

Enquiry Document for Control System Replacement (Cover Pages)

Fully signed documents to be hand delivered to tender box. Two priced copies are required (one printed and another electronic).

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PART 1: INTRODUCTION

Section 1 – Preamble

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Introduction

1. Preamble

You are hereby invited to tender on the aforementioned project. The technical scope and price list was compiled by an external consultant while the remainder of the client standard contractual documents were used as per the norm.

2. Tender Process

The tender process to be followed is described below briefly:

- Scope of works is forwarded one week prior to site visit to respective tenderers (if possible)
- At site visit scope of works and tender documentation is discussed and minutes taken
- Tenderer will receive approximately two (2) weeks to compile tender response
- Tenders are received by procurement department for commercial adjudication
- Procurement department then only involves technical department to adjudicate tender
- Tender is awarded, subject to **all tender documents being signed by parties**

3. Proposed Solution

Please be advised that the consulting engineer has prepared a concept design **only** and not a detailed design. This has been done in conjunction with the client and preferred suppliers and in line with client standards. The tenderer however is to ensure that the tender process is fully utilized as to ensure that the solution proposed is technically correct as neither the consulting engineer or the client will be held accountable in any way should the proposed concept be incorrect.

4. Clarification of Documents

Should there be any doubt as to the intent or meaning of the enquiry document, or any inconsistency between the various parts, the **Tenderer** will seek clarification before submitting a tender. Please note that the baseline revisions of the drawings and documents will be those as transmitted with the tender. All enquiries must be submitted 4 days before tender closing and should be addressed, in writing, to:

Contact person in official tender document

The consulting engineer requests that a "Request for Information" (RFI) process be followed where all questions are to be sent in writing (via fax or e-mail) to the engineer. All additional information supplied to any **Tenderer** will be provided to other **Tenderers**. The engineer will respond within 48 hours in writing with a RFI response. During the adjudication process the consulting engineer may require additional clarification on behalf of the client. This will be done by means of the above-mentioned RFI process. For all other communications the turnaround time is 5 business days unless otherwise stated.

Please note that the specific scope documents super cedes the general specifications.

If no notification is made it will be taken that the enquiry is fully understood, and no liability for errors will be admitted due to the foregoing. The client will deem the Tenderers to accept the invitation to tender in its totality if the tenderer submits a tender.

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5. Validity of Tenders

Tenders will remain open for acceptance for a period of **ninety (90)** days from the enquiry closing date.

6. Site Visit

Proof of pre-tender site visit attendance is compulsory and tenders may be disqualified if Tenderers failed to comply with the above. The engineer is requested to sign the document as proof of attendance at the site visit.

7. Tender Returnables

The following documents are to be submitted with the completed tender in the following order:

Item	Type of Document	With Tender (X)	Notes
T	Tender Response	X	
T1	Cover Letter	X	
T2	Filled in ITT	X	Including proof of site visit
T3	Tender Response	X	
T4	Proposed Solution	X	Including system layout & panel layouts
T5	Method Statement	X	Explain approach
T6	Project Plan	X	Level 3
T7	Organogram	X	Team Structure
T8	CV's of proposed team	X	Including roles
T9	List 3 rd parties & roles	X	
T10	Completed Price Schedules	X	To be available electronically
T11	Bill of Materials	X – R	
T12	Schedule of rates	X – R	
T13	Projected cash flows	X – R	
T14	Point for point compliance	X	Technical and commercial, numbering to correspond to ITT, only place for deviations
T15	Certificates	X	In case proof is required
T16	BEE Policy	X	Including ratings
T17	Proof of insurance	X	Within 14 days of order placement
T18	Company Profile	X	
T19	Documentation	X	Clearly state what is supplied

P = Print R = Reproducible
X Required item to be included with each copy of tender

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8. Evaluation Criteria

The following table will be used as a guide to evaluate all tenders.

100%			Company X	Company Y	Company Z
1.) Price Comparison	Value	Weight	Score (1 to 5) where, 1 = Low, 5 = High)		
Price (Average)	1				
Pricing of proposal clearly quantified	1				
Sufficient Contingencies	1				
Sub Total	15	33%	0%	0%	0%
Value			0%	0%	0%
2.) Technical Compliance & Method Statement	Value	Weight	Score (1 to 5) where, 1 = Low, 5 = High)		
Correct Solution Proposed	1				
Method statement will work	1				
Sub Total	10	28%	0%	0%	0%
Value			0%	0%	0%
3.) Commercial Compliance	Value	Weight	Score (1 to 5) where, 1 = Low, 5 = High)		
Compliance to T&C	1				
Bonds, penalties, insurances	1				
Cash Flows Acceptable	1				
BEE Rating	1				
Sub Total	20	18%	0%	0%	0%
Value			0%	0%	0%
4.) Track Record, certification, risk management	Value	Weight	Score (1 to 5) where, 1 = Low, 5 = High)		
Skills of project team	1				
Experience (Project, Industry)	1				
Dealt with in past/personally	1				
Track record/references	1				
Skills base	1				
Shared functions of resources	1				
Addressing of issues	1				
Sub Total	35	13%	0%	0%	0%
Value			0%	0%	0%
5.) Availability of procedures & Policies	Value	Weight	Score (1 to 5) where, 1 = Low, 5 = High)		
Has proper procedures	1				
Sub Total	5	8%	0%	0%	0%
Value			0%	0%	0%
6.) Format of tender response	Value	Weight	Score (1 to 5) where, 1 = Low, 5 = High)		
Appearance (look and feel) of proposal	1				
Returned all Returnables	1				
Sub Total	10	3%	0%	0%	0%
Value			0%	0%	0%
TOTAL	95	100%	0%	0%	0%

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9. Intention to Tender

Please confirm if your company will be submitting a completed tender / proposal on the above-mentioned project by completing this page and faxing it back to the consulting engineer.

Attention: Engineer

We hereby confirm that we will submit a tender for the project on or before the closing date.
_____ (If you agree write YES, else write NO)

If you wish not to tender please provide your reasons below:

Signature

Date

Name
(Being duly authorized)

Company

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PART 2: TECHNICAL

Section 2 – Scope Specification

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Scope of works

10. Baseline

Please refer to the attached specifications for an overview of current state, proposed concept design, scope of works and general considerations. The following specifications are enclosed:

- Arc Furnace and Blending Scope
- Proposed ET Stations
- IO Calculations
- Existing IO lists

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PART 3: COMMERCIAL

Section 3 – Standard CLIENT Tender Documents

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Terms & Conditions Including Special & General Specifications

11. Specifications

The following enclosed specifications form the commercial basis of the project:

- Tender Invitation
- Special Conditions
- Application to trade
- General Elect Technical Specification
- Health Safety Agreement_Aug05_Included exclusions from liability and indemnity_1
- CLIENT Terms & Condition _tender attachment_12-2-04

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PART 3: COMMERCIAL

Section 4 - Price Format

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Price Schedules

12. Schedules / Bill of Materials

The enclosed price schedules are to be completed and submitted with the tender document. The list automatically updates.

Please quantify the offer in detail indicating the deliverables. Be sure to state inclusions, exclusions, boundaries and assumptions in terms of equipment, overheads and labour. Also indicate any anticipated risks.

Prior to any procurement design will need to be signed off and agreed upon.

Fixed and firm prices are required. For any components subjected to exchange control, import duties, etc. the **contractor** details any escalation requirements and indicate formulas that apply along with 3rd party recognized indices to be used. This applies equally for labour, equipment and overheads.

Please note that the document is not formatted to be printed and must be returned electronically.

Do not update sheet as it contains some references to other sheets.

Note that in the event that there are conflicts the scope of works documents will super cede the bill of materials.

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Form of Tender

13. Proposal Price

This sum is made up as follows:

A) MAIN OFFER:

1.	Net Amount	R	_____	(From price schedule)
2.	Value Added Tax	R	_____	
	TOTAL	R	_____	

Time required: _____

B) OPTIONS:

1.	Net Amount	R	_____	(From price schedule)
2.	Value Added Tax	R	_____	
	TOTAL	R	_____	

C) ALTERNATIVE 1:

1.	Net Amount	R	_____	(From price schedule)
2.	Value Added Tax	R	_____	
	TOTAL	R	_____	

Time required: _____

D) ALTERNATIVE 2:

1.	Net Amount	R	_____	(From price schedule)
2.	Value Added Tax	R	_____	
	TOTAL	R	_____	

Time required: _____

CONTRACT AMOUNT (To be filled in at order placement):

1.	Net Amount	R	_____	(From price schedule)
2.	Value Added Tax	R	_____	
	TOTAL	R	_____	

The attached Price Schedule must be completed in full and submitted with this form.

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