

RFQ RESPONSE FORM

Section 0 - General and Legal Information**Details of the Participating Enterprise**

To be completed on behalf of all Equity Members making up the Participating Enterprise.

1	Participating Enterprise Name:	
	Address:	
	Telephone:	
	Fax:	
	E-mail:	

Participating Enterprise's Authorised Representative (person for contact purposes).

Name:	
Address:	
Telephone:	
Fax:	
Email:	

The Declaration and Non-Collusion forms that must be signed by each of the Participating Enterprises are contained in Section J of the document.

2 Status of Participating Enterprise

(a)	Single candidate		Consortium		Other joint venture	
(b)	Already a limited company		To be incorporated		Not to be incorporated	

3 Where Participating Enterprise is already a limited company.

Registered name:	
Current trading name:	

Student Accommodation Project

Previous trading names (if different):	
Registered address (if different to 1):	
Telephone (if different to 1):	
Fax (if different to 1):	
E-mail (if different to 1):	
Registered number:	
Year of registration:	
Country of registration:	

4 Indicate the Participating Enterprises that will undertake the following roles on the Project.

Role	Name of organisations (full title)
Shareholding companies	
Technical Team Advisor(s)	
Design & Construction	
O&M service, including Integrated Facilities Management, provider	
Architects, designer(s) and other technical advisor(s)	
Legal advisor	
Financial advisor	
Other companies(s) and their roles in the Project	

5 Provide an organisational chart showing the relationships within the Consortium between the Equity Members and Participating Enterprises. State whether membership, roles and responsibilities will change during the procurement, design, construction and operational phases of the Agreement.

Name:

Position in organisation:

Address:

E-mail:

Telephone:

Mobile:

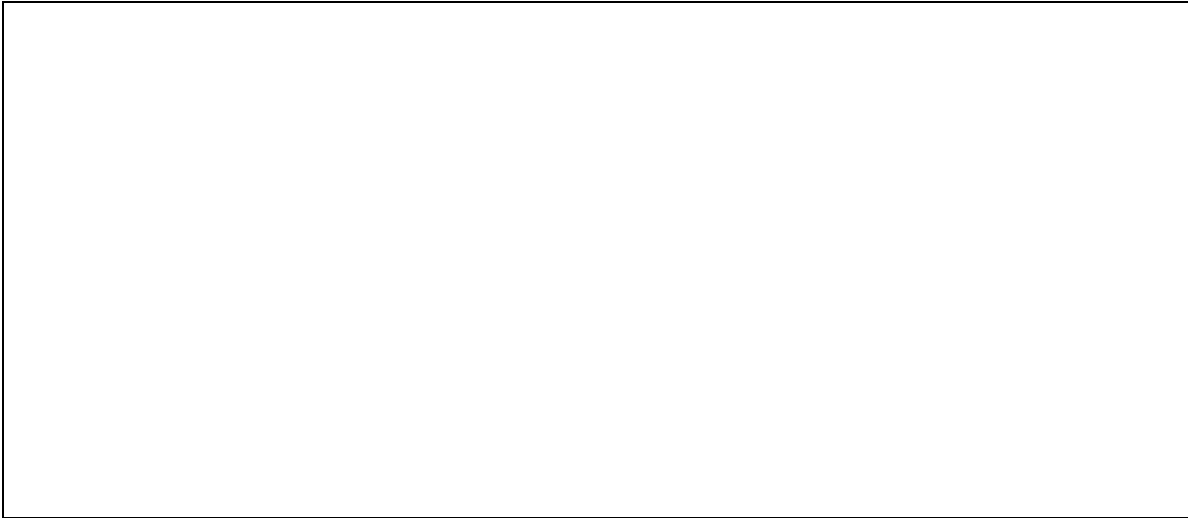
Fax:

A3 Specify the services that each Participating Enterprise will deliver.

Participating Enterprise	Services to be delivered
1.	
2.	
3.	
4.	
5.	

A4 Please provide details of each Participating Enterprise's main areas of business and confirm (in the case of a company) that it has the authority and capacity in terms of its constitutive documents to provide such services as are described within the Part 2 of the RFQ. Please indicate the approximate turnover relating to each service area for each Participating Enterprise for the last three years.

A5 (a) Provide an organisational chart and details of the relationship including details of any performance guarantees, between the Participating Enterprises and whether this may change during the design, construction, operational and maintenance phases of the Project.



- (b) Please complete the table below setting out, in percentage terms, the anticipated split of costs between the Participating Enterprises or their guarantor (either costs borne or underwritten).

Participating Enterprise (or guarantor)	% of capital costs to be borne/underwritten	% of operating phase costs to be borne/underwritten
1.		
2.		
3.		
4.		
5.		
6.		
Total	100%	100%

A6 Provide details of the likely shareholding of each Participating Enterprise in the Project (where relevant).

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Questions A7 to A16 are to be completed by the Lead Member and each Participating Enterprise on separate pages, where applicable.

A7 Name of organisation.

A8 Provide details of the registered office and registered number, VAT number and date of registration if a company or organisation (public/private limited company, limited liability partnership, or their equivalent, or other – please specify). If not a company, provide status of organisation, including details of the trading address.

Registered office:

Registration number:

Date of registration:

VAT number:

Please enclose a copy of the company certificate of incorporation (if applicable) and any certificate of incorporation on change of name or equivalent documentation applying in the relevant jurisdiction of the Lead Member.

A9 Names of directors and secretary (if a company).

Names of partners (if a partnership).

A10 If the Participating Enterprise is a limited company, or its equivalent, is it a subsidiary of another company? If so, provide details of the name of each holding or parent company.

A11 Provide details of any court and/or employment tribunal proceedings in which the Participating Enterprise has been involved in the last three years (companywide, not limited to specific service areas).

A12 Provide details of any such court and/or employment tribunal proceedings that are currently outstanding against the Participating Enterprise (companywide, not limited to specific service areas).

A13 Has the Participating Enterprise at any time:

- (a) Passed a resolution for winding up or been subject to an order of the Court for winding up otherwise than for the purposes of a bona fide reconstruction or amalgamation, or had a receiver, manager administrator or administrative receiver on behalf of a creditor appointed in respect of the company's business or any part thereof;
- (b) Had a judgment debt of over R100,000 enforced against it; or

A14 Has any proprietor, director, partner or associate of any Participating Enterprise ever been subject to any process indicated in question A13 above?

Yes No

If yes, please provide details confirming that the process has been discharged.

A15 Has the Participating Enterprise, or any proprietor, director, partner or associate thereof ever in the course of business:

- (a) Been convicted of a criminal offence relating to the conduct of that business, or
- (b) Committed an act of grave misconduct in the course of that business.

Yes No

If yes, please provide details.

A16 Please provide details of any prosecutions in the last three years against the Participating Enterprise.

A17 Please confirm that any proprietor, director, partner or associate of any Participating Enterprise is not blacklisted by the National Treasury under the Register for Tender Defaulters in terms of GN 194 of 11 March 2005

issued in terms of the Prevention & Combating of Corrupt Activities Act, 2004.

A18 Please confirm if any proprietor, director, partner or associate of any Participating Enterprise is listed on the Disqualified Director's Register (maintained by the Companies and Intellectual Property Commission) in terms of section 69(13) of the Companies Act, 2008, available on www.cipc.co.za;

Section B – Economic and Financial (for each Participating Enterprise)

Name of Respondent	
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B1 Name and contact details of the officer responsible for finance for the Participating Enterprise to whom financial queries can be directed.

Name:
Position:
Address:
E-mail:
Telephone:

B2 Name and address of bankers – provide bank reference letter for each Participating Enterprise.

B3 Name and address of auditors – you may be requested to provide written authority for City to approach your auditor for verification of financial details and/or a reference – please confirm that references can obtained from them, if required.

- B4** Provide a hard copy of the full annual report and audited accounts of the Enterprise and any intermediate or ultimate parent entities for each of the previous three financial years. If three years accounts are not available please set out in the table below what financial information you have provided to demonstrate the robustness and financial viability of the Participating Enterprise.

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- B5** If the most recent balance sheet is more than ten months out of date, please include a copy of the chairman's half-yearly statement (if available) and a statement signed by the director responsible for financial matters setting out any known significant changes in the current financial position from the last available balance sheet.

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- B6** Where relevant please provide evidence of any company announcements made to the authorities of the stock exchange or market on which the stocks or shares of the organisation are publicly traded, since the date of publication of the last set of accounts.

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- B7** Provide details of the Participating Enterprise's overall turnover and the turnover for services similar to those included in this project for the previous three financial years.

Turnover	2014/15:	2013/14:	2012/13:
Overall turnover			
Construction turnover			
Property Developer turnover			
Operations and Maintenance turnover			
Other turnover (specify)			

- B8** Provide a statement, as at the last reporting date, of any contingent liability or loss (where not otherwise reported) that would require disclosure in accordance with international accounting standard ("**IAS**") 10. Provide a statement of any other material events, subsequent to the publication of the last audited accounts, which may be disclosed in the next audited accounts.

- B9** Please state if you wish your economic and financial standing assessment to be based on your parent company/group or a guarantor? A parent company guarantee will be required prior to contract award if the assessment is to be based on the parent company accounts.

The assessment is/is not* to be based on parent company/group accounts/guarantor.
A parent company guarantee is/is not* available. If yes, please provide details and letter of support from parent company.
Section B has/has not* been completed in relation to both the Participating Enterprise and the parent company.
* Please delete as appropriate

B10 Provide a statement that the ownership of the organisation or change of structure of the organisation has not changed significantly over the past twelve months. Where applicable, please provide details.

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B11 Provide a statement that the Participating Enterprise has not been subject to a financial investigation by an accredited regulator. Where applicable please provide details.

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B12 Provide details of any outstanding legal or financial claims the Participating Enterprise is subject to.

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B13 Provide examples of structures/performance guarantees that you have provided on other construction projects to give comfort regarding the on-going performance of the contract.

Insurance

B14 Provide evidence of the public liability insurance and professional liability or indemnity insurance for the Participating Enterprise. The evidence should include the name of the insurers, policy numbers, expiry date, and limits for any one accident and the excesses under the policy. Please provide copies of relevant insurance certificates.

	Employers liability insurance	Public liability insurance	Professional liability or indemnity insurance
Name of insurers			
Policy numbers			
Expiry dates			
Limits for any one incident			
Excess limit			

B15 Would you be willing to increase the value of cover if your current level is considered to be insufficient for the project being applied for?

Yes No

B16 Ability and approach to raising project and/or corporate finance.

B16.1 - Please state if finance raising is to be based solely on the Lead Bidder or on a combination of the Lead Bidder and other sponsors. Where the response is a combination of the Lead Bidder and other sponsors, please list the Participating Enterprises to be considered.

B16.2 - Please summarise the historical funding strategy methodology used by the Lead Bidder/sponsor (maximum two sides of A4).

B16.3 - Provide details of no more than five examples of prior experience in raising project and/or corporate finance in excess of R100 million (or equivalent value in other currency). Points to highlight should include the following:

- a) the type of project for which such finance was raised;
- b) the amount raised and when this occurred;
- c) the form of finance raised (e.g. debt, equity, bond, corporate finance);

- d) the method used to approach potential financiers and to obtain best value funding terms;
- e) the strategies used to help mitigate the risk of proposed funder(s) not being able to offer suitable funding terms at a later time;
- f) the strategies used to manage the potential tension between the project timetable and the duration for which terms offered are valid;
- g) the approach to managing the due diligence requirements of funder(s).

Your response should not exceed more than five pages of A4 sized paper.

Section C – Project Comprehension and Solution

Questions C1 and C2 are to be completed by the Respondent on separate pages. A failure to respond to this section, without explanation may negatively impact on assessing the Respondent's awareness of the issues attendant to the Project.

C1 Project Comprehension

- a) Provide a synopsis that clearly and unambiguously demonstrates the Respondent's understanding of the project objectives and scope of work.
- b) Identify and comment on any aspects of the Project or its legal framework that, in the Respondent's opinion, would –
 - o restrict the Respondent's ability to raise funding for the Project;
 - o limit the creation of Value for Money for the City; and
 - o frustrate the ability of the Respondent to assume risk under the Project.
- c) Identify and comment on any other aspects of the Project that, in the Respondent's opinion, would enhance the Project and that need to be addressed by the City in its further development of the RFP.
- d) The Respondent is to indicate the time scales, which the Respondent considers to be realistic to achieve the commencement of revenue earning operations of the Project.
- e) The Respondent must demonstrate an understanding of a partnering concept as it relates to the City Project for the longer term.
- f) The Respondent must demonstrate a keen comprehension of the key challenges facing the Project and an understanding of the complexities and demands entailed in undertaking the Project.
- g) The Respondent is required to satisfy themselves of the City's authority to procure the Project and is to confirm that they are satisfied that the City has the authority to procure the Project.

C2 Project Solution

Provide the executive summary of the Project Business Plan. The requirements of the Project Business Plan are contained in Part 2 of the RFQ- Project Description.

Section D – Technical and Professional Capability

Questions D1 and D2 are to be completed by each Participating Enterprise, on separate pages, if applicable. Responses to this Section D should be no longer than twenty pages of A4. Please note that if more than twenty pages of information is provided, the Response will not be evaluated and scores may be impacted.

Project experience

D1 Please provide details of up to five current or recent (those that may have been concluded within the past three years) contracts for large scale infrastructure contracts in which each Participating Enterprise has performed, participated in, or those contracts where the Participating Enterprise has provided services comparable with its proposed role within a consortium.

Please copy this table within Section D1 as many times as is necessary to provide details for each project.

Contract title	
Name of organisation	
Address of organisation	
Description of Participating Enterprise's role in contract (e.g. lead, turnkey supplier, financier, partial supplier, licensor or process integrator)	

Student Accommodation Project

Key sub-contractors/organisations and roles within the contract delivery	
Is the contract a Student Accommodation or other type of infrastructure or facility management contract (please state)?	
Details of works and service provided including any specific experience	
Key facilities and technologies used in the provision of works and services	
Design capacity	
Current operating throughput	
Regulatory authority (stating local office where appropriate)	
Contract value Annual contract value Annual value for your element of service	
Funding raised and funding source	
Contract start date	
Contract completion date	

Answer those questions which are relevant to the service being described, marking the questions which are not relevant as 'N/A'.

Please repeat this table as required.

- D2** Please provide details of where the Participating Enterprises have managed sub-contractors to deliver elements of large-scale infrastructure or facility management projects.

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D3 Provide details of any contracts to which the Participating Enterprise is a signatory of a contract with a value of over R100 million where there has been a failure to complete the contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered, in either case only where the amounts exceed R10 million. Also details of any contracts terminated. This statement should only take account of incidents in the past three years.

	Year 2012-13	Year 2013-14	Year 2014-15
Participating Enterprise:			
Failures to complete the contract			
Claims for damages			
Damages deducted or recovered			
Contracts terminated			

D4 Please also provide details of any successful prosecution against the organisation in relation to the contracted services and facilities described in D1 during the last five years (please indicate the magnitude of any fine, the duration of any prison sentence and the nature of the offence). Additional information should be provided where applicable.

Technical experience

Responses to this Section D (questions D5, D6 and D7) should be no longer than twenty pages in total of A4 sized paper. Please note if more than twenty pages of information is provided, the Response will not be evaluated and scores may be impacted.

- D5** Please provide details, for the past five years only of the Participating Enterprise's experience in gaining and securing planning permission, relevant to the types of facility identified in question D1. Information provided should include details of the planning authority, facility type and scale, location and date. If any of the planning applications were subject to objections or judicial review (or the equivalent in the jurisdiction of the Participating Enterprise) the details of how these issues were resolved should be included.

- D6** Please provide details, for the past five years only, of the necessary consents and permits the Participating Enterprise has obtained relevant to the types of project identified in question D1. Information provided should include details of the issuing authority, facility type and scale/capacity,

length of application process, location and date of issue and expiry. If any of the applications were subject to objections or judicial review (or the equivalent in the jurisdiction of the Participating Enterprise) the details of how these issues were resolved must be included. Details of where consents or permits have been modified or withdrawn should be included.

D7 What experience or involvement does the Participating Enterprise have in providing construction management services, in the past five years? Please provide details of up to ten projects comparable in scale and scope to the Project.

Staff experience

Questions D8 to D10 to be completed by each Participating Enterprise, on separate sheets, if applicable.

D8.1 Provide general details below for each of the Participating Enterprises showing its staffing via the following table:

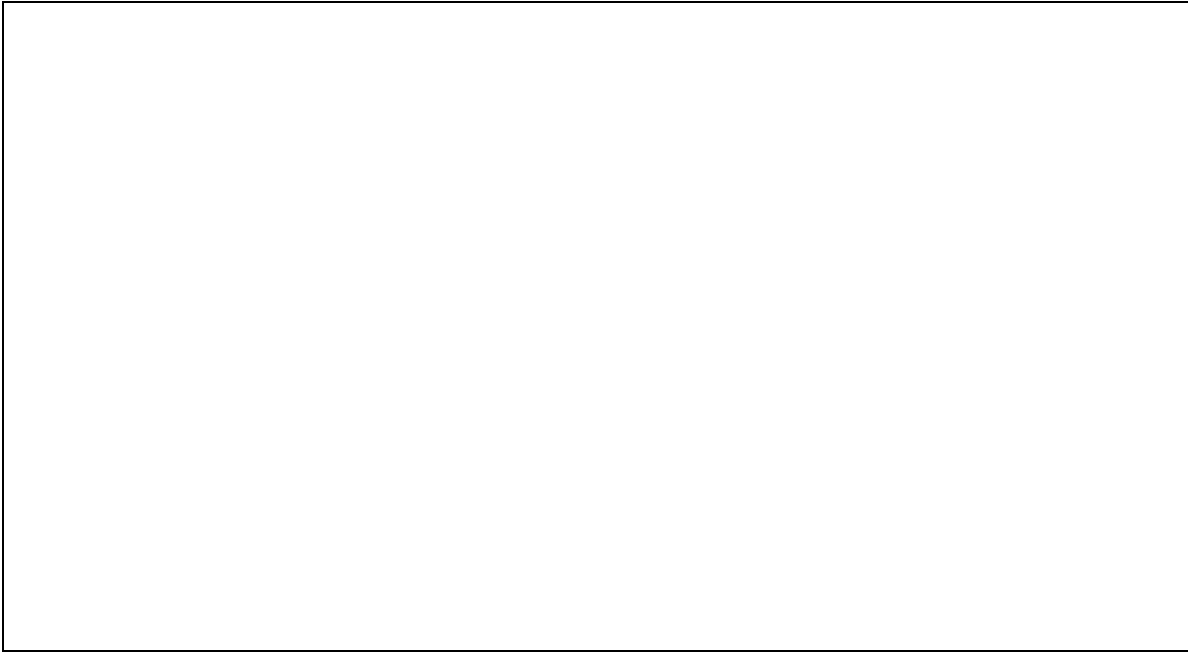
	Permanent full time	Permanent part time	Casual
Managerial/supervisory			
Operational			
Total staff employed			

	2012-13	2013-14	2014-15
Details of staff turnover as a percentage of workforce for past three years			

D8.2 Based on the information provided in Section 0 (General Information) for the Participating Enterprise, provide CV's (one page CVs) for key staff.

D9 Provide details of the membership of relevant trade associations/professional bodies of both the Participating Enterprise and the key persons identified in question D8.

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D10 Please provide, if possible, two example references on existing contracts where the organisation can provide demonstrable experience of the following activities.

Activity	Contracting organisation	Contact at contracting organisation (including name, address and telephone number)	Details (including objectives, performance indicators and delivery)
Partnering and / or working in a Consortium including a Construction and Integrated Facilities Management			
Long-term performance focused contracts including risk transfer for integrated facilities management			

Note: City at its discretion reserves the right to seek references from the named contracting organisations.

Section E – Experience of working on similar projects

Questions E1 to E4 are to be completed by the Lead Member on no more than five pages of A4.

- E1** Provide details for the past three years as to whether the Participating Enterprise(s) have worked or are working together on other similar property development and/or Student Accommodation projects. Disclose the date when the Participating Enterprise's involvement started and whether the scheme is at bidding stage, at preferred bidder stage, has reached financial close, has completed construction/installation, has been cancelled, or if none of these are applicable, the stage the scheme has reached.

- E2** If the Participating Enterprises are working together for the first time, please provide details of where and when the new relationships are being formed to create a Respondent under this project.

- E3** Identify any potential conflicts of interest that may arise if the Respondent were selected (taking into account all Participating Enterprises).

E4 Provide a statement of any material pending or threatened litigation or other legal proceedings connected with similar projects against any Participating Enterprise that may affect the Respondent's ability to deliver on the Project.

Section F – B-BBEE and Localisation

The information requested in Section F is to be provided by the Participating Enterprise.

The Participating Enterprise compliance targets for BBBEE in the Project based on the seven elements of BBBEE Codes of Good Practice. The following sections contain the seven elements of the BEE scorecard. Respondents are required to respond to each element and its specific sub-elements in their submissions by providing the appropriate quantitative and qualitative data.

F1 Equity ownership

The Participating Enterprise is required to provide information on the number of black participants in the following categories:

- The voting rights in black people
- The voting rights in black women
- The economic interest of black people
- The economic interest of black women
- The economic interest of black individuals in designated groups, employee ownership schemes, broad-based ownership schemes and/or co-operatives

F2 Management control

Over and above the number of black participants, the Participating Enterprise will be required to indicate the particular roles that black people and black women will play in

the management of the Participating Enterprise supported by brief profiles of key members and indicating their gender.

- Board participation by black board members
- Board participation by black executive directors
- Black people in top management positions
- Black people in other top management positions

F3 Employment equity

The Participating Enterprise will have to demonstrate compliance with the Employment Equity Act, 1998.

- Black disabled employees as a percentage of all employees
- Black employees in senior management as a percentage of all such employees
- Black employees in middle management as a percentage of all such employees
- Black employees in junior management as a percentage of all such employees

F4 Skills development

The Participating Enterprise will have to demonstrate compliance with the Skills Development Levies Act, 1999.

- Skills development expenditure for black employees
- Skills development expenditure for black employees with disabilities

- Number of black employees in learnerships

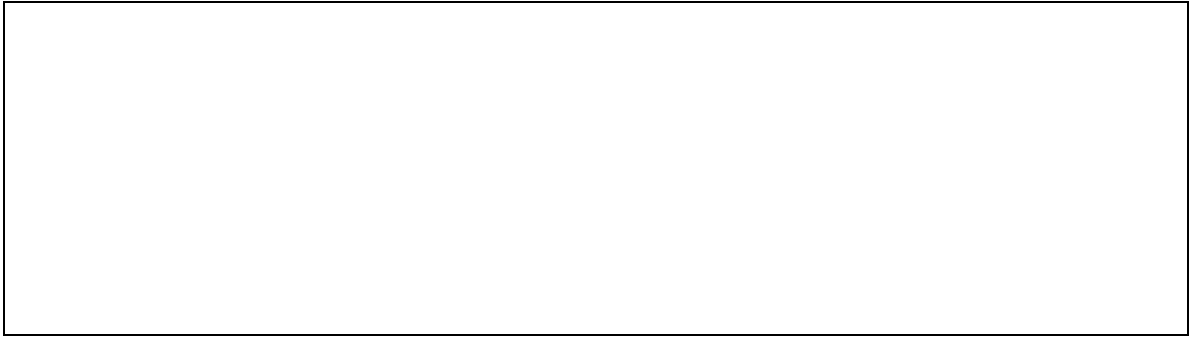
F5 Procurement

The Participating Enterprise will be required to provide information on the procurement spend based on the B-BBEE procurement recognition levels as a percentage of total measured procurement spend.

- B-BBEE procurement spend from all suppliers
- B-BBEE procurement spend from Qualifying Small Enterprises (QSEs) or Exempted Micro Enterprises (EMEs)
- B-BBEE procurement spend from suppliers that are at least 50% black owned
- Suppliers that are at least 30% black owned

F6 Enterprise development

- The Participating Enterprise will be required to provide information on the average annual value of all enterprise development contributions and sector-specific programmes made by the measured entity as a percentage of the target.



F7 Socio-economic development

- The Participating Enterprise will be required to provide information on the average annual value of all socio-economic development contributions.
- Further, the Participating Enterprise will also be required to show innovation and apply their experience in proposing sustainable plans and initiatives to optimize the extent to which the Project can generate new jobs to stimulate the local economy.

F8 Localization

The Participating Enterprise is required to indicate the extent to which it will attain local content in relation to economic participation, professional services and job opportunities. This must be demonstrated through the submission of a credible localisation strategy and plan for the Project.

Section G - Quality Assurance

The information requested in Section G to be provided by each of the Participating Enterprises.

- G1** Please confirm whether the Participating Enterprises are currently, or are in the process of becoming, accredited to ISO9001, other recognised equivalent quality standard or own Quality Control Policy. Please state appropriate assessment level, and to which business functions the accreditation applies, where applicable. Please enclose a copy of the certificate, where applicable.

ISO9001 accredited YES/NO

Statement of accredited business functions YES/NO

Certificate Provided YES/NO

Quality Control Policy YES/ NO

Section H – Health and safety

The information requested in Section H to be provided by each of the Participating Enterprises.

To ensure an accurate assessment of your organisation is made, please answer as many of the following questions as possible. Use additional sheets of paper if necessary.

- H1** Is it your policy as an employer to comply with your statutory obligations under the Occupational Health and Safety Act, 1993 together with subsequent associated regulations and approved Codes of Practice?

Please tick the appropriate box:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- H2** Does your organisation have a documented and implemented health and safety policy?

Please tick the appropriate box:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- H3** Does your organisation have a recognised health and safety manager?

Please tick the appropriate box:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- H4** Have any of the following been served on your organisation within the past three years by a government health and safety inspector?

Improvement notice

Please tick the appropriate box:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Prohibition notice

Please tick the appropriate box:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Other enforcement notice

Please tick the appropriate box:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

H5 If you answered yes to any points in question H4 please provide details.

Section I – Environment and sustainability

The information requested in Section I to be provided by each Participating Enterprise.

To ensure an accurate assessment of your organisation, please answer as many of the following questions as possible. Use additional sheets of paper if necessary.

- I1** Please confirm whether the Participating Enterprises are currently, or are in the process of becoming, accredited to ISO14001 or other recognised or equivalent environmental standard.

Please tick the appropriate box and provide a copy of the certificate or other appropriate evidence:

Yes	
No	

- I2** Does the Participating Enterprise have an environmental policy for any of the works and services likely to be provided within the Project?

Please tick the appropriate box and provide appropriate evidence and state which part of the services the policy relates to:

Yes	
No	

- I3** Does the Participating Enterprise have a policy relating to sustainable development?

Please tick the appropriate box and provide appropriate evidence:

Yes	
No	

- I4** Within the last three years has any Participating Enterprise had any notice served upon it by any environmental regulator or authority?

Please tick the appropriate box and provide appropriate evidence including outcomes and details of any remedial actions taken or recommended:

Yes	
No	

Section J – Non-Collusion*(i) Improper lobbying*

Any Respondent,/Bidder/ Private Party who is found to have, directly or indirectly lobbied a PLM official or Councillor in respect of the PQS or eventual RFP pertaining to this Project, will face the following actions: Immediate disqualification from further participation in the Project, cancellation of any contract entered into in this regard and be subject to a claim for damages, blacklisting against any bid in future, being reported to the National Treasury for purposes of being listed in the National Treasury's database of persons prohibited from doing business with the public sector.

(ii) Competition and Independent submission

The Respondent and/or Bidder and its respective advisors, officers, employees and agents is prohibited from engaging in any collusive action, which serves to limit competition amongst Respondents and/or Private Parties. In submitting the PQS the Respondent and/or Bidder undertakes that:

- its submission has been independently developed, without consultation, communication, or agreement for restricting competition, with any other Respondent and/or Bidder (or member thereof) or to any other competitor;
- unless otherwise required by law, the relevant submission has not been knowingly disclosed by it and it will not knowingly be disclosed by it prior opening, directly or indirectly to any other bidder (or member thereof) or to any other competitor;
- no attempt has been made or will be made by it to induce any other person or firm to/not to submit a response for the purpose of restricting competition;
- In general, attention of the Respondent is drawn to section 4(1)(b)(iii) of the Competition Act which prohibits “collusive tendering”, and to Chapter 3 of the Competition Act. Any and all costs envisaged and attendant on any pre-merger notification and other fees and/or levies in terms of the Competition Act will be borne by the successful Respondent and/or Bidder.
- If the Respondent has reason to believe that competition issues may arise from the

Project, they may, at their cost, make enquiries, and they are encouraged to discuss their position with the South African competition authorities before submitting the PQS. Any correspondence or process of any kind between the Respondent and the competition authorities must be documented in the PQS. The City may, at its election consult the competition authorities during the bidding process.

The City will not be liable for any damages (whether direct, indirect, general, special or consequential) or any losses, costs, expenses or penalties suffered by a bidder or any member(s) thereof before, during or after submission of an offer, arising from the enforcement of the Competition Act. The pre-qualification of any Respondent and the eventual selection of any Bidder by the City in no way excludes or insulates such a Respondent and Bidder from the operation of the Competition Act or implies that the competition authorities have no interest in or have consented to the terms of the offer. Normal competition legislation and procedures will apply to the Project.

Section K – Project Business Plan

See Part 2 of the RFQ – Project Description, for detail on the required contents of the business plan.