

BID NO

RFT-202506-00480

Restoration, Refurbishment, Alteration & Minor Demolition at University of Pretoria, Landscape Depots & Post Office Depot, on ERF 779, Festival Street, Hatfield

INVITATION TO SUBMIT A BID

Prospective Bidders interested in contracting with The University of Pretoria (hereinafter referred to as "the University"), as specified in the bid document and subject to the terms and conditions set out herein, are invited to bid. Interested parties are encouraged to review the requirements carefully to ensure compliance. The University looks forward to engaging with qualified bidders in this endeavour.

Compulsory Information Session and Compulsory Site Visit (Only suitably qualified representatives to attend the Compulsory Site Visit)	Date	26 th June 2026
	Time	10h30am
	Venue	Conference 100, room 1-14, Conference Centre, University of Pretoria, Hatfield Campus, (followed by compulsory site walk to the 2x Houses at Festival Street)
Last date for submission of questions/clarifications	08 th July 2025	
Closing date and time	11 th July 2025 12:00 (noon)	
ONLINE Submission Link (Only submissions via this link will be considered)	https://www.up.ac.za/tender For assistance, email: fm-finance@up.ac.za	

Late, incomplete, or incorrectly submitted bids will not be accepted or considered.

Please note that the University reserves the right to institute appropriate action if any submission contains fraudulent or falsified information

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1. INTRODUCTION

The facility is currently used by the Landscaping staff and Landscaping term contractor staff. The building is currently not in a good state, so the project was undertaken as part of the client's long-term plan to refurbish its infrastructure to ensure compliance standards are met. Following an audit conducted, it was discovered that:

- The current state of the building is non-compliant with the SANS 10400 Part P, which stipulates the correct number of sanitary fittings to be supplied for staff. These include water closets, wash hand basins and showers, and urinals where applicable.
- The building does not comply with the Occupational Health and Safety Act No. 85 of 1993.
- It is overcrowded, and there is no privacy given the current bathroom arrangement.

The employer seeks to implement this project to ensure building compliance and enhance the overall appearance of the properties.

The project to upgrade the university's support staff facilities can greatly benefit the institution by enhancing the work environment, improving staff morale and retention, and potentially increasing overall productivity. By enhancing the properties, improving functionality, and adopting sustainable practices, the project can foster a more positive and comfortable work environment for staff.

2. INSTRUCTIONS TO BIDDERS

The University has implemented an exclusive electronic bid platform, which can be easily accessed through its official website. To participate in the bidding process, all bidders must submit their bids through this designated platform before the specified closing date and time. It is crucial to ensure that submissions are completed by the deadline, as any bids received after the closing time will be deemed late and will not be accepted under any circumstances. Additionally, it is essential to note that submissions sent via email or in hard copy format will not be considered, regardless of their timing. Bidders are encouraged to familiarise themselves with the electronic platform in advance to ensure a smooth submission process.

The University website address is www.up.ac.za. Request for Bids may be found under the tab "About UP" or <https://www.up.ac.za/tender/>

A **compulsory briefing** session and compulsory site visit will be held for this bid to answer any questions arising from the bid documents and process.

Prospective bidders who fail to attend the briefing session and / or the site visit will not be considered for a possible appointment to render the required services to the University of Pretoria.

An **attendance registers** will be signed at both the sessions. The registers will close 10 minutes after the sessions starts.

Bidders who submit a bid but did not attend the information session and the site visit and/or did not sign the attendance registers **will be disqualified from the process**.

Due to space constraints, the prospective bidder **may not be represented by more than two delegates** at these sessions.

Prospective bidders must **read the bid specification document and bring a copy** to the information sessions.

3. VALIDITY OF BID

Bid documentation submitted by the Service Provider shall be valid and open for acceptance for **90 (Ninety) calendar days** from the closing date and time stipulated in the advertisement.

Should the bidder withdraw this proposal within the period for which prices remain open for acceptance or fail to fulfil the contract when called upon, the University may withdraw the bid or cancel the contract in addition to any other remedies it may have.

4. SCOPE OF WORK

The University is seeking to appoint a qualified and experienced Contractor to undertake a comprehensive scope of work outlined below:

The scope of works for the Landscaping services and UP Post Office project is located within the two existing **heritage** buildings at 491 and 495 Festival Street, which are positioned along the periphery of the University of Pretoria's main campus, Lot 799, Hatfield.

Both buildings are proposed to be upgraded and refurbished to accommodate a mixed-use classification of officing, storage and ablution facilities for the two independent departments. The renovation planning falls within **heritage regulations and accommodates the current heritage maintenance permit**.

Building 4123, Landscaping Services 491 Festival Street, will be dedicated to the Landscaping Services department with male ablutions and offices for staff.

Building 4124, Post Office 495, Festival Street will be shared between the Post Office department in the front of the building and the Landscaping services female ablutions and selected offices towards the back of the building.

The scope involves removing and adding internal walls, floors, and floor finishes, as well as replacing sanitaryware and ceilings to create usable amenities while maintaining the façade and exterior of the buildings as is.

The Contractor must adhere to a strict timeline, ensuring that the entire scope of work is **completed within a duration of 6 Months**. This timeframe encompasses site establishment, the execution of all outlined work, coordination of necessary inspections, and obtaining final sign-off from the Professional Team overseeing the project. Compliance with safety standards and regulations throughout the process is paramount to ensure a smooth and efficient workflow.

4.1 LOCATION OF THE WORKS

University of Pretoria, Hatfield Campus. Post Office and Garden Services buildings located on Erf 779, 495 Festival Street,

Bidders are encouraged to attend the compulsory briefing session and site meeting before submitting their bids. This visit is crucial for thoroughly understanding any restrictions or conditions impacting their bid proposals. During this assessment, bidders should evaluate various essential factors, such as access points available to the site, designated working hours that may influence project timelines, and required safety protocols that must be adhered to.

Furthermore, bidders should note potential logistical challenges, including the movement of materials and equipment, site layout, and any existing infrastructure that could affect project execution. In particular, bidders should focus on the following details:

- a. Entrance to place of works
- b. Space for sheds, offices, toilets, etc. (builders' yard)
- c. Disturbance
- d. Working hours
- e. Standing time
- f. Construction activities
- g. Movement on and access to the site regarding vehicles, personnel, entrance gate, parking, etc.
- h. Site enclosures, hoarding, etc.
- i. Safety and Security measures, etc.
- j. Existing buildings and structures
- k. Availability of electricity, water, etc.
- l. Noise / sound transfer and protection
- m. Dust protection of existing facilities

- n. Protection of all plants, trees, etc.
- o. Any specific health and safety regulations relating to the work

All work shall be carried out carefully, workman likely, and practically under the constant supervision of a competent foreman approved by the Principal Agent.

The Contractor shall not damage any buildings, other structures, etc., to be retained during building operations.

Bidders must carefully study all bid documents and familiarise themselves with the nature and extent of the works before submitting prices. No claims by the Bidder based on his lack of knowledge of the site will be entertained.

4.2 ACCESS TO THE UNIVERSITY

All Contractors must have valid access cards when working on the University's premises, which is a requirement for primary access. Additional access rights to highly secured areas can be granted upon the approval of Security Services. Contractor card applications or renewals will be valid for one year from the date of application. An amount of R120.00 is payable by the Contractor for every new/lost card application. No additional payment is required for renewals.

There is also a separate motor vehicle application form that needs to be completed to park on the University's premises.

All application forms will be shared with the appointment of the successful Bidder.

4.3 INTERRUPTION OF EXISTING SERVICES

The University has a procedure for when a Contractor wishes to interrupt the regular supply of services (electricity, water, sewer, stormwater and HVAC) to the University's facilities.

A Services Interruption Form has to be completed and submitted for approval 10 days before the expected interruption. The approval is provided for a set duration with no allowance to extend or transfer the specified period.

A copy of the Services Interruption Form will be shared with the appointment of the successful Bidder.

4.4 REDUNDANT EQUIPMENT

Please note that redundant hardware, equipment, and fixtures must be sent to the Asset Redundant Store, commonly known as the "Sink Store", on instruction from the Principal Agent. Only redundant IT/AV equipment must be sent to the IT Stores.

No equipment may be removed from the University's premises or sold to the Contractor; all equipment remains the property of the University.

4.5 REMOVAL AND PROTECTION OF TREES

Trees contribute to the aesthetic background of the University and are vital to our natural landscape. No tree is to be removed without prior approval from the Client. All trees to be retained must be sufficiently protected against construction machinery, materials, personnel and facilities. Failure to adhere to the above could lead to a penalty of R20 000.00 per tree removed and/or replacing such tree matching girth with 200-litre container size trees.

All felled tree material smaller than 150 mm in diameter shall be removed to the University's composting/chipping project (Compost and Mulch Facility) next to the Sinkstoor on the Sports Campus at the Contractor's cost, within two (2) days of completed work. All material larger than 150 mm in diameter shall be chipped by the appointed feller and removed to the University's Compost and Mulch Facility.

Alien Invader Species, which carry seeds, may not be allowed into the Compost and Mulch Facility.

The University's Landscape Services shall be responsible for removing trees or branches that have fallen or are in danger of falling at their own cost.

4.6 DRAWINGS AND SPECIFICATIONS

The following drawings prepared apply to the contract and are issued as part of this document:

Refer to **Annexure "D": Drawings and Specifications**

5. CONTRACT CONDITIONS

UP and the successful contractor will sign a JBCC Principal Building Agreement Edition 6.2 May 2018 with amendments detailed in the bid document issued herewith.

The **General Preliminaries Edition 6.2 May 2018**, published by the Association of South African Quantity Surveyors for use with the said JBCC Principal Building Agreement, shall be deemed incorporated in these bills of quantities.

The **General Preambles for Trades 2017**, as published by the Association of South African Quantity Surveyors, shall be deemed incorporated in these bills of quantities, and no claims arising from the brevity of description of items fully described in the said Model Preambles will be entertained.

The **JBCC Principal Building Agreement Edition 6.2 May 2018 Contract Data** should be completed, signed, and returned as part of this bid document.

6. BID EVALUATION PROCESSES AND CRITERIA

The University implements a comprehensive three-stage evaluation process for bidder selection. The initial stage is the Prequalification Evaluation (Stage 1), which focuses on validating mandatory documents that each bidder must submit. This stage is critical, as any bidder who fails to meet the specified requirements will be disqualified from further consideration.

Following the successful completion of Stage 1, the process advances to the second stage: The Functionality Analysis (Stage 2). A pre-determined assessment criteria is set out, which includes several factors that relate to the quality, viability, and reliability of the service and the bidder's technical capacity and ability. Bidders who meet the criteria's overall **minimum threshold of 80%** are eligible to proceed to Stage 3.

The final stage is the Price and B-BBEE Evaluation (Stage 3). In this stage, the financial proposals of the qualifying bidders are assessed alongside their Broad-Based Black Economic Empowerment (B-BBEE) level.

STAGE 1: PRE-QUALIFICATION EVALUATION

The primary objective of this evaluation stage is to conduct a comprehensive and systematic assessment of the bid responses to determine which submissions align with the pre-qualification criteria outlined in the documentation provided by the University. This crucial phase of the bidding process entails performing a meticulous compliance check alongside an extensive review of all mandatory documents, bidders must submit.

During this assessment, evaluators will focus on several key areas to ensure adherence to the specified requirements. This includes thoroughly verifying the completeness and accuracy of each document and ensuring that all necessary information is included and correctly aligned with the expectations outlined in the pre-qualification guidelines.

In addition to checking for completeness, any discrepancies, inconsistencies, or deficiencies identified during the review will be carefully documented. Responses not meeting the established pre-qualification criteria will be disqualified. This diligent approach not only upholds the integrity of the bidding system but also ensures that only qualified bids move forward in the evaluation process, thereby fostering a fair opportunity for all prospective bidders involved.

It is of the utmost importance that all required documents enumerated in Table 1 below are submitted. Each document listed is essential to ensure proper processing and evaluation, and

failure to submit any of the mandatory items will lead to disqualification to the next stage of the assessment. Therefore, please review the list carefully and ensure the complete and accurate submission of all necessary materials.

Proposals not meeting the mandatory requirements will not proceed to the Functional Analysis (Stage 2).

No points will be allocated to this stage.

Table 1: List of mandatory documents required for pre-qualification

Companies will not proceed to Stage 2 unless all valid mandatory documents are submitted.
Valid Tax clearance status pin: For verification on the SARS website (Must be valid for at least 6 months from the submission date & Contractor must be compliant with SARS online verification of compliance status).
Company Registration Certificate: The document should reflect the Company Name, Registration number, date of registration, and active Directors or Members, as well as any name or status changes where required.
VAT Registration certificate: In the absence of VAT Registration, provide a letter with reasons for not registering for VAT.
Valid B-BBEE Certificate: The Certificate must be from a SANAS-accredited verification agency or a sworn affidavit as prescribed by the B-BBEE codes of good practice, as per the amended construction sector code. (Gazette Vol. 630 No. 41287, Dec 2017)
Proof of Bank Account (Submit a letter from the bank)
Valid Letter of Good Standing from the Department of Labour for Compensation for Occupational Injuries and Diseases (COIDA)
Completed Contract Data (JBCC Principal Building Agreement Edition 6.2 May 2018 Contract Data): Must be duly completed and signed by an authorised representative. The signature must be supported by the correct signatories, as follows: <ul style="list-style-type: none"> • Active Director(s) of the company, or • As per a valid Proxy/Resolution issued by the company, authorising the representative(s) to sign the bid documents on its behalf
Valid Construction Industry Development Board Membership: Provide a valid certificate with a rating of 4GB or higher
Fully priced bills of quantities (BoQ PDF format)

STAGE 2: FUNCTIONAL ANALYSIS

The University employs a comprehensive set of evaluation criteria designed to assess the submissions provided by bidders. This process utilises a detailed points system to quantify the quality and completeness of each bidder's documentation. Points are awarded based on carefully examining the requested documents, emphasising various elements such as compliance with the proposal requirements, clarity of presentation, feasibility of the proposed solutions, and overall relevance to the University's needs. Each criterion carries a designated weight, allowing evaluators to differentiate performance levels among bidders and ensure a fair and systematic selection process.

A Bidder is required to obtain a minimum threshold of **80%** for this Functional Analysis Stage to enable the most economically advantageous offer to be established in Stage 3.

Returnable documents required from the Bidder are listed in **Table 2**. The returnable documents will enable the University to evaluate the Functional Analysis Criteria in **Table 3** for the accumulation of points for a bidder's submission.

Table 2: List of returnable documents required for the Functional Analysis Criteria

No.	Description
1	Company organogram indicating intended resources allocated to the Project. (Rolls and names)
	(1) Short CV (Curriculum Vitae) of the Construction Manager, General Foreman and Safety, Health, Environment and Quality (SHEQ) Officer. to be utilised on this project, with their relevant experience in years including heritage projects. Details to include size and value of the project, similar work and experience, and employment record (remember dates). – See RETURNABLE SCHEDULES for a template that maybe utilised.
2	A copy of all staff's qualifications (as listed in Table 3 No. 2 below) and/or Professional Registrations to be allocated to work on the Project.
3	Signed Client references to similar projects with proof of Contract Value and / OR Certificates of Completion as well as proof of heritage projects
4	A tender construction programme showing Site Possession and Practical completion dates, ALL activities and their durations, the dependencies between them and in a logical sequence, technical inspections, and commissioning dates, including the critical path and the duration of works.
5	Details of contractors nearest office (supported by Utilities account or Lease Agreement).
FINANCIAL STATEMENT(S) Most recent Financial Statements (s) with 2 years of comparative figures.	

(The financial statements submitted will be used to determine the bidder's financial status. The bidder will not be considered for the relevant contract appointment if the bidder's financial position is found to be a risk to the University of Pretoria.)

Table 3: Functional Analysis Criteria

No.	Description of Functionality Criteria	Maximum Evaluation Points
1	<p><u>Key Personnel Experience:</u></p> <p>Key personnel for the project according to the Company organogram: (2) Construction Manager, (1) General Foreman, and (1) Safety, Health, Environment and Quality (SHEQ) Officer.</p> <p>The CV should include the following information:</p> <ul style="list-style-type: none"> - Employment record - Experience in years - Size and value of the project related to this role <p><u>The Bidder will be scored as follows:</u></p> <p><u>Expert:</u> CV with a minimum of 10 years of experience in construction appointed/acting in the defined role.</p> <p><u>Intermediate:</u> CV with a minimum of 5 years of experience in construction appointed/acting in the defined role.</p> <p><u>Novice:</u> CV with less than 5 years of experience in construction appointed/acting in the defined role.</p> <p><u>(1) Construction Manager:</u></p> <ul style="list-style-type: none"> • Expert with heritage projects = 10 points • Intermediate = 5 points • Novice = 0 points <p><u>(1) Foreman:</u></p> <ul style="list-style-type: none"> • Expert = 5 points • Intermediate = 3 points • Novice = 0 points <p><u>(1) SHEQ Officer:</u></p> <ul style="list-style-type: none"> • Expert = 5 points • Intermediate = 3 points • Novice = 0 points 	20
2	<p><u>Key Personnel Qualification:</u></p>	

No.	Description of Functionality Criteria	Maximum Evaluation Points
	<p>Key personnel for the project according to the Company organogram: (1) Construction Manager, (1) Foreman, and (1) Safety, Health, Environment and Quality (SHEQ) Officer.</p> <p><u>Expert:</u> Minimum degree (NQF Level 7) qualification in a relevant Built Environment profession.</p> <p><u>Intermediate:</u> Minimum diploma (NQF Level 6) qualification in a relevant Built Environment profession.</p> <p><u>Novice:</u> Minimum certificate (NQF Level 5) qualification in a relevant Built Environment profession.</p> <p><u>(1) Construction Manager:</u></p> <ul style="list-style-type: none"> • Expert = 7 points • Intermediate = 5 points • Novice = 0 points <p><u>(1) Foreman:</u></p> <ul style="list-style-type: none"> • Expert = 4 points • Intermediate = 3 points • Novice = 2 points <p><u>(1) SHEQ Officer:</u></p> <ul style="list-style-type: none"> • Expert = 4 points • Intermediate = 3 points • Novice = 0 points <p>(Copies of qualification certificates of key personnel listed above must be submitted) NB: Foreign qualifications should be verified by SAQA.</p>	15
3	<p>Previous Company Experience: Proof of at least two (2) building construction projects in the past 10 years. The bidder should prove experience with similar building construction and refurbishment projects, including heritage projects</p> <ul style="list-style-type: none"> • 1 – 4 heritage projects with a value of > R 5 million = 40 points (10 Points per project to a Max of 4 Projects) • 1 – 4 projects with a value of R 3 – 5 million = 32 points (8 Points per project to a Max of 4 Projects) • 1 – 4 projects with a value of < R 3 million = 10 points 	40

No.	Description of Functionality Criteria	Maximum Evaluation Points
	<p>(2.5 Points per project to a Max of 4 Projects)</p> <p>(Certificates of Completion and OR signed Client Reference Letters with proof of <u>Contract Values</u> and dates must be attached). Where proof of Contract Values is not provided, no points can be awarded.</p>	
4	<p>Programme A tender construction programme showing Site Possession and Practical completion dates, all activities and their durations, the dependencies between them and in a logical sequence, technical inspections, and commissioning dates, including the critical path and the duration of works.</p> <p>Scores will be allocated as follows:</p> <p>4.1. The programme clearly shows the main activities of works, the site possession, and the practical completion date</p> <ul style="list-style-type: none"> • The programme is specific and tailored to the scope of work (3) points • programme indicates a reasonable understanding of the works (2) points • poor programme with no understanding of the works (0) points <p>4.2. The programme clearly shows all the durations of the main activities.</p> <ul style="list-style-type: none"> • The programme is specific and tailored to the scope of work (3) points • programme indicates a reasonable understanding of the works (2) points • poor programme with no understanding of the works (0) points <p>4.3. The programme clearly shows the dedicated period for technical inspections and commissioning</p> <ul style="list-style-type: none"> • The programme is specific and tailored to the scope of work (3) points • programme indicates a reasonable understanding of the works (2) points • poor programme with no understanding of the works (0) points <p>4.4. The programme clearly shows the critical path of works</p> <ul style="list-style-type: none"> • The programme is specific and tailored to the scope of work (3) points • programme indicates a reasonable understanding of the works (2) points • poor programme with no understanding of the works (0) points <p>4.5. The programme clearly shows the critical milestones</p>	15

No.	Description of Functionality Criteria	Maximum Evaluation Points
	<ul style="list-style-type: none"> The programme is specific and tailored to the scope of work (2) points programme indicates a reasonable understanding of the works (1) points poor programme with no understanding of the works (0) points <p>4.6. The programme clearly shows the float column</p> <ul style="list-style-type: none"> The programme is specific and tailored to the scope of work (1) points poor programme with no understanding of the works (0) points 	
5	<p>Locality of Bidder</p> <p>The tenderer is based in Tshwane Municipality =10 points</p> <p>The bidder is based outside the Tshwane Municipality = 5 points – Bidder's located outside the municipality will be expected to employ local labour.</p> <p>For the bidder's location, proof of municipal account or lease agreement is required to evaluate this criterion.</p>	10
Total Evaluation Points		100

STAGE 3: PRICE AND PREFERENCE ANALYSIS

Points will be allocated based on two fundamental criteria: the pricing of the goods or services and the supplier's B-BBEE (Broad-Based Black Economic Empowerment) status. The scoring framework will designate 90% of the total points to the pricing aspect, thereby underscoring its critical importance in the evaluation process. Conversely, 10% of the total points will be attributed to the supplier's B-BBEE status. This structured approach ensures that competitive pricing and adherence to B-BBEE requirements are duly considered in the supplier selection process.

Table 4: Scoring applicable in the final stage

POINTS	CRITERIA	DOCUMENTS REQUIRED
90	Price as submitted	Price schedule to be completed and submitted with the bid
10	<p>B-BBEE</p> <p>The bidder's scorecard will allocate points on B-BBEE</p>	Valid B-BBEE Certificate from a SANAS accredited verification agency, proof of exemption, or a sworn affidavit as prescribed by the B-BBEE relevant sector codes, such as the amended construction sector code.

Table 5: B-BBEE Scorecard

B-BBEE Status Level of Contributor	Number of Points
Level 1	10
Level 2	9
Level 3	6
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-complaint contributor	0

The pricing structure submitted as part of the bid must include a comprehensive breakdown of all cost components associated with the project. This includes but is not limited to, delivery charges, installation fees, rental costs, labour expenses, equipment costs, materials, overhead expenses, profit margins, and any other relevant financial considerations that may arise.

Furthermore, if incidental costs are involved, the pricing must specify the basis on which these costs are calculated.

It is mandatory that all pricing is stated, including value-added tax (VAT).

Please be aware that any alterations, erasures, omissions, or additions made to the text and conditions of the Pricing Document will be deemed invalid. Should any such changes be made, they will not be acknowledged. As prepared by the Quantity Surveyor, the official version of the Pricing Document will be the authoritative reference that governs this process.

7. PRICING INSTRUCTIONS

The priced bills of quantities should be submitted on the bid closing date as specified. Failure to complete and return the Priced Bills of Quantities shall invalidate the Bid.

The University reserves the right to negotiate bid prices and to consider any qualifications before appointment.

Given the public nature of the university's funding, bidders are encouraged to present the best possible pricing rates.

Refer to Annexure "C": Bills of Quantities, which should be priced and returned as part of this bid document.

7.1 BILLS OF QUANTITIES

No alterations, erasure, omission, or addition is to be made in the text and conditions of these Bills of Quantities, and should any such alterations, amendments, notes, or additions be made, the same will not be recognised. Still, reading these Bill of Quantities prepared by the Quantity Surveyor will be adhered to.

The Contractor is warned that should he use any quantities appearing in these Bills of Quantities to order material, they do so at his own risk. The Employer or Quantity Surveyor will admit no liability whatsoever for the correctness of such Quantities.

Where an Excel copy of the Bill of Quantities is provided, the Quantity Surveyor will undertake to have all the formulae working; however, it is the Bidder's responsibility to ensure that the existing formulas do not compromise their pricing on the spreadsheet.

Please note that if there is a discrepancy between the Drawings and the Bill of Quantities specifications, the latter takes preference.

7.2 ARITHMETICAL ERRORS

The University of Pretoria reserves the right to amend any arithmetic or other errors found in the rates and totals within the bid documentation. Before signing the contract, the Bidder will be notified of the consequences of any such corrections. **It is essential to clarify that the total bid sum shall not be altered due to these corrections.** This policy is designed to ensure accuracy and transparency in the Bidding process.

Corrections of arithmetical errors shall be completed in the following manner:

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- b. If a bill of quantities (or schedule of quantities or schedule of rates) applies 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 a 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.
- c. 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 bidders addition of prices, the prices shall govern. The bidder will be asked to revise selected item prices (and their rates if a bill of quantities applies) to achieve the tendered total of the prices.

The University reserves the right to reject the bid offer if the bidder does not correct or accept the correction of their arithmetical errors in the manner described above.

7.3 IMBALANCE IN BIDDING RATES

If any rate or rates are deemed unacceptable by the University for reasons which will be specified, the Bidder shall be required to:

- a. Justify such rates or rates, including a detailed financial breakdown illustrating how these rates were determined or calculated or
- b. Should the University find the justification unsatisfactory, the Bidder will be expected to amend and adjust the rate or rates to the University's reasonable satisfaction while preserving the overall bid sum by adjusting other terms as may be mutually agreed upon with the University.

If the University requires the Bidder to adjust any unacceptable rate or rates, the University, at their discretion, limits any such adjustment to rates in specific sections of the Bid. The University will not permit the Bidder to use such an opportunity to reprice extensive sections of the Bidder, **even though the bid sum remains unchanged.**

7.4 STANDARD SYSTEM OF MEASURING BUILDING WORK

These Bills of Quantities have been compiled following the 7th Edition of the Standard System of Measuring Building Work, including the latest amendments. Bidder's attention is specifically drawn to the "shall be deemed to include" clauses that must be read with the applicable items.

7.5 PRICING PRELIMINARIES

The bills of quantities have been formulated conventionally, with the preliminaries included as separate bills to enable bidders to price their site establishment costs, site management, etc.

Should agreement be reached on the use of option B for the method of payment of the preliminaries and/or option A for any adjustment thereof, the preliminaries bill will be amended to reflect the fixed, time, and value-related amounts.

Bidders must price the relevant items individually, as a single lump sum for the preliminary items' price will not be accepted.

7.6 TRADE NAMES

Bidders are advised that their prices for articles described by trade names or catalogue references must be based upon the type and manufacture specified in these Bills of Quantities.

Where articles other than the manufacturer-specified are to be used, the prices will be adjusted, and Contract Instructions will be issued to cover these adjustments.

The substitution will be strictly subject to the Principal Agent's approval.

7.7 SABS SPECIFICATION

All references in these Bills of Quantities to Specifications of the Bureau of Standards shall be deemed references to the latest issues of such Specifications and any subsequent amendments thereto. All articles, materials, or items described as to conform to the SABS Specifications must bear the SABS mark.

7.8 TRADE PREAMBLES

The document General Preambles for Trades 2017 is obtainable from the office of the Principal Agent. It should be read in conjunction with the Bill of Quantities and referred to for a full description of the work to be done and materials to be used.

7.9 VALUE ADDED TAX

When submitting the bid price, it is essential to ensure that the amount includes Value-Added Tax (VAT). However, all rates presented within the bills of quantities should be recorded as net amounts, meaning they do not include VAT in their values. The VAT will be calculated separately and added to the total sum in the Final Summary of the bid. It is crucial to follow this format to maintain accuracy and compliance in the financial documentation throughout the bidding process.

8. ENQUIRIES

Should any Service Provider have any technical questions/clarifications relating to this invitation to bid, such inquiries may be addressed to the attention of Facilities Management at fm-finance@up.ac.za. Any queries must be submitted in writing by the to allow sufficient time for a complete response.

For queries related to online registration on the University of Pretoria's Bid website and/or submission of online bid and supporting documentation, please contact Facilities Management at fm-finance@up.ac.za before the closing date of the bid.

9. NOTES TO CONSORTIUMS AND JOINT VENTURES

If the legal entity participating in the bidding process is established as a formal **joint venture**, all submitted documentation must be identified under the name of the joint venture. Any submissions that do not adhere to this requirement will be disregarded and excluded from consideration. As part of the bidding entity's profile, the joint venture agreement must also be submitted; this document is crucial for validating the legitimacy and structure of the joint partnership.

Conversely, suppose the bidding unit arises from a joint venture or a collaborative partnership that has not been formally registered. In that case, each entity involved in the bidding unit must furnish all mandatory documentation specified in the bidding requirements. This includes, but is not limited to, financial statements, qualifications, and any other relevant certifications. Should any of the stipulated requirements, whether for the bidding unit as a whole or the individual participating entities, remain unmet, this will disqualify the bidding unit from the process. Therefore, meticulous attention to detail is critical to ensure compliance with all procedural stipulations.

10. NOTES TO HOLDING COMPANY / GROUP

All documents submitted in support of this bid must be documents of the bidding unit. It is not permitted that documents submitted pertain to different companies or units within a group. For example, a Contractor cannot submit its own BBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Contractor cannot submit its financial statement but the BBEE certificate, SARS certificate, etc. of other companies in the group.

11. BIDDING OF SUB-CONTRACTORS

Specialist subcontract installation works will be put out to bid as soon as the available information is received (post-project commencement).

Where applicable, selected subcontractors will be appointed for specific work packages as defined in the bills of quantities. The Principal Contractor will be required to assist the Project Team in compiling and approving the bid lists for each Subcontract before bidders are called for through the Employer's Procurement Processes.

12. OCCUPATIONAL HEALTH AND SAFETY ACT – CONTRACT AND SPECIFICATION

The contractor is obliged to comply with all the provisions of the OHS Act, Act 85 of 1993, and regulations while on the demarcated premises, as well as the conditions and safety procedures of the Client. A Memorandum of Agreement will be signed in this regard.

The contractor will keep a Health and Safety File on-site at all times. The UP health and safety agent will inspect and approve the file before work commences on site.

In terms of the Occupational Health and Safety Act (Act 85 of 1993) (OHSA) and the Construction Regulation 2014, the Client must provide the Contractor with a Health and Safety Specification to which the Contractor must respond with a Health and Safety Plan for approval by the Client.

The purpose of this specification is to ensure that Principal Contractors entering a contract with the employer maintain an acceptable level of performance regarding health and safety issues during the contract's performance. In this regard, the OHSA Specification forms an

integral part of the Contract, and the Principal Contractor shall ensure that their contractors and/or suppliers comply with the requirements of this Specification.

Refer to **ANNEXURE E: HEALTH & SAFETY SPECIFICATION**.

13. OTHER INFORMATION

The Bid Evaluation Committee will select a preferred Contractor based on a ranking using the evaluation criteria and the University's **Procurement Policy** as a guideline.

A shortlist of potential contractors will be compiled after a review of the bid documentation is submitted.

Please be advised that no additional information may be provided, nor may any material changes be made to your bid after submission. Any attempt to amend your offer, whether by providing new information or altering the existing bid, will not be considered. This policy ensures a fair evaluation process and prevents any bidder from gaining an unfair advantage or receiving a second chance.

Unscheduled Site Visit: Qualifying bids' business sites may also be visited.

All bidders will be **formally notified** (successful or not) after completing the evaluation process. They are requested not to contact the Institution within the bid's validity period.

Detailed evaluation results and contractor ratings will not be published. The University reserves the right to withdraw and award the bid to another contractor without repeating the bid process.

14. BID AWARD

The following should be noted regarding the bid award:

- The University of Pretoria is under no obligation to award any bid.
- The University of Pretoria reserves the right to accept or reject any bid fully or partially.
- The University of Pretoria reserves the right to negotiate further terms and conditions with the successful bidder before the final awarding of the contract.
- The University of Pretoria does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid it deems to be in the University's best interest.
- The submission of a bid in response to this bid process shall be deemed to constitute acceptance by the bidder of all the General Terms and Conditions of Bid set out therein
- The proposal(s) accepted will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the bid and to award the same to another contractor without the need to repeat the bid process.

- Should the final contract negotiations with the appointable contractor not be concluded within four (4) weeks of the provisional bid award, the University reserves the right to cancel the award and select an alternative Contractor.

15. RETURNABLE SCHEDULES

CURRICULUM VITAE OF KEY PERSONNEL (template)

(Bidders may also use their CV format)

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

A. Construction Manager

Name:	
Profession:	
Qualifications:	
Professional Registration Number:	
Name of Current Employer (firm):	
Current position:	
Years of experience:	Years with Firm:
<u>Employment Record and Appointed/Acting Position / Career Chronology:</u>	
<u>Experience Record Pertinent to Required Service / / related project position:</u>	

Certification:

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

Signature of the person named in the schedule

Date

16. ANNEXURES

- A. JBCC Principal Building Agreement, Edition 6.2 May 2018
- B. JBCC Form of Tender and JBCC Principal Building Agreement, Contract Data Edition 6.2 May 2018
- C. Bill of Quantities
- D. Drawings and Specifications
- E. Insurances
- F. Occupational Health and Safety Specification
- G. Specialist Reports
- H. Services Interruption Form
- I. Access Cards Application
- J. University of Pretoria Handover Templates
- K. Tender Submission Instructions