
REQUEST FOR QUOTATION

QUOTATION NUMBER: 59/19/20

THE APPOINTMENT OF AN ENVIRONMENTAL ASSESSMENT SERVICE PROVIDER TO CONDUCT THE ENVIRONMENTAL AUTHORISATION PROCESS FOR INFRASTRUCTURE DEVELOPMENT AND UPGRADES IN THE GREAT FISH RIVER NATURE RESERVE

ECPTA hereby invites quotations FOR THE APPOINTMENT OF AN ENVIRONMENTAL ASSESSMENT SERVICE PROVIDER TO CONDUCT THE ENVIRONMENTAL AUTHORISATION PROCESS FOR INFRASTRUCTURE DEVELOPMENT AND UPGRADES IN THE GREAT FISH RIVER NATURE RESERVE Please refer to the attached Specifications for details.

NB: It is important that **ALL detailed information on required is furnished in full**. Failure to comply will render your quotation liable to rejection, as late and incomplete quotations cannot be considered.

EVALUATION OF QUOTATIONS

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 OF 2000 AND ITS REGULATIONS WILL APPLY:

A Two (2) stage evaluation process will be employed. In Stage One (1) all bids received will be evaluated based on Pre-qualification. Only service providers who meet the minimum criteria for the Pre-qualification will proceed to Stage 2 where bids will be assessed for Price and BBEE Status Level in accordance with the Preferential Procurement Regulations of 2017.

STAGE 1 – PRE-QUALIFICATION

The following minimum criteria must be met by prospective bidders:

1. The service provider must submit a bid that includes a detailed methodology, including costing and timeframes, of how the objectives set out in the scope of works will be achieved;
2. The service provider must demonstrate a minimum of four years' experience in conducting similar work. Proof of experience must contain the nature of work done, the period and

must be in a letterhead of the client(s) previously serviced. Proof of experience must be submitted in any of the following documents:

- a. Letters of reference letters, or
 - b. Appointment letters, or
 - c. Purchase orders, or
 - d. Service Level Agreements
3. The bidder must submit a Bank Rating Certificate with Code C or higher. Bank rating Code D or lower will not be considered for evaluation. **NB: Bank account confirmation letters will not be considered for evaluation.**
4. The bidder must submit detailed CV's of the proposed project management team of which individual team members must have at least four years of appropriate experience. The lead consultant must be registered as an environmental practitioner, and must have appropriate qualifications, experience and be registered with professional bodies. CV's, proof of qualifications and proof of registration must be submitted with the bid. **Failure to submit any of the three documents will lead to immediate rejection of the proposal.**
5. The company must have an operating office based in the Eastern Cape. Proof of address must be submitted in any of the following documents:
- a. Valid Lease Agreement / Proof of property ownership
 - b. Municipal Rates Account
 - c. Municipal Billing Clearance
 - d. Stamped proof of address issued by the Ward Councillor in a Municipal Letterhead

NB: Failure to meet any of the above requirements will lead to immediate rejection of the bid.

STAGE 2- PRICE B-BBEE

TABLE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
Total	100

NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Sworn Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.

Quotation documents will be available from the **24th of January 2020 free of charge**. Documents can only be emailed to applicants upon request.

A compulsory briefing will be held at the ECPTA Double Drift Offices (S32.992415° E26.838073°) Great Fish River at 10h00 on 30 January 2020 for all prospective bidders.

Sealed Quotations endorsed on the envelope with the Tenderer's name and the Quotation Number shall be deposited in the formal Tender Box situated in the ECPTA offices at 17-25 Oxford Street, Corner of Fleet and Oxford Street, East London CBD, East London or posted so as to reach The Chief Executive Officer, P.O. Box 11235, Southernwood, East London, 5213 in sufficient time for it to be placed in the Tender Box before the closing time of 11h00 on the closing date i.e. **7th of February 2020**.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING PROPOSAL CONDITIONS

In addition to those (the conditions) stipulated in any other section of the bid documents, potential bidders should be especially aware of the following terms and conditions:

- The Eastern Cape Parks and Tourism Agency Supply Chain Management Policy will apply;
- Bidders **must** be registered with the Treasury Central Supplier Database (CSD)
- Eastern Cape Parks and Tourism Agency does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- The award of this bid may be subjected to price negotiation with the preferred bidder(s)
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted;

- ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider. Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process;
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid document
- The following documents must be submitted with the tender document:
 - A copy of your CSD Report
 - Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za to register their companies, after the completion of the registration report, a summary report must be included to their bid documents
 - Company Profile
 - Copy of SARS tax clearance certificate
 - Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit
 - Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
 - Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified;
- In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to service providers who reside within the Eastern Cape Province
- Bids submitted are to hold good for a period of 90 days

ECPTA has a zero tolerance on any acts of fraud and corruption. Please report any suspected acts of fraud and corruption to any of the contact details listed below:

Hotline Number: Toll free number -0800 611 085; SMS: 33490 Email: ecpta@whistleblowing.co.za; Tip-offs Website: www.whistleblowing.co.za
