



## KZN Public Works

Department:  
Public Works

**PROVINCE OF KWAZULU-NATAL**

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.....  
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Ref:  
Date:

The Bid Adjudication Committee  
Department of Public Works

### APPLICATION FOR AWARD OF CONTRACT : LEVEL 4

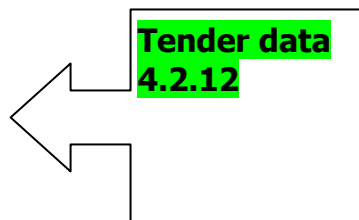
### TENDER EVALUATION REPORT

#### GENERAL PARTICULARS

<b>WIMS NO.</b>	ZNT No.
<b>CONTRACT NO. :</b>	
<b>CONTRACT DESCRIPTION</b>	LOCATION INSTITUTION SERVICE
<b>PRICING STRATEGY</b>	BILLS OF QUANTITIES
<b>ORIGINAL COST ESTIMATE</b>	R
<b>REVISED COST ESTIMATE (if applicable)</b>	R
<b>PROCUREMENT PROCEDURE</b>	OPEN PROCEDURE
<b>DATE OF ADVERTISEMENT</b>	
<b>ADVERTISING MEDIA</b>	PROVINCIAL GAZETTE, The MERCURY, ILANGA
<b>TENDER VALIDITY EXPIRY DATE</b>	60 DAYS
<b>TENDER CLOSING DATE</b>	
<b>COMPULSORY SITE INSPECTION MEETING DATE</b>	
<b>METHOD OF TENDER EVALUATION</b>	Financial Offer(Price) and preference Goals
<b>NUMBER OF TENDERS RECEIVED</b>	
<b>RECOMMENDED TENDERER</b>	
<b>RECOMMENDED TENDER PRICE INCLUSIVE OF VAT</b>	R
<b>CONTINGENCY 5%</b>	R
<b>TOTAL CONTRACT VALUE</b>	R
<b>PERIOD OF CONSTRUCTION</b>	MONTHS
<b>ADJUDICATING TEAM</b>	OFFICIAL: PROCUREMENT & POST BID DIVISION CONSULTANT PROJECT MANAGER

**SECTION 2 : TENDERS RECEIVED:****2.1 ALTERNATIVE OFFER:**

Comment if necessary.



**2.2 REVISED ESTIMATE** (give full reasons for the altered estimate furnished by the consultant as well as an attachment to the submission a revised DOW017, title Preliminary / Revised Estimate)

**2.3 SCHEDULE – VARIANCE TO ESTIMATE**

*Note: This schedule below is to be completed in Excel (using DOW016 -Table 1 contained under Letters and Forms) first so that the calculated % variance to pre-tender estimate figures may be pasted into this word table below on this current page.*

No.	Name of Tenderer	Prov. Suppliers Database Reg. No.	CIDB Reg. No.	CIDB Grading	Amount	% Variance to Estimate
1.						
2.						
3.						
4.						
5.						

**SECTION 3 : REASONS FOR THE ELIMINATION OF TENDERS:****ELIMINATION OF TENDERER:**

*Elimination criteria must be applied to each Tenderer commencing from the lowest offer until 3 responsive tenders are obtained.*

**TENDERER "A"**

*Reasons for the elimination of Tenderers from further consideration at various stages of the evaluation process are as follows:-*

- 1. The Tenderer is not registered on the Provincial Suppliers Database.*
- 2. The Tenderer is not Registered with CIDB or is not being capable of being registered prior to the evaluation of submission.*
- 3. Every member of the Joint Venture or Consortium is not registered on the CIDB Register of Contractors.*
- 4. The Tenderer is registered with CIDB in the inappropriate contractors grading designation.*

5. *The Tenderer has an invalid or no Tax Clearance Certificate (submitted at close of tender or one is not in possession of the Department prior to the close of tender).*
6. *The Tenderer or any of its Directors is/are listed on the Register of Tender Defaults in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as persons prohibited from doing business with the Public Sector.*
7. *The Tenderer has failed to perform on a current contract and has been given a written notice to this effect.*
8. *The Tenderer has insufficient equipment and workforce.*
9. *The Compulsory Enterprise Questionnaire is not completed.*
10. *The Form of Offer not fully completed and signed.*
11. *The Offer is not according to specification/ contains material deviations.*
12. *The Tenderer did not attend the Compulsory Site Meeting.*
13. *The Tenderer's alterations did not comply with the Standard Conditions of Tender i.e. masking fluid was used.*
14. *The Tenderer did not provide the Certificate of Good Standing from the Compensation Commissioner.*
15. *The Tenderer did not submit a Safety Plan.*
16. *The Tenderer has not provided requested information within 14 calendar days of request.*
17. *The Reasonableness of Financial Offers were determined on tender offers.*
18. *The offer is unrealistic.*
19. *The Tenderer has a conflict of interest that may impact on his/her ability to perform the contract in the best interest of the employer.*
20. *Authority to Sign the Tender is not signed/ accompanied by a resolution authorizing one of the directors/members or partners to sign the tender offer.*

**4. LIST OF RESPONSIVE TENDERS SCORING THE HIGHEST POINTS ( As per the attached *80/20 or 90/10* Preference Points Schedule)**

- 4.1 \_\_\_\_\_
- 4.2 \_\_\_\_\_
- 4.3 \_\_\_\_\_

**5. INVESTIGATION AND REPORT ON THE THREE TENDERERS**

All tenders were scrutinized and preference points were allocated in accordance with the \*80/20 or \*90/10 Preference Point System as stated in Clause F.3.11 of the Tender Data. *\*delete whichever is not applicable. Refer to Letters and Forms to find the Preference points Schedule to use to calculate either the 80/20 or 90/10 points.*

**5.1 Tenderer allocated the highest preference points**

5.1.1 Name of Tenderer : Tenderer A

5.1.2 Address :  
 Physical Address :  
 Postal Address :

5.1.3 Telephone : \_\_\_\_\_ Fascimile : \_\_\_\_\_

5.1.4 Financial Standing:

The following information in respect of the Tenderer's financial standing and credit has been complied:

Banker : Name :  
 Address  
 Account No.

Credit Facilities : The bank rated the Tenderer's account as Code C which means it is good for the amount quoted if strictly applied in the way of business.

5.1.5 **Equipment and Workforce:**

Explain capabilities

5.1.6 **Capacity:**

Explain capacity (Indicate projects that Contractor is busy with (Values).

Description of Project	Value	Commencement Date	% Progress

5.1.7 **Technical Expertise:**

Explain technical expertise

5.1.8 **Performance Guarantee Offered:**

A bank guarantee of 10% of the tender price would be provided by \_\_\_\_\_ . (if a bank guarantee is not selected give details)

**5.2 Tenderer allocated the second highest preference points**

5.2.1 Name of Tenderer : Tenderer B

5.2.2 Address :  
Physical Address :  
Postal Address :

5.2.3 Telephone : \_\_\_\_\_ Fascimile : \_\_\_\_\_

**5.2.4 Financial Standing:**

The following information in respect of the Tenderer's financial standing and credit has been complied:

Banker : Name :  
Address  
Account No.

Credit Facilities : The bank rated the Tenderer's account as Code C which means it is good for the amount quoted if strictly applied in the way of business.

**5.2.5 Equipment and Workforce:**

Explain capabilities

**5.2.6 Capacity:**

Explain capacity (Indicate projects that Contractor is busy with (Values).

Description of Project	Value	Commencement Date	% Progress

**5.2.7 Technical Expertise:**

Explain technical expertise

**5.2.8 Performance Guarantee Offered:**

A bank guarantee of 10% of the tender price would be provided by \_\_\_\_\_ . (if a bank guarantee is not selected give details)

6. **RECOMMENDATION:**

THAT APPROVAL BE GIVEN TO ACCEPT THE TENDER ALLOCATED THE *HIGHEST/SECOND/THIRD*)\* PREFERENCE POINTS, AS SUBMITTED BY TENDERER "A", IN THE SUM OF R\_\_\_\_\_ (INCLUDING VALUE ADDED TAX), TO WHICH AN ALLOWANCE OF R\_\_\_\_\_ (*5% or 10%*)\* FOR CONTINGENCIES IS TO BE ADDED.

\*delete which in not applicable

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PROJECT MANAGER

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DATE

**RECOMMENDED / NOT RECOMMENDED**

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CHAIRMAN : BID EVALUATION  
COMMITTEE : REGION

-----  
DATE

**APPROVED / NOT APPROVED**

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CHAIRMAN : BID ADJUDICATION  
COMMITTEE

-----  
DATE

**VALIDATED (FOR PROJECTS EXCEEDING R1M)**

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HEAD : PUBLIC WORKS