



mandela bay
DEVELOPMENT AGENCY
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**INVITATION TO APPLY TO BE LISTED ON THE
ACCREDITED PROFESSIONAL SERVICE PROVIDER PANEL
OF THE MANDELA BAY DEVELOPMENT AGENCY
(MBDA REF: PSP 01/17)**

The Mandela Bay Development Agency (MBDA), a Municipal Entity of the Nelson Mandela Bay Metropolitan Municipality (NMBMM), wishes to establish a panel of accredited professional service providers and accordingly invites suitably qualified and experienced professional service providers to apply for evaluation and listing as accredited service providers.

This invitation is directed at and the envisaged panel pertains to: Architects, Civil Engineers, Structural Engineers, Mechanical Engineers, Electrical Engineers, Landscape Architects, Environmental Specialists, Traffic Engineers, Land Surveyors, Health and Safety Practitioners, Heritage Practitioners, Project Managers, Urban and regional Planners, Estimators, Quantity Surveyors, Property Developers, Economists, Market Researchers, Social facilitation/public participation practitioners and Property Valuers.

The documents stipulating the requirements of the MBDA and the conditions pertaining to the invitation will be available at the offices of the MBDA, Corner Lower Valley Road & South Union Street, 1st Floor, Tramways Building, Central, Port Elizabeth on payment of a non-refundable document fee of R250.00 from Monday, 24 April 2017 after 10h00. Our office hours are weekdays between 08h00 to 16h30.

Payment must be made either by cheque, payable to "Mandela Bay Development Agency" or by direct deposit into the following bank account:

Bank: NedBank
Branch: Business Banking Eastern Cape
Account No: 1084853833
Branch Code: 126317
Account Name: Mandela Bay Development Agency
Reference: MBDA PSP 01/17 (followed by Applicant's name)

A compulsory briefing session will take place at the offices of the MBDA on Wednesday, 3 May 2017 at 10h00 and prospective Applicants not attending the briefing session will be barred from applying.

Five (5) copies, 3 hard copies and 2 on compact disk (CD) of each application must be placed in a sealed envelope and clearly marked "INVITATION TO APPLY TO BE LISTED AS AN ACCREDITED PROFESSIONAL SERVICE PROVIDER – MBDA PSP 01/17" and are to be placed in the MBDA tender box on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central. The closing date and time for submissions is Thursday 25 May 2017 at 12h00, whereafter applications will be publicly opened.

Late and incomplete applications will not be accepted.

For further information contact Pamela Govender during office hours at tel. 041 811 8200 or fax 041 582 5235 or email publictenders@mbda.co.za (please quote ref. no. MBDA PSP 01/17)



**INVITATION TO APPLY TO BE LISTED ON THE
ACCREDITED PROFESSIONAL SERVICE PROVIDER PANEL
OF THE MANDELA BAY DEVELOPMENT AGENCY
(MBDA REF: PSP 01/17)**

1. INTRODUCTION:

- 1.1 The Mandela Bay Development Agency (MBDA), a Municipal Entity of the Nelson Mandela Bay Metropolitan Municipality (NMBMM), wishes to establish a panel of accredited professional service providers and accordingly invites suitably qualified and experienced professional service providers to apply for evaluation and listing as accredited service providers.
- 1.2 This invitation is directed at and the envisaged panel pertains to: Architects, Civil Engineers, Structural Engineers, Mechanical Engineers, Electrical Engineers, Landscape Architects, Environmental Specialists, Traffic Engineers, Land Surveyors, Health and Safety Practitioners, Heritage Practitioners, Project Managers, Urban and regional Planners, Estimators, Quantity Surveyors, Property Developers, Economists, Market Researchers, Social facilitation/public participation practitioners and Property Valuers.

2. INTERPRETATION AND DEFINITIONS:

- 2.1 In this Invitation–
- 2.1.1 clause headings are for convenience and are not to be used in its interpretation;
- 2.1.2 unless the context indicates a contrary intention and expression which denotes –
- 2.1.2.1 any gender includes the other genders;
- 2.1.2.2 a natural person includes a juristic person and visa versa;
- 2.1.2.3 the singular includes the plural and visa versa.
- 2.2 Unless the context clearly indicates otherwise, the following words shall have the following meanings in this Agreement –
- 2.2.1 **“Applicant”** means any person or entity, who receives and/or responds to this Invitation;
- 2.2.2 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.2.3 **“black people”** has the meaning assigned to it in Section 1 of the Broad-Based Black Economic Empowerment Act namely Africans, Coloureds and Indians;

- 2.2.3.1 who are citizens of the Republic of South Africa by birth or descent; or
- 2.2.3.2 who became citizens of the Republic of South Africa by naturalization before 27 April 1994, or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;
- 2.2.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.2.5 **“EME”** means an exempted micro-enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act and, for the purposes hereof, an enterprise with an annual Total Revenue of R10 million or less;
- 2.2.6 **“in the service of the state”** means to be –
 - 2.2.6.1 a member of –
 - 2.2.6.1.1 any municipal council;
 - 2.2.6.1.2 any provincial legislature; or
 - 2.2.6.1.3 the National Assembly or the National Council of Provinces.
 - 2.2.6.2 a member of the board of directors of any municipal entity;
 - 2.2.6.3 an official of any municipality or municipal entity;
 - 2.2.6.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - 2.2.6.5 an executive member of the accounting authority of any national or provincial public entity; or
 - 2.2.6.6 an employee of Parliament or a provincial legislature;
- 2.2.7 **“Invitation”** means this Invitation;
- 2.2.8 **“MBDA”** means the Mandela Bay Development Agency, a municipal entity established by the NMBMM;
- 2.2.9 **“NMBMM”** means the Nelson Mandela Bay Metropolitan Municipality;
- 2.2.10 **“proof of B-BBEE status level of contributor”** means:
 - 2.2.10.1 The B-BBEE status level certificate issued by an authorised body or person; or
 - 2.2.10.2 A sworn Affidavit as prescribed in the B-BBEE Codes of Good Practice in respect of an EME or QSE.

- 2.2.11 "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act and, for the purposes hereof, a Measured Entity with an annual Total Revenue of between R10 million and R50 million;

3. **OBJECTIVES:**

- 3.1 The objectives of this Invitation is to establish a panel of accredited professional service providers desirous of being considered in relation to any procurement processes to be followed by the MBDA relative to any services which may be required by the MBDA in the field/s of expertise of such accredited professional service providers.
- 3.2 The panel will be established for a period of three years and the required services will be sought from the panel subject to the Supply Chain Management Policy of the MBDA and Paragraph 4.16 below.
- 3.3 This invitation is directed at and the envisaged panel pertains to:
- 3.3.1 Architects;
 - 3.3.2 Civil Engineers;
 - 3.3.3 Structural Engineers;
 - 3.3.4 Mechanical Engineers;
 - 3.3.5 Electrical Engineers;
 - 3.3.6 Landscape Architects;
 - 3.3.7 Environmental Specialists;
 - 3.3.8 Traffic Engineers;
 - 3.3.9 Land Surveyors;
 - 3.3.10 Health and Safety Practitioners;
 - 3.3.11 Heritage Practitioners;
 - 3.3.12 Project Managers;
 - 3.3.13 Urban and regional Planners;
 - 3.3.14 Estimators;
 - 3.3.15 Quantity Surveyors;
 - 3.3.16 Property Developers;
 - 3.3.17 Economists;
 - 3.3.18 Market Researchers;
 - 3.3.19 Social facilitation/public participation practitioners; and
 - 3.3.20 Property Valuers.
- 3.4 All Applicants are required to indicate the discipline/s to which their Application pertains on Annexure "A" hereto.

4. **IMPORTANT NOTICE:**

- 4.1 This Invitation forms part of the official Supply Chain Management Processes of the MBDA and goods and/or services may, subject to 4.16 below, be sourced from Applicants appointed to the relevant Panels subject to an appropriate competitive process at the time of procurement.

- 4.2 A compulsory briefing session will take place at the offices of the MBDA on Wednesday, 3 May 2017 at 10h00 and prospective Applicants not attending the briefing session will be barred from applying.
- 4.3 Five (5) copies, 3 hard copies and 2 on compact disk (CD) of each application must be placed in a sealed envelope and clearly marked "INVITATION TO APPLY TO BE LISTED AS AN ACCREDITED PROFESSIONAL SERVICE PROVIDER – MBDA PSP 01/17)" and are to be placed in the MBDA tender box on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central. The closing date and time for submissions is Thursday, 25 May 2017 at 12h00, whereafter applications will be publicly opened.
- 4.4 Late and incomplete applications will not be accepted.
- 4.5 Posted, e-mailed, or faxed applications will not be accepted.
- 4.6 The MBDA reserves the right not to establish the panel of accredited professional service providers.
- 4.7 Receipt by the MBDA of the Applicant's response shall not in any manner whatsoever oblige the MBDA to enter into any negotiations or to enter into any contract with the Applicant.
- 4.8 MBDA accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this Invitation.
- 4.9 Any costs and/or expenses incurred by any Applicant in submitting its response shall be for the exclusive account of the Applicant and the MBDA shall not be liable in this respect whatsoever.
- 4.10 The Applicant acknowledges and agrees that it shall have no claim or claims whatsoever against the MBDA and/or the NMBMM, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Applicant of its response pursuant to the Applicant having been invited to submit same in terms of this documentation.
- 4.11 Any Applicant:
- 4.11.1 having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or
 - 4.11.2 having been convicted for fraud or corruption within a five year period prior to the submission of its response; and/or
 - 4.11.3 who has wilfully neglected, reneged on or has failed to comply with a government or local government contract within a five year period of the submission of its response; and/or
 - 4.11.4 has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or
 - 4.11.5 is in arrear in respect of charges payable to the NMBMM in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

- 4.12 Professional service providers whose services are currently being utilised by the MBDA are required to comply with this notice.
- 4.13 Failure to provide all information required in this Invitation will result in the application not being considered.
- 4.14 The MBDA shall be entitled to list an Applicant as an accredited professional service provider in respect of the discipline/s applied for and to maintain such listing for as long as the Applicant complies with the pre-qualification criteria herein contained.
- 4.15 The Applicant acknowledges that this invitation for it to submit a response to the MBDA as constituted by this document, does not confer on the Applicant any legal right or entitlement or legitimate expectation in relation to the MBDA and the Applicant acknowledges that this invitation similarly does not impose or create any obligation on the MBDA to be discharged in favour of the Applicant.
- 4.16 The MBDA, notwithstanding this invitation and the appointment of any Applicants to any of the panels, reserves the right to follow a separate and complete competitive bidding process in respect of the procurement of any goods or services, notwithstanding that such goods and/or services may be supplied or available from Applicants appointed to any panel.
- 4.17 **No verbal and / or telephonic queries and clarifications will be entertained by the MBDA and must be made in writing and will be responded to accordingly. The MBDA reserves the right to circulate the questions and answers to all registered Applicants in the form of a bulletin. All queries and clarifications are to be addressed to publictenders@mbda.co.za, the tender reference number MBDA PSP 01/17 must clearly be stated subject line. The cut - off date for such queries and clarifications will be close of business on Thursday 18 May 2017.**

5. PRE-QUALIFICATION CRITERIA:

- 5.1 This Invitation is subject to pre-qualifying criteria and the condition that any Applicant must:
 - 5.1.1 Hold a level One, Two or Three B-BBEE status level of contributor; **or**
 - 5.1.2 Be:
 - 5.1.2.1 an EME having an Enhanced B-BBEE recognition level for an Exempted Micro-Enterprise of a Level One Contributor (an EME which is 100% owned by black people) or a Level Two Contributor (an EME which is at least 51% owned by black people);
 - or**
 - 5.1.2.2 a QSE having an Enhanced B-BBEE recognition level for a Qualifying Small Enterprise of a Level One Contributor (a QSE which is 100% owned by black people) or a Level Two Contributor (a QSE which is at least 51% owned by black people).

5.1.3 The Applicant shall have and maintain Public Liability Insurance cover for the amount of not less than R5 000 000.00 (Five Million Rand) per claim and shall make payment of all premiums payable in respect of such policy promptly on due date and furnish the MBDA with proof of such insurance and confirmation of the payment of such premiums on demand.

5.2 Any Applicant failing to meet the pre-qualifying criteria stipulated in 5.1 will not be accepted.

5.3 All Applicants are required to submit the required proof of B-BBEE status level of contributor in response to this Invitation clearly marked Annexure "B".

6. FUNCTIONALITY:

6.1 All responses to this Invitation shall be evaluated in terms of the Functionality Criteria Score Sheets annexed hereto marked Annexure "C1" to "C20" which pertain to each of the respective disciplines and the relevant Annexure/s dependant on the discipline/s applied for is/are to be completed by all Applicants and, where applicable, documentation supporting each criteria in the relevant Annexure must be supplied.

6.2 Any response scoring less than 35 points out of 50 per discipline/s will not be an acceptable response in respect of the discipline/s under evaluation.

7. PREFERENCE POINT SYSTEM AND COMPULSORY SUB-CONTRACTING:

7.1 Given that this Invitation does not call for pricing relating to any specific service which may be required by the MBDA in due course, no preference point system is indicated herein nor is it indicated whether any compulsory sub-contracting may be required by the MBDA relating to any specific service.

7.2 When calling for tenders in relation to any specific service required by the MBDA in due course, the MBDA shall determine and stipulate in the tender documents which preference point system is applicable and whether any compulsory sub-contracting is required in respect of the relevant tender.

8. RETURNABLES:

The following documents must be submitted with the Applicant's Application:

8.1 Applications to be signed by an agent or consortium/joint venture member must be accompanied by a duly authorized power of attorney/resolution and those signed on behalf of a Company, Close Corporation or Trust, must be accompanied by a certified extract of the Company's, Close Corporation's or Trust's minutes in terms of which such signature is authorized.

8.2 Applications to be submitted by a Company require certified copies of:

8.2.1 The Company's Memorandum and Articles/MOI;

8.2.2 The Company's current CIPC Certificate reflecting the Company's current Directors;

- 8.3 Applications to be submitted by a Close Corporation require certified copies of:
- 8.3.1 The Close Corporation's Founding Statement and all amending Founding Statements; or
 - 8.3.2 A currently dated CIPC Certificate reflecting the Members of the Close Corporation;
- 8.4 Applications to be submitted by a Trust require certified copies of:
- 8.4.1 The Trust Deed and any amendments thereto;
 - 8.4.2 The Trust's Letters of Authority and endorsements thereto;
- 8.5 Applications to be submitted by a Partnership require certified copies of:
- 8.5.1 The applicable Partnership Agreement;
 - 8.5.2 The Identity Document or Registration Document of each partner.
- 8.6 Applications to be submitted by a Natural Person require a certified copy of the persons ID.
- 8.7 **A detailed company profile, curriculum vitae(s) of all professional(s) of the Applicant, including full details of qualifications, relevant experience in a technical field(s) and traceable project references, with project values.**
- 8.8 Details of the geographic location of the Applicant's practice in Port Elizabeth and South Africa.
- 8.9 Details of the office infrastructure supporting the practice in Port Elizabeth and South Africa.
- 8.10 The following information must be provided:
- 8.10.1 Managerial and Staffing composition.
 - 8.10.2 Company's organogram
- 8.11 Each Applicant shall complete and submit Annexures "A" indicating which discipline/s the Applicant wishes to apply for. Failure to submit both such Annexure "A" shall render a Proposal null and void.
- 8.12 Each Applicant must submit proof of its registration (if applicable) with the relevant professional body for all the various disciplines it wishes to apply for (reference clause 3.3 and Annexure "A"). Failure to do so will render the application non responsive.
- 8.13 Each Applicant shall submit a certified copy of its proof of B-BBEE status level of contributor which shall be marked Annexure "B". Failure to submit such proof shall render an Application unacceptable.
- 8.14 Each Applicant shall complete and submit the applicable Annexure "C1" to "C20" dependent on which discipline/s is/are applied for. Failure to submit such applicable Annexure/s together with the required proof referred to therein shall render an Application unacceptable.
- Annexure "C.1" pertains to Architects;
Annexure "C.2" pertains to Civil Engineers;

Annexure "C.3" pertains to Structural Engineers;
 Annexure "C.4" pertains to Mechanical Engineers;
 Annexure "C.5" pertains to Electrical Engineers;
 Annexure "C.6" pertains to Landscape Architects;
 Annexure "C.7" pertains to Environmental Specialists;
 Annexure "C.8" pertains to Traffic Engineers;
 Annexure "C.9" pertains to Land Surveyors;
 Annexure "C.10" pertains to Health and Safety Practitioners;
 Annexure "C.11" pertains to Heritage Practitioners;
 Annexure "C.12" pertains to Project Managers;
 Annexure "C.13" pertains to Urban and regional Planners;
 Annexure "C.14" pertains to Estimators;
 Annexure "C.15" pertains to Quantity Surveyors;
 Annexure "C.16" pertains to Property Developers;
 Annexure "C.17" pertains to Economists;
 Annexure "C.18" pertains to Market Researchers;
 Annexure "C.19" pertains to Social facilitation/public participation practitioners; and
 Annexure "C.20" pertains to Property Valuers.

- 8.15 Each Applicant must submit a sworn statement in accordance with either Annexure "D" (for juristic persons) or "E" (for natural persons) hereto.
- 8.16 Each Applicant should complete and submit either Annexure "F" or "G" hereto (dependant on whether the Applicant is a natural person [to whom Annexure "F" is applicable] or a juristic person [to whom Annexure "G" is applicable]) given Paragraph 44 of the Supply Chain Management Policy of the MBDA which provides that:
- Irrespective of the procurement process followed, no award may be made to a person –
- (a) who is in the service of the state;
 - (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
 - (c) a person who is an advisor or consultant contracted with the MBDA.
- 8.17 Each Applicant should submit proof that it is registered on the National Treasury Central Supplier Database.
- 8.18 Each Applicant should submit a SARS Tax Clearance Certificate issued in respect of Good Standing.
- 8.19 Proof of its VAT registration number.
- 8.20 All Applicants should furnish proof that all amounts due to the Nelson Mandela Bay Metropolitan Municipality by the Applicant, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Applicants whose address or registered office is not within the jurisdiction of the Nelson Mandela Bay Metropolitan Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.

- 8.21 Each Applicant provide proof that it has public liability insurance cover of at least R 5 million per claim, in the form of an insurance policy taken out in its name. Failure to submit such proof shall render an Application unacceptable.
- 8.22 Details of technical professional services provided by the Applicant to any organ of state in the last five (5) years.

ANNEXURE "A"

INDICATE DISCIPLINE/S OF PANEL APPLIED FOR WITH A "TICK"

Architects;	
Civil Engineers;	
Structural Engineers;	
Mechanical Engineers;	
Electrical Engineers;	
Landscape Architects;	
Environmental Specialists;	
Traffic Engineers;	
Land Surveyors;	
Health and Safety Practitioners;	
Heritage Practitioners;	
Project Managers;	
Urban and regional Planners;	
Estimators;	
Quantity Surveyors;	
Property Developers;	
Economists;	
Market Researchers	
Social facilitation/public participation practitioners.	
Property Valuers	

PROOF OF B-BBEE STATUS LEVEL OF CONTRIBUTOR

ANNEXURE "B"

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
ARCHITECTS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
CIVIL ENGINEERS**

	Score
1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
STRUCTURAL ENGINEERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
MECHANICAL ENGINEERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
ELECTRICAL ENGINEERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
LANDSCAPE ARCHITECTS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
ENVIRONMENTAL SPECIALISTS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
TRAFFIC ENGINEERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
LAND SURVEYORS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
HEALTH AND SAFETY PRACTITIONERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
HERITAGE PRACTITIONERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
PROJECT MANAGERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
URBAN AND REGIONAL PLANNERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
ESTIMATORS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
QUANTITY SURVEYORS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
PROPERTY DEVELOPERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
ECONOMISTS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
MARKET RESEARCHES**

	Score
1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
SOCIAL FACILITATION/PUBLIC PARTICIPATION PRACTITIONERS**

1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	Score
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

**FUNCTIONALITY CRITERIA SCORE SHEET
APPLICABLE TO
PROPERTY VALUERS**

	Score
1. The experience of an Applicant which carries a maximum value of 30 points will be determined by the greater points scored under either 1.1 or 1.2 below.	
1.1 The experience of the Applicant:	
1.1.1 Longer than 10 years Possible points: 30	
1.1.2 Between 5 years and 10 years Possible points: 20	
1.1.3 up to 5 years Possible points: 10	
or	
1.2 The Aggregate experience of all qualified professionals in the employ of the Applicant:	
1.2.1 Longer than 10 years Possible points: 30	
1.2.2 Between 5 years and 10 years Possible points: 20	
1.2.3 up to 5 years Possible points: 10	
Name(s) of contactable references, contact details and project values must be provided and failure to submit this will result in zero (0) points being scored for this section	
2. The Location of an Applicant which carries a maximum value of 20 points will be determined as follows:	
• Based within Nelson Mandela Bay Possible points: 20	
• Based within Eastern Cape Possible points: 15	
• Other provinces Possible points: 10	

AFFIDAVIT

I, the undersigned,

Identity Number:

do hereby make oath and state that:

a. I am a duly authorized representative of:

_____ Limited
 Registration No. / /06

b. I am a duly authorized representative

of: _____ (Pty) Limited
 Registration No. / /07

c. I am a duly authorized representative

of: _____ CC
 Registration No. CK / /23

d. I am a duly authorized representative

of: _____ Trust
 Registration No.: IT

the Applicant in respect of the attached Application.

1. All information/documentation submitted on behalf of the Applicant in connection with the Application is true and correct.

2. The Applicant's registered office is

3. The Applicant's principal place of business is

4. The Applicant has no actual or likely conflict of interest in respect of the transaction for which the response pertains nor is the Applicant in the Service of the State as referred to in the MBDA's Supply Chain Management Policy. (delete if not applicable and furnish details of such conflict of interest)

5. The Applicant's SARS Income Tax Reference Number is

6. The Applicant's SARS VAT Registration Number is

7. The Applicant has no outstanding tax obligations or the Applicant has made arrangements to meet its outstanding tax obligations to the South African Revenue Services and a certificate of the South African Revenue Services is attached hereto in this regard.

8. The Applicant and/or its officials have not been convicted for fraud or corruption within a 5 (five) year period prior hereto.

9. The Applicant is / is not (delete whichever is not applicable) engaged in any Government or Local Government contract awarded within 5 (five) years prior to date hereof.

10. The Applicant is / is not (delete whichever is not applicable) in arrears in respect of any charges payable in terms of Section 118 of the Municipal Systems Act. (If in arrears, a copy of a document evidencing satisfactory arrangements made with the NMBMM is to be annexed)

11. The Applicant acknowledges that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.

I CERTIFY that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit which was signed and sworn to before me at PORT ELIZABETH this _____ day of _____ 20_____.

COMMISSIONER OF OATHS

NOTE: ANY STATEMENT WHICH IS NOT APPLICABLE IS TO BE DELETED.

AFFIDAVIT

I, the undersigned,

Identity Number:

do hereby make oath and state that:

1. I am the Applicant in respect of the attached Application.
2. I am not aware of any actual or likely conflict of interest which I may have in respect of the transaction to which the response pertains nor am I in the Service of the State as referred to in the MBDA's Supply Chain Management Policy. (delete if not applicable and furnish details of such conflict of interest)
3. My SARS Income Tax Reference Number is

4. My SARS VAT Registration Number is

5. I have no outstanding tax obligations or I have made arrangements to meet my outstanding tax obligations to the South African Revenue Services and a certificate of the South African Revenue Services is attached hereto in this regard.
6. I have not been convicted for fraud or corruption within a 5 (five) year period prior to date hereof.

- 7. I am / am not (delete whichever is not applicable) engaged in any Government or Local Government contract awarded within 5 (five) years prior to date hereof.
- 8. I am / am not (delete whichever is not applicable) in arrears in respect of any charges payable in terms of Section 118 of the Municipal Systems Act. (If in arrears, a copy of a document evidencing satisfactory arrangements made with the NMBMM is to be annexed).
- 9. I acknowledge that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.

I CERTIFY that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit which was signed and sworn to before me at PORT ELIZABETH this _____ day of _____ 20_____.

COMMISSIONER OF OATHS

NOTE: ANY STATEMENT WHICH IS NOT APPLICABLE IS TO BE DELETED.