TENDER SUBMISSION NUMBERING AND FILING GUIDELINE

1. PURPOSE

The purpose of this guideline is to provide bidders with a standardised structure for preparing and submitting tender responses. Compliance with this numbering and filing structure will assist evaluators in locating information efficiently and may expedite the evaluation process.

Bidders are requested to arrange their submissions in accordance with the numbering sequence provided below.

2. GENERAL REQUIREMENTS

2.1 All documents shall be submitted in the order indicated in this guideline.

2.2 Each document shall be clearly labelled with the applicable section number.

2.3 Bidders shall ensure that all supporting documentation is filed under the relevant criterion.

2.4 Where a document is not applicable, bidders shall insert a page stating "Not Applicable" under the relevant section.

2.5 For electronic submissions, documents shall be separated into individual folders as described in Section 5 of this guideline.

2.6 Bidders are encouraged to include a master index or table of contents at the beginning of the submission.

3. MANDATORY REQUIREMENTS

Failure to submit any mandatory requirement may result in the tender being deemed non-responsive.

1.1 CIDB Contractor Grading

Supporting Documents

1.1.1 CIDB Certificate

1.2 Workmen's Compensation Letter

Supporting Documents

1.2.1 Letter of Good Standing and Supporting COIDA Documentation (if applicable)

1.3 Construction Rigger Red Seal Certificate

Supporting Documents

1.3.1 Construction Rigger Red Seal Certificate

1.3.2 Trade Test Certificate (if applicable)

1.4 Climbing and Rescue Certificates

Supporting Documents

1.4.1 Climbing & Rescue Certificate(s)

1.5 Foreman Certificate

Supporting Documents

1.5.1 Foreman Certificate

1.5.2 Supporting Qualifications (if applicable)

4. FUNCTIONALITY REQUIREMENTS

2.1 Company Experience

Provide evidence demonstrating the company's experience in similar projects.

Supporting Documents

2.1.1 Company Profile

2.1.2 Evidence (Reference Letters, Completion Certificates, etc)

2.2 Construction Rigger

Provide details of the proposed Construction Rigger.

Supporting Documents

2.2.1 Detailed Curriculum Vitae (CV)

2.2.2 Relevant Project Experience

2.3 Construction Foreman

Provide details of the proposed Construction Foreman.

Supporting Documents

2.3.1 Detailed Curriculum Vitae (CV)

2.3.2 Relevant Project Experience

2.4 Construction Health and Safety Officer

Provide details of the proposed Construction Health and Safety Officer.

Supporting Documents

2.4.1 Detailed Curriculum Vitae (CV)

2.4.2 SACPCMP Registration Certificate

2.4.3 Relevant Qualifications

2.4.4 Relevant Project Experience

2.4.5 Training Certificates (where applicable)

2.5 Method Statement

Provide a detailed methodology describing how the works will be executed.

Supporting Documents

2.5.1 Method statement

2.5.2 Supporting Gantt Chart

5. ELECTRONIC SUBMISSION FOLDER STRUCTURE

For electronic submissions, bidders shall separate the submission into individual folders corresponding to the evaluation criteria.

The recommended folder structure is as follows:

Folder 1 – Mandatory Requirements

1.1 CIDB Grading

1.2 Workmen's Compensation Letter

1.3 Construction Rigger Red Seal Certificate

1.4 Climbing and Rescue Certificates

1.5 Foreman Certificate

Folder 2 – Functionality Requirements

2.1 Company Experience

2.2 Construction Rigger

2.3 Construction Foreman

2.4 Construction Health and Safety Officer

2.5 Method Statement

2 IMPORTANT NOTE

The numbering and filing structure prescribed in this guideline is intended to assist evaluators in locating information quickly and efficiently. Bidders are therefore strongly encouraged to follow this structure when compiling their submissions. Failure to follow the numbering convention may result in delays during the evaluation process.