



TENDER NOTICE AND INVITATION TO TENDER

THE GAUTENG PROVINCE, DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:

TENDER NUMBER	SERVICE	COMPULSORY SITE BRIEFING	CLOSING DATE
DRT 102/08/2016	Conducting a Stakeholders Perception Survey	Venue: 37 Village Road, Derek Masoek Command Centre Date: 04 May 2017 Time: 11h00. NB: Failure to attend site briefing will result in disqualification	24 May 2017 at 11H00 Venue: 41 Simmonds Street, Sage Life Building, Johannesburg

We adhere to all relevant Acts including the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity Act No. 55 of 1998.

In terms of Preferential Procurement Regulation of 2017, the department will be applying the 80/20 preference point system. Broad-Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid. Failure to do so will result in the bidder forfeiting the points allocated for B-BBEE. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

NB: The department reserves the right to award tenders on the basis of a principle that work shall be fairly or equitably distributed amongst contractors/entities.

COMPULSORY/MANDATORY TENDER REQUIREMENTS:

Failure to submit the following required documents will render the bidders tender disqualified:

- Complete and signed compulsory SBD documents, SBD 4, SBD6, SBD 8 and SBD 9 which form part of the tender document
- Bidders must attend the compulsory site briefing as indicated above. The attendance register must be completed and will be used as proof of attendance.

NB: Bidders who are listed in the National Treasury register of defaulters and restricted suppliers will be automatically disqualified.

OTHER KEY RETURNABLES:

- Valid **Tax Clearance** (A trust, consortium or joint venture must submit consolidated Tax Clearance OR Tax Clearances of each partner in the trust, consortium or joint venture)
- **Company Registration Documents CIPC** (Company Intellectual Property Commission)
- Valid **B-BBEE Verification Certificate** (failure to submit a B-BBEE certificate will result in the bidder receiving zero preference points for B-BBEE). The submission of a fraudulent B-BBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, the shareholders and / or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.
- Certified **ID copies of ALL** the shareholders, members **OR** trustees of the business. (NB: the date of certification must be less than 3 months from the date of the bid closure).

FUNCTIONALITY REQUIREMENTS:

Evaluation Criteria	Scoring Criteria	Weight
Competence and relevant experience of Key Personnel. • Senior Researcher • Researcher	A minimum qualification of a Master's Degree with technical and managerial experience in conducting a survey. • 10 years or more relevant experience: 20 points • 5-less than 10 years relevant experience: 15 points • 2-less than 5 years relevant experience: 10 points • 0-less than 2 years relevant experience: 0 points NB:(Failure to submit certified copies of qualifications will result in the bidder forfeiting the available points) A minimum of a Honours degree and relevant experience in conducting a survey. • 10 years or more relevant experience: 10 points • 5-less than 10 years relevant experience: 7 points • 2-less than 5 years relevant experience: 3 points • 0-less than 2 years relevant experience: 0 points NB:(Failure to submit certified copies of qualifications will result in the bidder forfeiting the available points)	30
Methodology Must demonstrate the ability to engage with Primary Stakeholders.	The methodology must include the following: • Project Plan, Methodology and Tools detailing the approach that will be undertaken to successfully complete the project	25
Relevant experience of tenderer Completed relevant research projects with contactable references within the past 5 years.	• 4 or more projects completed: 40 points • 3 projects completed: 30 points • 2 project completed: 20 points • 1 project completed: 10 points • 0 project completed: 0 point NB: (Failure to submit reference letters from clients will result in the bidder being awarded 0 points)	40
Skills transfer Programme Bidders programme detailing procedures of transferring skills and knowledge to departmental technical staff.	• Programme with clear deliverables : 5 Points	5

Functionality will be scored out of 100 points and the minimum threshold to qualify is 70 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.

Bidders should note the following:

- Bidders are requested to submit contactable references for verification.
- Recommended bidders will be subject to supplier security screening processes. Only suppliers who obtain security clearance will be considered for appointment.
- Potential suppliers must note that in terms of Departmental policy, the Department reserves the right to cancel a contract and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract.
- The tender validity period is 90 days. However, the department reserves the right to request all tenderers to extend such validity period should the need arise.
- **Prospective tenderers should be represented at the compulsory site meeting.**

A non-refundable payment of R500 (Five Hundred Rand) per tender document is payable in cash or debit card, payable between 09:00 and 15:00 at our Finance Section of the Gauteng Department of Roads and Transport located on the **8th Floor North Tower , 41 Simmonds Street .**

Tender documents (limited number), on proof of payment can be collected on the 7th Floor North Tower, 41 Simmonds Street between 9:00 and 15:00. Tender documents will be available from 21 April 2017

For the availability of the bid document and technical specification enquiries contact Supply Chain Management (SCM) on the following @ 011 355 7335 or 011 355 7167 or drt.scmbidadmin@gauteng.gov.za

OR Alternatively

Prospective Tenderers can download and print their own version of the tender document by accessing the eTender Publication Portal website. Tenderers are advised to ensure that all tender documents are properly bound upon submission on the closing date. Failure to submit all the required pages of the Tender document MAY result in the tenderer either being disqualified or forfeiting the available points on functionality, depending on the nature of the omission.

Electronic submissions of Tenders will NOT be accepted.

Telegraphic, telephone, telex, facsimile, emails of tenders and the late tenders will **not** be accepted.

Clearly numbered tender documents together with all applicable attachments must be deposited at the tender box in the foyer of Sage Life Building 41 Simmonds Street, Johannesburg not later than 11h00 on the closing date indicated above.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data.

The Department reserves the right to cancel / not award this tender.