



**MUT**  
**MANGOSUTHU**  
UNIVERSITY OF TECHNOLOGY

**INFRASTRUCTURE DEPARTMENT**

**INVITATION TO QUOTE**

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

Quote number	Quote description	Price and BBBEE	Closing date	Mandatory requirements
RFQ MUT 02/2025 R	Appointment of a Suitable Qualified and Experienced Structural Engineering Firm, to perform a 3-D laser scanning and the generation of the BIM model Services for the construction of a Lightweight Structure at MUT North Campus.	80/20	29 <sup>th</sup> January 2025 @ 11h00	<ul style="list-style-type: none"><li>• Valid Tax certificate or pin</li><li>• CIPC Certificate</li><li>• Valid COIDA</li><li>• 50% of company Directors/Owners must be professionally registered with ECSA/SACNA SP (Attach CVs for directors).</li></ul>

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE). For enquires please contact Nomonde Mhlungu, email [mhlungunb@mut.ac.za](mailto:mhlungunb@mut.ac.za), tel. on 031 907 7500.

Quotation documents are to be downloaded via MUT website and must be sent to the above email address [mhlungunb@mut.ac.za](mailto:mhlungunb@mut.ac.za) from Procurement, Umlazi Campus. No facsimile, late or bids will be accepted. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any quotation. If you are not contacted within 90 working days after the closing date of the quotation, consider your quotation unsuccessful

## OFFICIAL REQUEST FOR QUOTATION (RFQ)

**INSTRUCTIONS:** The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

<b>Business Unit: Infrastructure Department</b>	<b>RFQ Number: RFQ MUT 02/2025 R</b>
<b>RFQ Description:</b>	Appointment of a Suitable Qualified and Experienced Structural Engineering Firm, to perform a 3-D laser scanning and the generation of the BIM model Services for the construction of a Lightweight Structure at MUT North Campus.
<b>Requester: Mr. Lubabalo Ngcaweni</b>  <b>Technical Enquires</b> <b>E-mail: <a href="mailto:ngcaweni.lubabalo@mut.ac.za">ngcaweni.lubabalo@mut.ac.za</a></b>	<b>Buyer: Ms. Nomonde Mhlungu</b>
<b>Request date: 24/01/2025</b>	<b>Contact no: 031 907 7500</b> <b>E-mail: <a href="mailto:mhlungunb@mut.ac.za">mhlungunb@mut.ac.za</a></b>
<b>Compulsory Briefing/Information session</b>	None
<b>Closing date and Time: 29<sup>th</sup> January 2025 @11h00</b>	<b>Delivery Address:</b> <b>Send via e-mail: <a href="mailto:Mhlungunb@mut.ac.za">Mhlungunb@mut.ac.za</a></b>
<b>Payment term</b>	30 days in arrears upon receipt of a valid invoice
<b>NB:</b> RFQ documents should be emailed to the email address above. Clarification questions to be directed to the buyer on the above email address.	

## BIDDER/SUPPLIER INFORMATION

Company name:	
Address:	
Contact Number:	
Name & Surname of Authorized person:	
Email:	
Company Registration number	

### RFQ FORM

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Mangosuthu University of Technology on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by Mangosuthu University of Technology during the validity period indicated and calculated from the closing time of the RFQ.
3. if I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, Mangosuthu University of Technology may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and Mangosuthu University of Technology and I/we will then pay to Mangosuthu University of Technology any additional expense incurred by Mangosuthu University of Technology having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, Mangosuthu University of Technology shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss Mangosuthu University of Technology may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.

5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.

10. -----  
 -----  
 -----

Are you duly authorized to sign for this the RFQ? \*YES / NO

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms? \*YES / NO

**DECLARATION**

I,..... the undersigned (full names)

Certify that the information furnished above is correct. I accept that, in addition to the cancellation contract, action may be taken against me should this declaration prove to be false.

Name & Surname of Authorised person/ Representative .....	Date:
Signature of a Bidder's Representative .....	

**PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	RFQ number: RFQ MUT 02/2025 R
Closing Time: 11h00	Closing date: 29 <sup>th</sup> January 2025

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

**1. Pricing Schedule**

Refer to **Section 5** for Pricing Schedule (To Be Completed by the bidder)  
The offered total of the prices inclusive of VAT is:

**(In Words)**

.....  
.....

**(In Figures) R**.....

**2. Background**

The Mangosuthu University of Technology (MUT) has a shortage of office space for the academic staff at the Faculty of Natural Sciences. This has been taken by the infrastructure department in consensus with the end-user department to accommodate staff members in need of offices. The proposed new lightweight structure building intended to provide additional office space for the faculty of Natural sciences stretches over the existing building Block 2. In order to ascertain this building’s ability to support additional loads that will be imposed by this new building, the structural built drawings of building Block 2 are required. In the absence of these as-built drawings, there is a requirement for measured drawings to be commissioned. The quickest and most accurate way to achieve this is by using 3-D laser scanning and the generation of the BIM model.

## **Scope of Service**

The terms of reference for the investigation are as follows:

3-D Laser Scanning 3D Laser Scanning using Light Detection and Radar (LiDaR technology) is to be conducted to capture accurate data of the building in the form of point cloud models of all builder's work but the structural elements showing all dimensions and general arrangement of the:

Structural walls,

- Columns,
- Beams,
- Stairs,
- Slabs and
- Foundations (to the extent possible).

The desired deliverable will be detailed structural 2-D and 3-D measured drawings and models in CAD and Revit format.

Structural aspects are to be captured from both inside the building and outside to precision level of <10mm.

### ii) Ground Penetrating Radar Concrete Reinforcement Scanning

With the use of GPRS, scan all concrete elements to determine the reinforcing/rebar type, size, and location/arrangement for each type of structural element providing concrete. thickness, reinforcing, and void imaging. Reinforcement scanning is to be carried out for both the existing building and the retaining wall.

Post-tension cables where utilized are also to be surveyed and reported.

### iii) Concrete Coring and Strength Testing

Core drilling is to be undertaken at selected locations for each structural system type (10 cylindrical cores).

The cored samples are to be submitted to a SANAS-accredited concrete testing laboratory. and tested for concrete cube strength in accordance with the SANS standards.

The cored locations are to be reinstated and made good following extraction of the test sample.

#### b) BIM Model Investigation outputs to include:

This point cloud data gathered above is to be used to generate a BIM model through extraction software, tracing methods, and interpretation to produce a Revit Structure Model to a Level of Development of 300 (LOD 300).

## **Element Modelling to include the following information.**

### i) Foundations (Where Accessible)

- Approximate size and shape of foundation element,

- Sloping Surfaces
- Structural building grids for the local project
- Depth in relation to Natural ground level
- All reinforcement including post-tension elements detailed and modelled

#### ii) Structural Walls

- Type of Structural Walling system (Masonry, concrete, shear, lift shaft etc),
- Size and shape of wall element,
- Openings and penetrations,
- Joints positions (expansion joints etc), and
- Any permanent forming or shoring components (buttresses etc)

#### iii) Columns (Structural Steel)

- Specific sizes of main vertical structural members,
- Large elements of typical connections applied to all structural steel connections such as base plates, gusset plates, anchor rods,
- Connection Details,
- Any steel structure modifications such as web stiffeners, sleeve penetrations, etc.,
- All reinforcement including post-tension elements detailed and modelled

#### iv) Concrete Slabs

- Type of structural slab system (Flat slab, coffer slab etc),
- Approximate geometry (e.g. depth) of slab elements, exposing temporary covers (e.g. earth) to measure these where necessary,
- All reinforcement including post-tension elements detailed and modelled,
- Openings and penetrations for services such as MEP of lift shafts,
- Point and Line load locations, and
- Joints positions (expansion joints etc).

#### v) Concrete Beams

- Orientation of structural beam system (Upstand, down stand etc),
- Approximate geometry (e.g. depth and Width) of beam elements,
- Any sloping surfaces, and
- All reinforcement including post-tension elements detailed and modelled.

#### vi) Stairs

- Type of Staircase material (Steel or concrete),
- Nominal plan dimensions (length, width), and
- Nominal vertical dimensions (levels, landings).

#### vii) R.C. Retaining wall

- Nominal plan dimensions (length, thickness, width), and
- Nominal vertical dimensions (levels, height).

## 2. SITE DESCRIPTION

The site lies at the following coordinates.

- Latitude 29°57'28.77"S and
- Longitude 30°54'47.46"E.



*Figure 1: Building to be scanned (Yellow) and R.C. retaining wall (Blue)*



**DELIVERABLES AND COST SCHEDULE**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT IN RSA CURRENCY (RANDS)
1	Geotechnical Investigation (as per Scope of Services described) – Phase 2	ITEM	1		
<b>SUBTOTAL</b>					
<b>DISBURSEMENTS @ 10% - FOR THE CLIENT'S DISCRETION AND TO BE PRE-APPROVED</b>					
<b>SUBTOTAL (Incl. Disbursements)</b>					
<b>ADD VAT @ 15%</b>					
<b>TOTAL</b>					

- Required by: MUT
- At: Mangosuthu University of Technology
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid, or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:.....
- 2.2 Identity Number: .....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
- 2.4 Company Registration Number: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....
- 2.6.1 The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the National Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person/director/trustee/shareholder/ member:

.....  
Name of state institution at which you or the person connected to the bidder is employed:

.....  
Position occupied in the state institution:

.....  
Any other particulars:

.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees/shareholders/members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with **YES / NO**

the evaluation and or adjudication of this bid?  
 2.9. 1 If so, furnish particulars.

.....  
 2.10 Are you, or any person connected with the bidder, **YES / NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state.  
 who may be involved with the evaluation and or adjudication?  
 of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....

2.11 Do you or any of the directors/trustees/shareholders/members **YES / NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract.

2.11.1 If so, furnish particulars:

.....  
 .....

**3 Full details of directors/trustees/members/shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Reference Number</b>	<b>Tax Number</b>	<b>State Number</b>	<b>Employee Peral Number</b>

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
 CORRECT.  
 I ACCEPT THAT MANGOSUTHU UNIVERSITY OF TECHNOLOGY MAY REJECT THE BID OR  
 ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF  
 CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....  
Position

.....  
Name

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This document must form part of all bids<sup>1</sup> invited.
  
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
  
- 4 This form serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  
- 5 In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

<sup>1</sup> **Includes price quotations, advertised competitive bids, limited bids, and proposals.**

<sup>2</sup> **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.



7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors, or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

## CONDITIONS OF RFQ

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in the RFQ. Each bidder's proposal shall be evaluated against timelines and prices.
2. pricing- do not show separately.
3. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms and Conditions of this quotation.
4. RFQ validity period 90 days.
5. The validity period may not be extended unless otherwise stated by the member.
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided before the closing date and time.

### WHAT IS THE MUT LOOKING FOR

To appoint a Suitable Qualified and Experienced Structural Engineering Firm, perform a 3-D laser scanning, and generate the BIM model Services for The Construction of a Lightweight Structure at MUT North Campus.

#### Specification:

See attached **Pricing Schedule**.

#### Evaluation Criteria

Compulsory documents to be submitted with RFQ.	Mandatory Documents
<ul style="list-style-type: none"> <li>• Valid Tax certificate or pin</li> <li>• CIPC Certificate</li> <li>• Valid COIDA</li> <li>• 50% of company Directors/Owners must be professionally registered with ECSA/SACNASP (Attach CVs for directors).</li> </ul>	<b>YES</b>
<b>NB: Failure to submit mandatory documents will lead to disqualification.</b>	
<b>FUNCTIONALITY</b>	<b>100</b>

<p><b>Reference /Recommendation Letters (Provide Three (3) Signed letters with contactable contacts of a project with Similar Scope and Nature:</b></p> <ul style="list-style-type: none"> <li>• 3 Reference Letters = 30 Points</li> <li>• 2 Reference Letters = 20 Points</li> <li>• 1 Reference Letters = 10 Points</li> </ul> <p><b>If no references are provided the bidder will be Scored Zero</b></p>	<b>30</b>
<p><b>Professional Geotechnical Experience of a Key Personnel/ Director/ Managing Member to run the project.</b></p> <ul style="list-style-type: none"> <li>• 10+ years' Experience – Attach CV and ECSA/SACNASP Professional Registration = 40 Points</li> <li>• 07-09 years' Experience – Attach CV and ECSA/SACNASP Professional Registration = 30 Points</li> <li>• 04-06 years' Experience – Attach CV and ECSA /SACNASP Professional Registration = 20 Points</li> <li>• 02-03 years' Experience – Attach CV and ECSA/SACNASP Professional Registration = 10 Points</li> <li>• 0- 1 year or If no CV and Certified Certificates are provided the bidder will be scored Zero (0).</li> </ul>	<b>40</b>
<p><b>Method Statement / Approach Methodology</b></p> <p>Detailed Methodology =10 Points  Moderate Methodology = 05 Points  No Methodology Provided = 00 Points</p>	<b>10</b>
<p><b>Preliminary Program (Timelines)</b></p> <p>Detailed Program =10 Points  Moderate Program = 05 Points  No Program Provided = 00 Points</p>	<b>10</b>
<p><b>Location</b></p> <p>Umlazi = 10 Points  KZN = 05 Points  Outside KZN = 00 Points</p>	<b>10</b>

**NB:** The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score **70%** and above to progress to the next stage of evaluation.

**OTHER GENERAL REQUIREMENTS:**

- CSD MAAA NUMBER ----- (please insert in the space provided)
- BBBEE Certification – No points will be allocated if not provided.

**TO BE COMPLETED BY SUPPLIER BY (Checklist)**

• Does this Offer comply with specification, state brand where applicable?	
• Does the bidder have the required experience, state period?	
• Can this order be delivered within the specified period, state delivery period?	
• Do you intend sub-contraction/Partner?	
• Pricing Schedule (Recalculate to ensure accuracy)- Indicate whether prices are firm or non-firm)	
• Declaration of Interest (Read, Understand and Sign)	
• Declaration of Bidder’s Past Supply Chain Management Practices (Read, Understand and Sign)	
• Certificate of Independent Bid Determination (Read, understand and Sign)	
• CSD Registration Number (MAAA.....) / CSD report	

***PLEASE NOTE: MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT’s discretion to appoint the most suitable service provider who will add value to MUT.***