: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, including a blood relationship, may make an offer or offers in terms of this invitation to provide a quotation. In view of possible allegations of favouritism, should the resulting quotation, or part thereof, be awarded to persons employed by the principal, or to persons connected with or related to them, it is required that the Firm or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

   - the Firm is employed by the principal; and/or

   - the legal person on whose behalf the quotation document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quotation(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 quotation.

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

2.1 Are you or any person connected with the Firm, employed by the principal? **YES / NO**

2.1.2 If so, state particulars.

……

……

2.2 Do you, or any person connected with the Firm, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this quotation? **YES / NO**

2.2.1 If so, state particulars.

……..

……

2.3 Are you, or any person connected with the Firm, aware of any relationship (family, friend, other) between the Firm and any person employed by the principal who may be involved with the evaluation and or adjudication of this quotation? **YES/ NO**

2.3.1 If so, state particulars:

……

……..

DECLARATION

I, THE UNDERSIGNED (NAME)……

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……..

Signature Date

SBD 6.1

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT

TENDER No: PR&T/BID11/2021/22- C83/2021

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.1-R FORM SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all tenders / quotations invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level Contribution.

NB: BEFORE COMPLETING THIS FORM, FIRMS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

---

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all quotations:
- 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).

1.2 The value of this quotation is estimated to be below R1 000 000 (all taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this quotation shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this quotation are allocated as follows:

		POINTS
1.3.1.1	**PRICE**	80
1.3.1.2	**B-BBEE STATUS LEVEL OF CONTRIBUTION**	20
	Total points for Price and B-BBEE must not exceed	**100**

1.4 Failure on the part of a Firm to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the quotation, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a Firm, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **"B-BBEE"** means broad-based black economic empowerment as defined by section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 **"B-BBEE status level 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, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **"Tender / quotation"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

2.7 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

2.8 **"Contract"** means the agreement that results from the acceptance of a tender / quotation by an organ of state;

2.9 **"EME"** means any enterprise with an annual total revenue of R10 million or less;

2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 **"Functionality"** means the measurement according to predetermined norms, as set out in the tender /quotation documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a tenderer / Firm providing a quotation;

2.12 **"Non-firm prices"** means all prices other than "firm" prices;

2.13 **"Person"** includes a juristic person;

2.14 **"Rand value"** means the total estimated value of a contract in South African currency, calculated at the time of quotation / tender invitations, and includes all applicable taxes and excise duties;

2.15 **"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 **"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

2.18 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The Firm obtaining the highest number of points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm process and all unconditional discounts;

3.3 Points scored will be rounded off to 2 decimal places;

3.4 In the event that two or more quotations / tenders have scored equal total points, the successful tender / quotation must be the one scoring the highest number of points for preference points for B-BBEE;

3.5 However, when functionality is part of the evaluation process and two or more quotations / tenders have scored equal points including equal preference points for B-BBEE, the successful quotation / bid must be the one scoring the highest score for functionality;

3.6 Should two or more quotations / tenders be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEM

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of quotation under consideration

Pt = Comparative price of quotation under consideration

Pmin = Comparative price of lowest acceptable quotation

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a tenderer / Firm for attaining the B-BBEE status level contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (N_p)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.2 Firms who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by and Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IBRA's approval for the purpose of conducting verification and issuing EMEs with BBEE Status Level Certificates.

5.3 Firms other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating the B-BBEE rating issued by a Registered Auditor approved by IBRA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such consolidated B-BBEE scorecard is prepared for

every separate quotation / tender.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the quotation documents that such a Firm intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Firm qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. TENDER / QUOTATION DECLARATION

6.1 Firms who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: …… = ……. (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? ……..%

(ii) the name of the sub-contractor? ……

(iii) the B-BBEE status level of the sub-contractor? ……

(iv) whether the sub-contractor is an EME? YES / NO (delete which Is not applicable)

9 DECLARATION WITH REGARD TO FIRM

9.1 Name of firm : ……

9.2 VAT registration number : ……

9.3 Firm registration number :……

9.4 TYPE OF FIRM

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
..
……
.

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS ? ……

9.8 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the B-BBEE Status Level of Contribution, indicated in paragraph 7 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct.

(ii) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

(iv) If the B-BBEE Status Level of Contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -

(a) disqualify the person from the quotation process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) restrict the Firm or contractor, its shareholders an directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years after the audi alteram partem (hear the other side) rule has been applied, and
(e) forward the matter for criminal prosecution.

WITNESSES:

1. ……

……..
SIGNATURE(S) OF FIRM(S)

2. ……

DATE:……..

SBD 8

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT

TENDER No: PR&T/BID11/2021/22- C83/2021

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.1-T FORM SBD 8: DECLARATION OF FIRM'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all tenders / quotations invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse to the supply chain management system.

3 The tender / quotation of any firm may be disregarded if that firm, or any of its directors have:

a. Abused the institution's supply chain management system;
b. Committed fraud or any other improper conduct in relation to such system; or
c. Failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the quotation.

Item	Question	Yes	No
4.1	Is the firm or any of its directors listed on the National Treasury's database as Firms or persons prohibited from doing business with the public sector? **(Firms or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the firm or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the prevention and combating of Corrupt Activities Act (No 12 of 2004)? **To access this Register enter the National Treasure's website, www.treasury .gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the firm or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the firm and any organ of state terminated during the past five years of account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish details:		

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) …… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……. ……
Signature Date

…….. ……
Position Name of Firm

SBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.
2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____
(Bid Number and Description)

in response to the invitation for the bid made by:

_____
(Name of Institution)
do hereby make the following statements that I certify to be true and complete in every

respect:

I certify, on behalf If:_____that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;
(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
(a) prices;
(b) geographical area where product or service will be rendered (market allocation)
(c) methods, factors or formulas used to calculate prices;
(d) the intention or decision to submit or not to submit, a bid;
(e) the submission of a bid which does not meet the specifications and conditions of the bid; or
(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

…… ……
Signature Date

…… ……
Position Name of Bidder

[3] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____
(Bid Number and Description)

in response to the invitation for the bid made by:

_____
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;
(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

(a) prices;
(b) geographical area where product or service will be rendered (market allocation)
(c) methods, factors or formulas used to calculate prices;
(d) the intention or decision to submit or not to submit, a bid;
(e) the submission of a bid which does not meet the specifications and conditions of the bid; or
(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

……	……
Signature	Date
…….	……
Position	Name of Bidder

FREE STATE PROVINCE DEPARTMENT OF
ROADS AND TRANSPORT

TENDER No. PR&T/BID11/2021/22- C83/2021
FOR
PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.2 OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION

T2.2-A BRIDGE INSPECTOR EXPERIENCE RECORD ……T2.29

FREE STATE PROVINCE: DEPARTMENT OF ROADS & TRANSPORT

TENDER No: PR&T/BID11/2021/22- C83/2021

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.2-A BRIDGE INSPECTOR EXPERIENCE RECORD

Only Firms with staff having been certified as BRIDGE INSPECTORS by COTO (or recently SANRAL) during the recent past five years will be considered responsive. Firms must also provide information on experience in TMH19 visual assessments for every recommended bridge inspector. The form "Bridge Inspector Experience Record" included hereafter must be used for this purpose. The name of the previous roads authorities for whom TMH19 inspections were done, contact details (names and telephone numbers), the number of bridges assessed for every previous assignment and dates of each assignment must be provided.

In the CVs that are required in respect of the visual assessors who are to be considered for carrying out the inspections, the following points are of particular importance and the CV should be structured under the following headings:

- Person's date of birth;
- Person's qualifications (educational);
- Name of current employer and position in enterprise;
- List of previous employers, stating periods of service and telephone numbers;
- Current bridge inspection certification level and date thereof (eg Bridge Inspector, Senior Bridge Inspector);
- Previous bridge inspection certification dates;
- Previous visual inspection experience in terms of number of bridges inspected, highlighting specifically number of bridges inspected for BMS purposes.

Failure to supply the above information in the CVs will render the Quotation non-responsive.

Should the Firm use any personnel for the visual assessments who has not been approved by the Employer in writing, the Contract will be terminated forthwith and the Firm will forfeit all further rights in terms of the Contract as from the date of such termination. The Firm will only be entitled to payment based on the quoted rates for work done up to the date on which he started using unapproved personnel, and will thereafter not be considered for any future work. Establishing the date on which the Firm started using the unapproved staff will be up to the Employer only, with no recourse for the Firm to object or raise any legal concerns.

Five "Bridge Inspector Experience Record" forms follow. Please make more copies if so required.

TMH19 ROAD STRUCTURES CONDITION ASSESSMENTS

BRIDGE INSPECTOR EXPERIENCE RECORD

Name of Firm: ……...

Contact Tel nr: …….

Name of Bridge Inspector: ……..

Previous TMH19 visual assessment experience for the past five years is listed below (grouped per Employer)

Name of Roads Authority worked for	*Contact Name*	*Contact Telephone number*	*Number of bridges inspected*	*Dates of assignments*
	Total number			
	Total number			
	Total number			
	Total number			
	Total number			
TOTAL NUMBER OF EXPERIENCE FOR PAST FIVE YEARS				

A CV of the staff member with above experience highlighted must be submitted separately.

Signed on behalf of the Firm: ……

TMH19 ROAD STRUCTURES CONDITION ASSESSMENTS

BRIDGE INSPECTOR EXPERIENCE RECORD

Name of Firm: ……...

Contact Tel nr: …….

Name of Bridge Inspector: ……..

Previous TMH19 visual assessment experience for the past five years is listed below (grouped per Employer)

Name of Roads Authority worked for	*Contact Name*	*Contact Telephone number*	*Number of bridges inspected*	*Dates of assignments*
	Total number			
	Total number			
	Total number			
	Total number			
	Total number			
TOTAL NUMBER OF EXPERIENCE FOR PAST FIVE YEARS				

A CV of the staff member with above experience highlighted must be submitted separately.

Signed on behalf of the Firm: ……

TMH19 ROAD STRUCTURES CONDITION ASSESSMENTS

BRIDGE INSPECTOR EXPERIENCE RECORD

Name of Firm: ……...

Contact Tel nr: …….

Name of Bridge Inspector: ……..

Previous TMH19 visual assessment experience for the past five years is listed below (grouped per Employer)

Name of Roads Authority worked for	***Contact Name***	***Contact Telephone number***	***Number of bridges inspected***	***Dates of assignments***
		Total number		
		Total number		
		Total number		
		Total number		
		Total number		
		TOTAL NUMBER OF EXPERIENCE FOR PAST FIVE YEARS		

A CV of the staff member with above experience highlighted must be submitted separately.

Signed on behalf of the Firm: ……

TMH19 ROAD STRUCTURES CONDITION ASSESSMENTS

BRIDGE INSPECTOR EXPERIENCE RECORD

Name of Firm: ……...

Contact Tel nr: …….

Name of Bridge Inspector: ……..

Previous TMH19 visual assessment experience for the past five years is listed below (grouped per Employer)

Name of Roads Authority worked for	*Contact Name*	*Contact Telephone number*	*Number of bridges inspected*	*Dates of assignments*
	Total number			
	Total number			
	Total number			
	Total number			
	Total number			
TOTAL NUMBER OF EXPERIENCE FOR PAST FIVE YEARS				

A CV of the staff member with above experience highlighted must be submitted separately.

Signed on behalf of the Firm: ……

TMH19 ROAD STRUCTURES CONDITION ASSESSMENTS

BRIDGE INSPECTOR EXPERIENCE RECORD

Name of Firm: ……...

Contact Tel nr: …….

Name of Bridge Inspector: ……..

Previous TMH19 visual assessment experience for the past five years is listed below (grouped per Employer)

Name of Roads Authority worked for	*Contact Name*	*Contact Telephone number*	*Number of bridges inspected*	*Dates of assignments*
	Total number			
	Total number			
	Total number			
	Total number			
	Total number			
TOTAL NUMBER OF EXPERIENCE FOR PAST FIVE YEARS				

A CV of the staff member with above experience highlighted must be submitted separately.

Signed on behalf of the Firm: ……

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DEPARTMENT OF ROADS AND TRANSPORT

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PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

T2.3-A HEALTH AND SAFETY PLAN ……..…… T2.36
T2.3-B QUALITY CONTROL PLAN ……..…… T2.37

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT

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T2.3-A HEALTH AND SAFETY PLAN

Firms must submit a draft Health and Safety Plan for the execution of the work together with their Tender. The draft Health and Safety Plan shall provide evidence of the Firm's planning regarding the following aspects of safety and include at least the following headings:

- Safety precautions for surveys
- Safety procedures during execution of the surveys
- Emergency procedures in cases of incidents
- Compliance with OHSA as relevant

The Employer will assess the draft Health and Safety Plan and comment to the successful Firm on the acceptability of the plan and any shortcomings. The draft plan must then be updated to the satisfaction of the Employer before the Firm commences any surveys.

The draft Health and Safety Plan shall be submitted as a separate document.

Signed on behalf of the Firm: ……

FREE STATE PROVINCE: DEPARTMENT OF POLICE, ROADS & TRANSPORT

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T2.3-B QUALITY CONTROL PLAN

Firms must submit a draft Quality Control Plan for the execution of the work together with their Quotations. The draft Quality Control Plan shall provide evidence of the Firm's planning regarding the following aspects of quality control and include at least the following headings:

- Quality control planning for surveys
- Quality control procedures during execution of the surveys
- Quality control compliance record keeping during and after execution of the surveys

The Employer will assess the draft Quality Control Plan and comment to the successful firm on the acceptability of the plan and any shortcomings. The draft plan must then be updated to the satisfaction of the Employer before the Firm commences any surveys.

The draft Quality Control Plan shall be submitted as a separate document.

Signed on behalf of the Firm: ……

FREE STATE PROVINCE
DEPARTMENT OF ROADS AND TRANSPORT

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THE CONTRACT

PART C1 : AGREEMENTS AND CONTRACT DATA

PART C2 : PRICING DATA

PART C3 : SCOPE OF WORKS

PART C4 : ANNEXURES

FREE STATE PROVINCE
DEPARTMENT OF ROADS AND PUBLIC WORKS

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PART C1: AGREEMENTS AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE……C1.3

C1.2 SUB-CONSULTANCY AGREEMENT (REMOVED)…….…… C1.7

C1.3 SECTION 37 (2) AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993 (ACT NO. 85 OF 1993) ……..…. C1.15

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PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR A PERIOD OF TWO YEARS (24 MONTHS).

C1.1 FORM OF OFFER AND ACCEPTANCE

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: Visual Assessments of Road Structures According to TMH19.

The Firm, identified in the offer signature block, has examined the documents listed in the Quotation data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of quotation / tender.

By the representative of the Firm, deemed to be duly authorized, signing this form of offer, the Firm offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract and Instruction to Proceed with Work identified in the Aurecon Sub-consultancy Agreement.

THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS:

SCHEDULE A:

……..…….…… **(in words);**

R ……..….. **(in figures)**

For the Firm:

Signature …….

Name …….

Capacity …….

(Name and address of organization)

……..…….……

……..……..

……..……..

Name and signature
of witness ……. Date …….

ACCEPTANCE

By signing this part of this form of offer and acceptance, subject to the specific schedule or schedules accepted, the employer identified below accepts the Firm's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the

conditions of contract identified in the Aurecon Sub-consultancy Agreement. Acceptance of the Firm's offer shall form an agreement between the employer and the Firm upon the terms and conditions contained in this agreement and in the contract that is the subject of this Sub-consultancy Agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and contract data (which includes the Aurecon Sub-consultancy Agreement)
- Part C2 Pricing data
- Part C3 Scope of work
- Part C4 Annexures

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

Deviations from and amendments to the documents listed in the quotation / tender data and any addenda thereto as listed in the quotation schedules as well as any changes to the terms of the offer agreed by the Firm and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

The Firm shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the Aurecon Sub-consultancy Agreement) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Aurecon Sub-consultancy Agreement at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Firm receives one fully completed original copy of this document including the schedule of deviations (if any). Unless the Firm (now service provider) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties. Reference to this agreement includes the Aurecon Sub-consultancy Agreement included hereafter, which shall be signed by both the Employer and the Service Provider.

For the Employer:

Signature(s) ……..

Name(s) ……..

Capacity……..

(Name and address of organization)

……..

……..

……..

Name and signature
of witness …… Date …….

SCHEDULE OF DEVIATIONS

Item	Deviation Details

By the duly authorised representatives signing this schedule of deviations, the employer and the Firm agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the quotation / tender data and addenda thereto as listed in the quotation / tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Firm and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the quotation documents and the receipt by the Firm of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

FOR THE SERVICE PROVIDER:

Signature(s) ……..

Name(s) ……..

Capacity ……..

(Name and address of organization)

……..

……..

Name and signature
of witness …… Date ……

FOR THE EMPLOYER:

Signature(s)

……..

Name(s) ……..

Capacity ……..

(Name and address of organization)

……..

……..

Name and signature
of witness …… Date ……

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

C1.3 SECTION 37 (2) AGREEMENT ON HEALTH AND SAFETY IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

A Section 37 (2) Agreement on Health and Safety during the surveys will be signed between Aurecon and the Sub-consultant.

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

ANNEXURE A

CERTIFICATE OF AUTHORITY FOR SIGNATORY TO A SECTION 37(2) AGREEMENT IN TERMS OF OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

The signatory for the Firm that is the Service Provider in terms of the above-mentioned Contract and the Mandatory in terms of the above-mentioned Act shall confirm his or her authority thereto by attaching to this page a duly signed and dated copy of the relevant resolution of the board of directors.

An example is given below:

"By resolution of the board of directors passed at a meeting held on ..... 20……,

Mr/Ms ……. whose signature appears below, has been duly authorised to sign the AGREEMENT IN TERMS OF THE

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993) on behalf of .....

……..

SIGNED ON BEHALF OF THE FIRM: ……..

IN HIS/HER CAPACITY AS: ……

DATE: ……..

SIGNATURE OF SIGNATORY: .....

WITNESS 1 : ..... WITNESS 2: .....

NAME (in capitals): ..... NAME (in capitals): .....

FREE STATE PROVINCE
DEPARTMENT OF ROADS AND TRANSPORT

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PART C2: PRICING DATA

C2.1 PRICING INSTRUCTIONS ……C2.2

C2.2 SCHEDULE OF QUANTITIES …… ……C2.4

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

C2.1 PRICING INSTRUCTIONS

1. The following words shall have the meanings hereby assigned to them:

   Unit: The unit of measurement for each item of work for the services as defined in the Scope of Work

   Quantity: The number of units of work for each item of the services

   Rate: The payment per unit of work at which the Firm quotes to do the work for the services

   Amount: The product of the quantity and the rate quoted for an item

2. The quantities set out in the Pricing Schedule are approximate quantities. The quantities of work accepted and certified for payment of the services, and **not** the quantities given in the Pricing Schedule, will be used to determine payments to the Service Provider.

   The validity of the Contract shall in no way be affected by differences between the quantities in the Pricing Schedule and the quantities finally certified for payment. Work for the services will be valued at the rates quoted, subject to the provisions of paragraphs 7 and 8 of this section.

3. The quoted rates per structure are all-inclusive and covers the execution of the activities as listed, including all accommodation, travelling expenses, all mandatory taxes and levies (excluding VAT), allowance for delays due to rain, attendance of a Briefing and Calibration session (if required), presence at evaluation of structures where the Employer's quality verification surveys differ from the production assessments of the Service Provider, post-survey attendance of the panel inspections, all liaison, project management, insurance against damage, compensation for loss as well as any other possible expenses which have not been specifically mentioned, but which may be related to the execution of the work for the services. Value added tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Pricing Schedule.

4. If the Firm has quoted a rate but omitted the amount, or vice versa, the missing amount or rate will, if possible, be determined in conjunction with the Firm from the available data, and the Firm must confirm his acceptance of these amounts and rates.

   If the Firm groups a number of items together and quotes one lump sum for such group of items, this single quoted lump sum shall apply to that group of items and not to each individual item, or, should he indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed nil.

   The quoted lump sums and rates shall be valid irrespective of any change in the quantities during execution of the Contract.

5. The works executed are being measured for payment in accordance with the methods described in the Contract Documents under the various payment items, notwithstanding any custom to the contrary.

6. The short descriptions of the payment items in the Pricing Schedule are given to identify the items and to provide specific details. Reference shall inter alia be made to the Drawings, Scope of Work, Conditions of Contract and Special Conditions of Contract (if any) for more detailed information regarding the extent of the work entailed under each item.

7. Subject to the conditions stated in paragraph 8 below, the rates and lump sums filled in by the Firm in the Schedule of Quantities shall be final and binding with regard to submitting the Quotation, and may not be adjusted should there be any mistakes in the extensions thereof and in the total sums appearing in the Quotation. Should there be discrepancies between the Quotation Sum and the correctly extended and totalled Pricing Schedule, the Quotation Sum will be deemed correct, and the Employer will have the right to make such adjustments to the Quotation Rates as he deems necessary to reconcile the total of the Pricing Schedule with the Quotation Sum.

   In such an event the Firm will be consulted but, failing agreement between the parties, the decision of the Employer will be final and binding. Adjustment of the Quotation Sum will take place only after acceptance of the Quotation, but prior to the signing of the Contract. In their own interests Firms should make doubly sure of the correctness of their quoted rates, the extensions and the Quotation Sum.

8. A Quotation may be rejected if the unit rates or lump sums for some of the items in the Pricing Schedule are in the opinion of the Employer, unreasonable or out of proportion and if the Firm fails within a period of seven (7) days of having been notified in writing by the Employer to adjust the unit rates or lump sums for such items to make such adjustments.

9. All rates and sums of money quoted in the Pricing Schedule shall be in Rands and whole Cents. Fractions of a cent shall be discarded.

C2.2 SCHEDULE OF QUANTITIES

FREE STATE PROVINCE: DEPARTMENT OF ROADS & TRANSPORT
TENDER No: PR&T/BID11/2021/22- C83/2021
FOR
PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).
NB:
FIRMS MUST COMPLETE THE SCHEDULE OF QUANTITIES IN **BLACK INK**
ALL RATES AND PRICES SHALL EXCLUDE VALUE-ADDED TAX. **SCHEDULE A :**

ITEM	DESCRIPTION	APPROX. NUMBER	RATE (excl. VAT)	AMOUNT	
				R	c
A1	TMH19 visual assessments of Bridges (incl. Cellular Bridges) in Free State Province	1150			
A2	TMH19 visual assessments of Major Culverts in Free State	499			
B = TOTAL OF A1 + A2					
CONTINGENCIES: (10% OF B)					
SUBTOTAL C: (B + CONTINGENCIES)					
VALUE ADDED TAX (15% OF SUBTOTAL C)					
TOTAL D (SUBTOTAL C + VAT):				**R**	

THE TOTAL OF ABOVE SCHEDULE A MUST BE TRANSFERRED TO THE FORM OF OFFER AND ACCEPTANCE, FORM C1.1 ON PAGE C1.3.

NOTE:

1) **Value Added Tax (VAT) is to be excluded** in the above tendered rates.

2) The Firm shall include in his rate for the following:
   a) Attendance for all meetings with the Employer.
   b) Attendance of a Briefing and Calibration Session for all assessors for one day, prior to the start of the surveys.
   c) Preparation and finalisation of a Quality Control Plan.
   d) Preparation and finalisation of a Health and Safety Plan.
   e) Capturing of the visual assessment data
   f) All costs involved in executing and completing the visual assessments of all the provincial bridges and major culverts (incl. cellular bridges) in the Area awarded to the Service Provider irrespective of any differences in the numbers of bridges and major culverts (incl. cellular bridges) assessed with that of the Schedule of Quantities.
   g) All progress reporting to the Employer.
   h) All other costs that may be incurred in completing all the work specified to the satisfaction of the Employer.

3) The actual number of bridges, and actual number of major culverts (incl. cellular bridges) surveyed will be measured for payment.

The rates tendered per bridge and major culvert (incl. cellular bridges) are fixed for the duration of the Contract. Variations will however be made if there is a variation in the VAT rate. No Contract Price Adjustment is applicable.

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PART C3: SCOPE OF WORK

C3.1 SCOPE OF WORK ……C3.2

PROFESSIONAL ENGINEERING SERVICES FOR VISUAL CONDITION ASSESSMENT OF ROAD DRAINAGE STRUCTURES (BRIDGES AND CULVERTS) ACCORDING TO TMH19 FOR PERIOD OF TWO YEARS (24 MONTHS).

C3.1 SCOPE OF WORK

PART A: GENERAL

2. MISCELLANEOUS

The specifications are an integral part of the contract documents and specify in detail the manner in which the bridge and major culvert inventories are to be compiled or confirmed and the inspections are to be carried out. In this Scope of Work bridges and major culverts combined are referred to as structures.

The Department of Police, Roads and Transport (DPRT) is in the process of establishing its structures inventory. In the 2021/23, 2016/17 and 2017/18 financial years it concentrated on the inventorisation of bridges and establishment of STRUMAN as its Bridge Management System (BMS). This is the continuation of the establishment of the structures inventory, which now includes inventorisation and inspection of a pre-determined list of structures missed during previous years, and inspection of a pre-determined list of structures (including confirmation of their inventories).

3. DESCRIPTION OF WORK

The work to be carried out under the contract for structures inspections on the provincial road network of the Free State Department of Police, Roads and Transport comprises the execution of the following:

- Verification of the structures marked on the map (and listed in the schedule of structures) as either a bridge or a major culvert or a cellular bridge.

- Confirmation of inventory data, if previously correctly captured, alternatively collecting of inventory data if not previously collected or if the structure was wrongly earlier classified as a bridge or major culvert. Note that cellular bridges shall be inventorised as major culverts. Also note that existing inventory data shall be provided.

- Field inspections based on the DER inspection method (visual inspections and maintenance recommendations). Note that cellular bridges have to be inspected according to the major culvert inspection approach.

- Compilation of a structures inspection report.

- Taking of inventory and defect photographs, as prescribed.

- Confirmation / recording of GPS Co-ordinates.

- Electronic capturing of data in the special STRUMAN data capture program.

The inspections shall be carried out over a period of maximum twenty four months.

4. TRAVELLING AND ACCOMMODATION

The appointed Firm/s shall be responsible for his/their own travel and accommodation arrangements.

5. SAFETY AND INSURANCE

In the interest of safety an amber rotating warning light and adequate signs must be provided by the Firm/s on the vehicle/s which will be used for the inspections. The Employer accepts no responsibility for any contingency which may arise during the carrying out of the inspections. The Firm/s carry out the work entirely at their own risk and must ensure that the necessary safety regulations are met at all times. The Firm/s will also be responsible for their own insurance cover.

It will be expected from successful firms to finalise their written Draft Health and Safety Plans within 5 working days of receiving a formal appointment. The Health and Safety Plan will inter alia list equipment and consumables to be used to safeguard structures inspectors and describe procedures to reduce health and safety risks on site, periodical reporting procedures, emergency action plans, emergency contact numbers, etc. The Health and Safety Plan shall take note of the issues discussed in the Section 37 (2) Agreement to be signed between the Employer and the successful Firms/s. No work may proceed by a Firm unless its Health and Safety Plan was approved by the Employer.

It is strongly recommended that structures inspectors are accompanied by an assistant during the field inspections, in the interest of safety and security.

6. PERSONNEL

The structures inspections must only be conducted by the Firm/s' approved bridge inspectors. Only inspectors approved by the Employer (based on submission of Certificates of recent Certification by COTO (or previously SANRAL) (the past five years), and experience of the past five years), and who have successfully attended the Briefing and Testing Session, may carry out the structures inspections. The approved specialist bridge engineer must assess and confirm maintenance and future inspection requirements from the results of the bridge inspector's detailed inspections.

Curricula vitae and certificates of the proposed inspection personnel shall accompany this proposal, demonstrating that the individuals comply with the following requirements:

Bridge Inspectors

i) Must have a verifiable minimum of **5 years'** experience in **bridge** design / engineering; and

ii) Be registered as a professional engineer / technologist in South Africa; and

iii) Be suitably qualified and experienced in bridge design and rehabilitation design; and

iv) Is in possession of a recent (not older than 5 years) Certificate of Certification as Bridge Inspector, issued by COTO (or previously SANRAL); and

v) Has obtained specific experience in structures inspection according to the TMH19 DER inspection approach during the past five years.

Specialist Bridge Engineer

i) Must have a verifiable minimum of **10 years'** experience in **bridge** design / engineering; and

ii) Be registered as a professional engineer in South Africa; and

iii) Be suitably qualified and experienced in bridge design and rehabilitation design; and

iv) Be capable of assessing and confirming maintenance and future inspection requirements from the results of the Bridge Inspector's detailed inspection; and

v) Is in possession of a recent (not older than 5 years) Certificate of Certification as Senior Bridge Inspector, issued by COTO (or previously SANRAL); and

vi) Has obtained specific experience in structures inspection according to the TMH19 DER inspection approach during the past five years.

7. BRIEFING AND TESTING SESSION

A Briefing and Testing Session will be held for Bridge Inspectors at the Departments Offices 316 Medfontein Building, St Andrews Street, Bloemfontein, before the commencement of the inspections. The date will be confirmed to the successful Inspecting Firm/s.

The Briefing and Testing Session will extend over a period of one working day. All costs associated with the Session must be included in the tendered rates.

8. QUALITY MANAGEMENT

Quality Management will consist of 2 components:

i) Quality Control; and

ii) Quality Verification and Acceptance

Quality Control (including quality assurance) is as much the responsibility of the appointed Firm/s, as it is the responsibility of the Employer.

The Employer's Quality Control consists of the requirements for qualification, experience and certification of the bridge inspectors, and the execution of a Calibration and Testing Session.

The Firm/s shall document his/their Quality Control procedures for approval by the Employer. These shall include at least the following:

i) Approach to quality control for collecting structures inventory data

ii) Approach to quality control of structures inspections

iii) Approach to validation of correctness and completeness of captured data

iii) Approach to assessing and confirming of maintenance requirements as recommended by bridge inspectors

iv) Details of audit trail regarding the above.

The Employer's Quality Verification and Acceptance shall consist of firstly a validation of the submitted data, followed by a study of the submitted bridge inspection reports. The format of the written reports will enable the Employer to validate bridge defect degree and extent ratings, and maintenance recommendations. The validation will be supported in the form of spot checks on a percentage of the total number of structures inspected. This will be done promptly after the reports are handed in to the Employer. Where significant differences between the repeat inspections and those of the Firm/s occur, they will be verified on site in the presence of the Firm. Where inspection errors occur, the Firm shall, at his own cost, re-inspect these structures within a time period considered reasonable by the Employer, to the satisfaction of the Employer.

9. PROGRAMME

The whole of the works as outlined in Clause 2 must be completed and the results in the prescribed format must be submitted to the Employer before end of contract**.** Firms are however encouraged to complete the work and submit the deliverables as soon as possible.

10. STRUCTURES UNDER CONSTRUCTION

Certain structures may be under construction at the time of carrying out the inspections. Inspections shall not be conducted on these structures, but a record shall be kept and photographic evidence shall be provided of the construction.

11. PAYMENT

Final payment will be based on the number of structures on which inspections were actually carried out.

The instalments of payment will be on the following basis:

(i) Number of verified completed work done on a monthly basis accompanied by a monthly progress report;

(ii) Final payment on acceptance of the work by the Employer following confirmation of correlation with control checks. This acceptance will be no later than one (1) month after the date of submission of the close up report.

12. FUNCTIONALITY

EVALUATION CRITERIA			
Evaluation criteria that are scored	**Sub criteria**		**Maximum number of points**
Approach & Methodology The bidder must demonstrate the understanding in contract management by elaborating on the methodology and approach that would be required to successfully execute the project. The bidder must submit a detailed project plan indicating the following: • Implementing, monitoring, and managing solutions to carry out the structure's visual assessments plan • Risk plan • Quality management plan • Reporting	Excellent: Method statement is innovative, meets all the requirements and is unambiguous	10	10
	Good: Method statement clear and meets all the requirements on the project and is unambiguous	7	
	Average: Method statement provides limited required information on the project and is unambiguous	5	
	Poor: Complete misunderstanding on all aspects of scope of work	0	
Project Director: ECSA Registered as Pr Eng/Pr Tech Eng, Qualification: Civil/Structural Engineer-Degree/B-Tech Extensive experience in TMH19 Projects of similar type and magnitude. Attach CV's and certified copies for points to be allocated. Failure to attach will result in no points being allocated. COTO Certified.	4 or more years of Structures visual assessor experience with relevant qualifications.	10	10
	Any experience up to, but not including, 4 years of Structures visual assessor experience with relevant qualifications.	5	
	0 years of Structures visual assessor experience with relevant qualifications	0	
Project Experience of Company: Submit Traceable information: Employer Reference (appointment and completion letters) Nature of work Value of work Year completed % JV share	4 Reference letters	10	10
	1-3 Reference letters	7	
	0 Reference letter	0	

Skill transfer commitment letter: Declaration letter on the skill transfer plan and commitment	Attached	5	5
	Not Attached	0	
Locally based office within Free State	Provincially based offices	5	5
	Outside Free State Province based offices	0	
Maximum possible score			**40**

Bidders are required to score a minimum of 24 points for Functionality to be further considered on stage Two: 80/20 Preference Point System.

PART B: EXECUTION

The work must be carried out in accordance with the documents and instructions provided during the Briefing and Testing Session.

1. STRUCTURES ASSET REGISTER

A new bridge definition was adopted in 2012, and used during the 2016/17 and 2017/18 inventorisation and inspections. From 2014/2015, major culverts were added. It is now the DPR&T intention that the current bridge and major culvert inventories be finalised, and where necessary, corrected for major culverts and cellular bridges that have been inspected as bridges before.

All structures (bridges and major culverts) included in this request for tendering are shown on the map and listed in the bridge and major culvert lists.

2. INVENTORY DATA COLLECTION

Full inventory data shall be collected during the field inspections, in terms of the mandatory items on the inventory forms. Inspectors will be supplied with empty bridge and major culverts inventory sheets, prior to the commencement of the field inspections, for structures not captured before. Where structures have been captured before, their inventories will be provided for confirmation. Every effort shall be made by bridge inspectors to ensure that all required data fields are completed as comprehensively as possible.

3. FIELD INSPECTIONS (VISUAL INSPECTIONS AND MAINTENANCE RECOMMENDATIONS)

Inspectors shall rate the most predominant defect on each of the inspection items in terms of the DER method (Degree/Extent/Relevancy) and will make maintenance and repair recommendations. The inspectors shall be guided by the draft TMH19 inspection manual.

For the inspection of bridges crossing large rivers, the inspectors must inspect all accessible/visible components, and must recommend a way of access to the remaining components, for purposes of future inspections.

4. CAPTURING OF INVENTORY AND INSPECTIONS

The Employer will provide each approved inspector of each inspecting firm with a data capture program (STRUMAN). The data capture program shall be used to capture / confirm the bridge inventory data, and capture the new inspection data. The data capture program will allow a report to be printed for each of the captured sheets, to be stapled to the manual field completed sheets, as proof of correct data capture in the data capture program.

5. SUBMISSION OF RESULTS (DELIVERABLES)

The structures inspection report shall comprise of the following:

- the completed field inspection data sheets, as well as the printed inspection sheets from the BMS, checked and signed by the Bridge Inspector to confirm correctness of data capturing in the data capture program.

- the completed inventory data sheets, as well as the printed inventory sheets from the BMS, checked and signed by the Bridge Inspector to confirm correctness of data capturing in the data capture program.

- pencil sketches of crack patterns, if this is necessary to assess the reasons for distress. Scanned images of all sketches shall be included in the list of photographs.

- the digital photographs as required in the STRUMAN manual for inventory and defects (of minimum 3.0 Megapixel)

- a summary sheet indicating the following:

  - final list of structures inspected (separate lists for each of bridges, major culverts and cellular bridges)

  - list of structures under construction or repair that could not be inventorised and inspected

  - list of structures that could not be found (referring to the structures shown on the map)

  - list of structures requiring special inspections

  - list of structures on the verge of collapse or where immediate short-term repairs are required

The structures inspection report must be endorsed with the signature of the Specialist Bridge Engineer.

All photographs shall be correctly linked to the relevant structure's inventory and inspection data in STRUMAN.

The captured data shall comprise of the following:

- Submission of the database containing
  - the captured completed field inspection data sheets
  - the captured inventory data sheets
  - the linked photographs

To assist the Specialist Bridge Engineer a checklist was prepared for confirmation of all deliverables. Refer to Appendix C. The checklist has to submitted with the structures inspection report.

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PART C4: ANNEXURES

C4.1 ANNEXURE A: MAP OF FREE STATE PROVINCE SHOWING STRUCTURES, AS WELL AS LOCATIONS OF STRUCTURES TO BE INVENTORISED UNDER THIS CONTRACT

C4.2 ANNEXURE B: LISTS OF STRUCTURES INCLUDED IN SCHEDULE OF QUANTITIES

C4.3 ANNEXURE C: CHECKLIST TO BE COMPLETED BY SPECIALIST BRIDGE ENGINEER

ANNEXURE A

MAP OF FREE STATE PROVINCE SHOWING STRUCTURES PLANNED FOR INVENTORY CONFIRMATION (OR NEW INVENTORISATION), AND INSPECTION UNDER THIS CONTRACT TO BE AVAILBE TO THE APOINTED SERVICE PROVIDER

ANNEXURE B

LISTS OF STRUCTURES INCLUDED IN THE SCHEDULE OF QUANTITIES TO BE MADE AVAILABLE TO THE APPOINTED SERVICE PROVIDER

ANNEXURE C

CHECKLIST TO BE COMPLETED BY SPECIALIST BRIDGE ENGINEER

CHECKLIST TO BE COMPLETED BY SPECIALIST BRIDGE ENGINEER AND SUBMITTED WITH THE DELIVERABLES OF THE CONTRACT

Name of Company:	
Name of Specialist Bridge Engineer:	
1. Confirmation of bridge inspectors:	
The following bridge inspectors did the inspections under my supervision:	
2. Confirmation of inventory updates: I confirm that all inventory data was recorded.	Yes / No
3. To show correctness of data capture for inventories, all inventory sheets are printed from the BMS data capture program, checked, signed and attached to the hand-completed field inventory sheets.	Yes / No
4. To show correctness of data capture for inspections, all inspection sheets are printed from the BMS data capture program, checked, signed and attached to the hand-completed field inspection sheets.	Yes / No
5. My Structures Inspection Report and supporting deliverables contain the following:	
i. A list of structures inspected	Yes / No
ii. A list of structures under construction or repair	Yes / No
iii. A list of structures that could not be found	Yes / No
iv. A list of structures requiring future routine inspections	Yes / No
v. A list of structures requiring a special inspection	Yes / No
vi. A list of structures on the verge of collapse or where immediate short-term repairs are required	Yes / No
vii. The inventory sheets and inspection sheets of all structures, according to 3 and 4 above	Yes / No
viii. Photographs in electronic format	Yes / No
ix. Data capture program database, containing the captured inventory data, the captured inspection data, and the linked photographs	Yes / No
6. I confirm that I have checked the inspections and maintenance recommendations of all the structures and that I am in full agreement, or have adjusted the inspections / recommendations after confirmation of the prevailing circumstances	Yes / No

If any of the points above were indicated as No, then provide details on a separate page.

Signature of Specialist Bridge Engineer: ……

Date: …….