

- The service provider will not be entitled to a retainer fee;
- **Bidders will be evaluated on the Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and HDI = 20 points**
- A maximum of 20 points may be awarded to a tenderer for specific goals specified for the tender as follows

Specific goals	Points
Historically Disadvantaged individual (HDI)	
1) Enterprises with ownership of 51% or more by person/s who are black person/s.	10
2) Enterprises with ownership of 51% or more by person/s who are women	5
3) Enterprises with ownership of 51% or more by person/s who are youth	3
4) Enterprise with ownership of 51% or more by person/s with disability	2
5) Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	0
Total	20

- Prices to be fixed for a year upon appointment;
- Before submitting a quotation, bidders must ensure and satisfy themselves as to the nature and extent of the work to be done and the value of the materials contained in the buildings or portions of the buildings to be carried out. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained
- Material and other related price escalations to be in accordance with statutory price pronouncements (Consumer Price Index);
- Bidders must provide proof of institutional capacity and experience of technical team members. Provide CV's and supporting documents from recognized body or institution /or Trade Test Certificate to illustrate skills, qualifications and experience;

- Awarded bidder must use the proposed Key Staff, or those equally or more experienced and/ or qualified for the duration of the contract;
- Bidders are required to provide a valid B-BBEE status level verification certificate or a sworn affidavit where preference points are claimed;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant, not a government employee and is not a restricted supplier;
- Site Viewing Appointment and Technical enquiries should be directed by email to: NomalangaN@legal-aid.co.za
- **Only emailed quotations will be considered;**
- Quotation should be emailed to: InfrastructureRQF@legal-aid.co.za
- Payments will be made after completion of work and within 30 days of the invoice date;
- Closing date of submission: **17 OCTOBER 2024 at 16h00pm**

Delivery Address:

Legal Aid House

Legal Aid SA

29 De Beer Street Braamfontein Johannesburg, 2017

• Compulsory Microsoft Teams Clarification Meeting Details:

Date : 10 October 2024
Time : 11h00 am – 12:00 pm

Microsoft Teams Link:

[Join the meeting now](#)

Meeting ID: 359 863 463 841

Passcode: Hr3J7G

10. Document Checklist

No.	Document	(√) Tick applicable box			
		Yes		No	
1.	Company Profile				
2.	Quotation				
3.	Annexure C				
4.	Fully Completed SDB 1,3.1, 3.3, 4 & 6.1				
5.	B-BBEE Certificate or Sworn Affidavit				
6.	Valid Tax Clearance Certificate or PIN				
7.	CV and Qualification/Certifications of installation technical team. The CVs must be accompanied by copies of the qualifications				
8.	Reference letters from contactable previous/current clients on the company's letterhead with an authorized signature				
9.	Technical proposal (this must include company profile, company track record and experience, capacity and capability, project plan, etc.				
10..	Professional registration certificate with a relevant association/board in South Africa (Please submit a valid copy of the certificate as proof).				