



SILVER LAKES HOMEOWNERS ASSOCIATION NPC
("SLHOA")

REQUEST FOR TENDER FOR THE PROVISION OF
PROFESSIONAL SERVICES: CAPITAL PROJECTS TO SILVER
LAKES GOLF AND WILDLIFE ESTATE.

FORM OF TENDER

The Board of Directors
Silver Lakes Homeowners Association NPC (SLHOA)

Dear Sirs/ Madams,

Having examined the conditions set in the Requirements for Tendering, Schedule of Information, Tender Specifications and acquainted ourselves with the Memorandum of Agreement, we offer our services as a company to manage Upgrade and new key capital projects on the Estate involving:

- Concept Site Development Plans for key projects
- Architectural vision (3D renderings)
- Spatial layout/design

Note:

- This offer shall be valid for 30 calendar days from the date of tender closing.
- The offer is for the below set projects:
 - Entrance gate (Solomon Mahlangu)
 - Entrance gate (Lynnwood)
 - Boundary wall
 - Upgrade to Clubhouse facility/layout
 - Members bar
 - Bowling green (new)
 - Recreational facility for teenagers (new)
 - HOA Management centre

For and on behalf of:

Name of Firm: _____

Address: _____

Telephone No: _____

Fax No: _____

E-mail: _____

Date: _____ / _____ 2022

Signature (by authorized representative): _____

Name of signatory (block letters): _____

Official Stamp of Tenderer:

1. RESPONDENT'S INFORMATION

Business Details

Registered Name of Organisation:	
VAT Registration Number:	
Company Registration Number:	
Physical Address:	
Telephone Number:	
Facsimile Number:	
E-mail Address:	
Date of Commencement of Business:	
Other companies who make use of our publications:	

2. REQUIREMENTS FOR TENDERING

All tenderers shall note the following:

- 2.1 This closed tender for the professional services should not be construed as, and does not constitute an offer from the SLHOA.
- 2.2 Respondents should complete this document in full and the SLHOA may draw a negative inference in the event of failure to do so which could disqualify a Respondent. Failure to follow all tender submission preparation instructions may cause the proposal to be discarded.
- 2.3 Respondents can attach annexures to the tender as additional information in response to the tender. Such annexures are to contain clear cross references to the relevant section in the tender.
- 2.4 Completed tenders must be emailed to secretary@silverlakes.co.za, clearly marked TENDER FOR THE PROVISION OF PROFESSIONAL SERVICES: CAPITAL PROJECTS TO SILVER LAKES GOLF AND WILDLIFE ESTATE, by no later than **31 May 2022**. Any late submissions will not be considered. No debates regarding late submissions will be entered into and the SLHOA's decision in this regard is final. The

SLHOA will respond to reasonable requests for additional information relating to the tender provided that such requests are submitted timeously.

- 2.5 All expenses for the preparation of the tender submission are the responsibility of the Respondent. There is no fee to participate in this tender process.
- 2.6 Any person signing in a representative capacity shall attach to this document a certified copy of the resolution by the entity on whose behalf the signatory is acting. The signatory by his signature to this document confirms such authority.
- 2.7 Any Respondent completing the tender does so at their own risk. Before doing so they must acquaint themselves with any specifications, conditions, requirements and the SLHOA shall not be liable in any way whatsoever for failure by the Respondent to do so.
- 2.8 By submitting a tender the Respondents agree to afford the SLHOA the opportunity to visit the business premises or reference sites of the Respondents in order to inspect facilities, meet key personnel and to perform due diligence audits if the SLHOA so decides.
- 2.9 The SLHOA reserves the right to make inquiries into the Respondent's financial stability and other infrastructure aspects. In submitting this document, Respondents agree to the financial inquiries.
- 2.10 In the event of any conflict or potential conflict of interest the Respondent must declare it. Failure to do so will disqualify any Respondent and in the event of such Respondent being appointed as a service provider the SLHOA will have the right to terminate any agreement immediately.
- 2.11 The SLHOA's decision regarding the evaluation of tenders is final and no communication will be entered into regarding the decision. The SLHOA shall have no obligation to provide reasons for the selection of the successful service provider.
- 2.12 The SLHOA shall inform the unsuccessful Respondents via e-mail.
- 2.13 The information contained in this tender is confidential and may not be used for whatever reasons without written permission from the SLHOA. Similarly, the SLHOA will treat the information provided by Respondents as confidential and not release the information to third parties without permission from the Respondents in question. This document is released for the sole purpose of responding to this tender and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this tender is strictly prohibited. Respondents will undertake to hold in confidence and use their best mechanisms to prevent disclosures of any information, confidential or otherwise, concerning the technology, know-how, affairs or business matters of the SLHOA or any party towards whom the SLHOA is obliged to confidentiality, which may become known to the Respondent or the Respondents representatives during their association with the SLHOA and not disclose such information to any third party without the SLHOA's prior written approval thereof.
- 2.14 Respondents submitting proposals in response to this tender are requested not to discuss this tender outside of those people within the company who are required to participate in the response. Any public release of information about participation in this tender will disqualify that Respondent. Any further public release of information relating to the agreement may result in termination of the agreement.
- 2.15 The information contained in the tender has been prepared by the SLHOA in good faith based on information on hand. However, neither the SLHOA or any of their respective directors, officers, employees, agents or representatives make any representation or warranty or give any undertaking, express or implied,

or accept any responsibility or liability whatsoever, as to the content, accuracy or completeness of the information contained in this tender, or any other written or oral information made available in connection with the tender and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

- 2.16 This tender contains to the best of our knowledge all the information that may be required to evaluate a possible submission of a response by Respondents. However, should Respondents need clarification around the content of this tender these should be requested at the planned Question and Answer Session on **Monday 23 May at 10h00**.
- 2.17 No Respondent shall have any rights, expressed or implied, with respect to any implementation of the solution as a result of receipt of the tender or their participation in the tender process.
- 2.18 The SLHOA reserves the right, in its sole discretion, to withdraw by notice to Respondents any aspect of the tender, to terminate any party's participation in the tender process or to accept or reject any response on notice to the Respondents without liability to any party.
- 2.19 The SLHOA expressly reserves the right to request clarification on any aspect of a response from a Respondent, amend the tender process in its sole discretion and to select and appoint a supplier.
- 2.20 All proposals submitted become the property of the SLHOA and will not be returned to Respondents.
- 2.21 The Respondent warrants that all relevant documents shall be deemed to have been signed by a signatory duly authorised to do so. The Tenderer will submit with his Tender the resolution of the Tenderers partners or directors in which the authority of the signatory is confirmed.

3. SCHEDULE OF INFORMATION

3.1 INTRODUCTION

- 3.1.1 This section must be fully completed by all tenderers and will be read in conjunction with the Conditions of Contract. Failure to complete any part or the whole of this section may result in the tender being found to be non-responsive and therefore disqualified.
- 3.1.2 Any false or incorrect information furnished by the tenderer in this section will lead to immediate disqualification or termination of the contract.

3.2 BUSINESS DETAILS OF SERVICE PROVIDER

- 3.2.1 Name: _____
- 3.2.2 Trading Name: _____
- 3.2.3 Physical Address: _____
- 3.2.4 Postal Address: _____
- 3.2.5 Telephone Number: _____
- 3.2.6 Fax Number: _____

3.2.7 E-Mail Address: _____

3.2.8 Contact Person: _____

3.2.9 Cellular Telephone Number: _____

3.2.10 Type of Entity: _____

(i.e. Company/close corporation; business trust; sole propriety or other)

3.2.11 Was your business previously registered under another name YES/NO.

If YES provide full details:

4. TENDER SPECIFICATIONS

An opportunity exists to tender for the rendering of professional services to the Silver Lakes Golf and Wildlife Estate with regards to the following:

Upgrade and new key capital projects on the Estate involving:

- Concept Site Development Plans for key projects
- Architectural vision (3D renderings)
- Spatial layout/design

The capital projects are defined as follows:

- Upgrade of the two entrance gates to the estate
- Upgrade of the estate boundary wall
- New project - Bowling green
- Upgrade of the Members bar
- New project – Recreational facility
- Upgrade of the Clubhouse facility/layout
- HOA management centre

THUS done and signed at _____ on _____ 2022.

Dean Pretorius

As the duly authorised person to sign
on behalf of SLHOA

As Witnesses:

THUS done and signed at _____ on _____ 2022.

XXXX

As the duly authorised person to sign
on behalf of XXXX

As Witnesses: