



Compiler guidance note

Component document: E1.2 – Submission Data

Function and broad outline of contents

Establishes the rules from the time a call for an expression of interest is advertised to the time that any submission is evaluated.

Notes

Sub-clause 4.4.5.1 of the Standard for Uniformity in Construction Procurement requires that the Submission Data reference the Standard Conditions of for the Calling for Expressions of Interest in Annex H.

The CIDB Standard for Uniformity in Construction Procurement was first published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004. It was subsequently amended in Board Notice 67 of 2005 in Government Gazette No 27831 of 22 July 2005, Board Notice 99 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006 and Board Notice No 9 of 2008 in Government Gazette No 30692 of 1 February 2008.

The Submission Data informs respondents about the submission procedures that are to be observed and the documentation that needs to be submitted, failing which, submissions may be rejected or might not be evaluated. The Submission Data also establishes the manner in which the employer undertakes to evaluate the submissions. The Submission Data does this by establishing a set of generic rules relating to submissions in response to a call for expressions of interest and specific variables relating thereto.

The Standard Conditions for the Calling for Expressions of Interest anticipate that certain information associated with particular sub-clauses will be found in the Submission Data. **Such sub-clauses may be voided should such information not be provided.**

The clauses and sub-clauses in the Standard Conditions for the Calling for Expressions of Interest are prefixed with the letter H.

The Standard in sub-clause 4.3 provides a number of ways in which **quality** may be ensured in the work. The ways in which quality may be addressed through the Submission Data are by:

- a) introducing quality into the eligibility criteria;
- b) evaluating selected quality (functionality) criteria as an integral part of the submission.

Sub-clauses 4.3.2 to 4.3.6 of the Standard address the evaluation of quality in submissions. They describe what quality is and what it is not. They also include examples of what constitutes quality and provides guidance on how to evaluate quality criteria.

Sub-clause 4.3.5 requires quality to be evaluated in terms of prompts for judgment by at least three persons who are fully conversant with the technical aspects of the procurement. Sub-clause 4.3.6 requires that the prompts for judgment or qualitative indicators are communicated to respondents in procurement documents.

Sub-clause 4.5 of the Standard prescribes standard wording that must be used to apply the register of contractors.

Commentary:

- 1 The submission data inform respondents about the submission procedures that are to be observed and the documentation that needs to be submitted, failing which, submissions may be rejected or might not be evaluated. The submission data also outlines how the employer is to receive and evaluate the submissions received and states any criteria that respondents need to satisfy in order to have their submissions evaluated and any evaluation criteria that are to be applied.
- 2 Respondents are not required to submit financial offers where expressions of interest are called for. They are usually invited to submit their credentials so that they may be:
 - a) prequalified to submit a tender offer
 - b) be admitted to an electronic data base which is used to nominate those who will be invited to submit tender offers.
- 3 Submissions may only be evaluated in accordance with the evaluation criteria stipulated in the procurement documents. It is therefore essential that the manner in which this is to be done is precisely described in the Submission Data.
- 4 Compiler guidance note - Component document: T1.2 - Tender Data provides guidance on the evaluation of quality in expressions of interest.