



REQUEST FOR PROPOSALS

Refurbishment of the Mafikeng Local Office

<i>Bid/Tender No:</i>	<i>25/2018</i>
<i>Closing date:</i>	<i>17 August 2018</i>
<i>Time:</i>	<i>11h00</i>
<i>Submission:</i>	<i>Legal Aid House, 29 De Beer Street, Braamfontein, 2017</i>
<i>Bid Enquiries:</i>	<i>Nyako Tshukudu Tel (011) 877 2008</i>
<i>Technical Enquiries:</i>	<i>Victoria Mophulane Tel (018) 381 1096</i>
<i>Briefing session date and venue</i>	<i>No briefing session, however viewing of the premises on the ground floor, Borekelong Hose will be arranged by Victoria Mophulane Tel (018) 381 1096 071 672 0546. Alternatively call Nyako Tshukudu Tel (011) 877 2008</i>
<i>Handing of bid Documents at Local Office</i>	<i>For the convenience of bidders, we will forward your bids documents to Legal Aid House, 29 De Beer Street, Braamfontein, 2017, provided the bid documents are handed to <i>Mafikeng Local Office</i> in person before the 13th of August 2018 in a sealed envelope and clearly marked with Bid number: 25/2018.</i>

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1. INTRODUCTION

- 1.1 Legal Aid South Africa (Legal Aid SA) is an autonomous statutory body established in terms of the Legal Aid South Africa Act 39 of 2014 to deliver legal aid in South Africa. The Board is the Accounting Authority of Legal Aid South Africa in terms of the Public Finance Management Act (Act 1 of 1999 as amended). The Board is responsible for providing strategic direction and leadership, ensuring good corporate governance and ethics, managing risk and materiality limits, financial sustainability and determining policy. Legal Aid SA is established to ensure the separation between the prosecuting arm of government and the defence of those requiring state funded legal assistance. In terms of the Legal Aid South Africa Act (Act 39 of 2014) and the Public Finance Management Act (Act 1 of 1999 as amended), Legal Aid SA is accountable to the Minister of Justice and Correctional Services as its Executive Authority, as well as to Parliament. This accountability relates to overall strategy and policy matters as well as finances. On operational matters and individual legal matters, Legal Aid SA operates autonomously in line with approved policy. This governance framework ensures the independence of the organisation as well as its accountability.
- 1.2 Legal Aid SA has evolved into a high performing organisation, which has delivered more than 90% of its Business Plan annually and has received fifteen consecutive unqualified audits. During the 2015-2016 (2014-2015) (2013-2014) financial year the organisation provided legal services in 441,056 (almost 450,000) (just over 440,000) new legal matters and just over 308,000 (320,000) (330,000) general advice consultations, successfully delivering on its mandate of ensuring access to justice for the poor and vulnerable.

2. ORGANISATIONAL PROFILE

- 2.1 Legal Aid SA is a high performing public entity that champions the rights of all persons to access justice through the provision of independent, accessible and quality legal aid services in criminal and civil legal matters. We service the public through a national network of 128 offices, strategically positioned near justice points (such as courts), ensuring we are accessible to as many people as possible.
- 2.2 Legal Aid SA is the biggest law firm on the African continent. It boasts a unique pedigree of socially conscious legal professionals, who in their everyday work, defend and protect the rights of the country's most vulnerable groups. We pride ourselves on our strong governance, having received 15 unqualified audit opinions from the Auditor-General and being named a Top Employer for eight consecutive years as well as being an Industry Leader amongst public sector organizations' and ensuring that all accounts are paid within 30 days of invoice date.
- 2.3 It is crucial that our network of offices cohesively presents an image of professionalism and integrity to our clients, thereby assisting them to access justice. Property owners are thus valued stakeholders for the organisation, and we strive to establish and sustain fruitful relationships with each property owner we work with. A key

organisational strategy is expanding and capacitating our national footprint to increase points of access to legal aid services, especially in rural and remote areas. Property owners play a crucial in ensuring that we achieve this.

3. VISION, MISSION AND VALUES

3.1 Vision - A South Africa in which the rights and responsibilities enshrined in the Constitution are realised to ensure equality, justice and a better life for all.

3.2 Mission - To be the leader in the provision of accessible, sustainable, ethical, quality and independent legal services to the poor and vulnerable.

3.3 Legal Aid SA Values are listed below:

- Passion for Justice and Protection of Human Rights
- Ubuntu
- Integrity
- Accountability
- Service Excellence
- People Centered

4. OUTCOMES AND OBJECTIVES:

4.1 Legal Aid SA intends to achieve the two outcomes listed below:

Outcome 1: Quality justice for all, focusing on the poor and vulnerable, thus CONTRIBUTING TO BUILDING SAFER COMMUNITIES.

Outcome 2: Respected, accessible, high performing and sustainable public entity impacting positively on society, the economy and the environment

4.2 The eleven related objectives in achieving the outcomes are listed below:

O1: Empowered clients and communities making informed choices about their legal rights and responsibilities.

O2: All poor and vulnerable persons able to access quality legal services to protect and defend their rights.

O3: An accessible, fair, efficient, independent and effective justice system serving all in South Africa, contributing to building safer communities.

O4: Delivering on our constitutional and statutory mandate in an independent, accountable and sustainable manner.

O5: An organisation embedding sustainable practice in every segment of the organisation, to positively impact on society, the economy and the environment.

O6: Embedding good governance, high ethical standards and integrity, high performance and accountability.

O7: Revised Legal Aid Act and its subsidiary legislation enacted and implemented.

O8: An effective, efficient, economic and environmentally responsive supply chain management system supporting client services delivery and internal business processes.

O9: An appropriately resourced national footprint reaching the poor and vulnerable persons requiring legal assistance.

O10: Competent, dedicated, motivated and empowered employees capacitated to deliver the constitutional mandate and organisational strategies.

O11: A modern and appropriate, integrated, secure and cost-effective IT Platform supporting the provision of client services and linkages and enabling internal business needs.

5. BRIEFING SESSION

No briefing session, however viewing of the premises on the ground floor, Borekelong House will be arranged by Victoria Mophulane Tel (018) 381 1096 071 672 0546. Alternatively call Nyako Tshukudu Tel (011) 877 2008.

6. CLOSING DATE

The closing date for the submission of proposals is 11h00 on **17 August 2018**. All proposals should be submitted on or before the time and date specified and placed in the Legal Aid SA tender box, which is located in the to **Legal Aid House, 29 De Beer Street, Braamfontein, 2017**.

For the convenience of bidders, we will forward your bids documents to **Legal Aid House, 29 De Beer Street, Braamfontein, 2017** provided the bid documents are handed to *Mafikeng Local Office, 3794 IEC Building, Protea Office Park, Sekhame Road, Mafikeng* in person before the 13th of August 2018 in a sealed envelope and clearly marked with Bid number: 25/2018.

7. SECURITY AND INTEGRITY CLEARANCE

All information documents, records and books provided by Legal Aid SA to any bidder, in connection with the request for proposals or otherwise, are strictly private and confidential. Any bidder will not disclose these to any third party, except with the express consent of Legal Aid SA, which will be granted in writing prior to such disclosure. Legal Aid SA, however, reserves the right to disclose any information provided by any bidder to any of the employees of Legal Aid SA.

8. PROPOSAL/TENDER SUBMISSION

All annexures must be completed in full, using the given numbering format. All attachments or references to attachments must be clearly marked and be specific to information required.

NB: Companies failing to adhere to the above requirements risk being disqualified from the evaluation process.

9. TENDER DOCUMENTS MARKING

Tenders, completed as described, will be sealed in an envelope marked:

Tender Number: No. 25/2018

Closing Date: 17 August 2018, time: 11h00

Name of Company: _____ (Bidder)

and deposited in the locked tender box in the foyer in the reception area at:

Legal Aid House, 29 De Beer Street, Braamfontein, 2017.

10. TENDER FORMAT

Tender Numbering Format must be adhered to. Compliance or Non-compliance with detailed information must be indicated per paragraph as per Numbering Format. If there are additional and/or Alternative Product options, every option/alternative

proposal to an item, must be separately bid for in the form of a separate proposal, with a complete schedule and description. Deviations from specifications and technical brochures must be submitted where applicable. All documents submitted in response to this request for proposals will become the property of Legal Aid SA.

11. VALIDITY PERIOD

The proposal must remain valid for a period of 120 days.

12. COMPLETENESS OF THE SOLUTION

The bidder must complete all documents in full and submit these with the proposal.

The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier.

13. CONTRACTUAL IMPLICATIONS:

After awarding the Tender, this proposal together with its Tender terms, Conditions and Specifications will constitute a binding contract between Legal Aid SA and the successful bidder. The successful bidder will assume total responsibility, regardless of any third party or subcontracting agreements it may enter into. Legal SA has the right not to award the tender.

14. CONDITIONS OF PAYMENT

Legal Aid SA will approve all project plans and projected project activity costs. No project activity will be delivered to Legal Aid SA before an official order has been issued to the supplier and delivery will be within the specified time scale after the receipt of the official order.

15. QUALITY ASSURANCE

Any defects, patent or latent, which are attributable to poor workmanship, will be rectified by the bidder at own cost and time and all costs relating to the correction of defects will be expressly and separately noted on billing documentation.

16. INTELLECTUAL PROPERTY RIGHTS

Copyright, patent rights and other similar rights in any works or products created as a result of the performance of this proposal and its assignments will vest in and are hereby transferred to Legal Aid SA, unless specifically agreed otherwise, in the form of individual written Agreement signed by both parties. For this purpose only, all works created in terms of this proposal and the assignments thereof will be deemed to have been created under the control and direction of Legal Aid SA.

17. DISBURSEMENTS, TRAVEL AND SUBSISTENCE

No bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of Legal Aid SA has been obtained in respect of such expenditure.

Any authorised disbursements will be refunded at the reasonable and actual cost determined by Legal Aid SA.

Any expenditure incurred by the successful bidder in respect of authorised travel for the project will be refunded in accordance with the Legal Aid SA travel policy as applicable from time to time. The rates payable for the use of private vehicles will be the prevailing rates quoted by the Automobile Association of South Africa

All claims in respect of authorised disbursements (travel and subsistence costs) must be substantiated by documentary evidence such as receipts and logs of kilometers traveled.

All expenses incurred by the bidder for the proposal and presentations are the responsibility of the bidder and will not be reimbursed by Legal Aid SA.

18. CONTRACTUAL DETAILS

18.1 AWARDING OF CONTRACT:

Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations.

By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria.

The bidder also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties.

The tender may be awarded, in part or in full, at the sole discretion of Legal Aid SA, to one or more concerns on a non-exclusive basis.

Proposals / tenders that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal.

Legal Aid SA may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise the bidder may be disqualified. Legal Aid SA may also request a demonstration, and bidders must comply with such a request within 24 hours.

Legal Aid SA will enter into further negotiations with the highest scoring bidder per the 80/20 price scoring system for further reductions in price. Failure of the bidder to participate in this process within five days of a request being made will result in Legal Aid SA setting aside the bid and negotiating with other qualifying bidders.

18.2 EVALUATION CRITERIA AND REFERENCES

The bidding companies will be evaluated on the criteria listed in the tender document and must take into account the information listed below:

- I. Provide the names of reference sites that may be contacted by Legal Aid SA to carry out reference checks, and to substantiate claims contained in their proposal. (In the case of newly established property businesses, other references will be accepted).
- II. Demonstrate they are applying affirmative action employment practices and procurement programmes that promote contribution to B-BBEE.
- III. Provide an ORIGINAL valid tax clearance certificate or registration with the CSD.
- IV. Support for empowerment as specified by government (refer to form SBD 6 as per tender) the 80/20 system will be applicable.
- V. Proposals will be evaluated both in terms of price - (80 pts) and B-BBEE Level of Contribution status (20 pts).
- VI. All properties must be made available for inspection within five days of request. Failure to do so will result in your bid being disqualified.
- VII. A site inspection certificate will be completed and signed by the Legal Aid SA representative and the Landlord or his representative in respect of such site inspection conducted.
- VIII. Please refer to the section on Special Conditions contained under the par. 19 for important information on administrative documents required before this bid can be awarded.

18.3 BIDDER'S COMPANY/BUSINESS INFORMATION/DETAILS

Please complete all the questions below in as much detail as possible.

- i. Company Name/Business Name:

- ii. Contact Names and Numbers:

- iii. Address:

- iv. Indicate if the above company is the primary contractor or joint venture/alliance partner:

- v. Number of personnel:

- vi. Turnover in the last three financial years:

- vii. Percentage growth in the last three years:

- viii. Valid Tax Clearance Certificate/Proof of registration on CSD

18.4 DETAILED BREAKDOWN OF TOTAL CHARGES, IMPLEMENTATION AND SUPPORT SERVICES

Please supply a detailed breakdown of costs / charges and related charges as well as a total bid amount

19. IMPORTANT CONDITIONS:

- I. Failure on the part of the bidder to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender
- II. Tenders should be submitted in the format and numbering sequence similar to the tender document and should preferably not be qualified by the bidder's own conditions of tender. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of tender when called upon to do so, may invalidate the tender

- III. If any of the conditions on this tender form are in conflict with any general conditions, stipulations or provisions incorporated in the tender, such general conditions, stipulations or provisions will apply
- IV. Tender forms are not to be filled in by means of mechanical devices, e.g. Typewriters. All tender forms must be handwritten in BLACK ink.
- V. Bidders will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted with regard to claims arising from the fact that pages are missing or duplicated.
- VI. In terms of Legal Aid SA's procurement policies, firm tender prices and delivery periods are preferred. Consequently bidders will clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
- VII. Where items are specified in detail, the specifications form an integral part of the tender document and bidders will indicate in the space provided whether the items offered are to specification or not.
- VIII. In respect of the paragraphs where the items offered are strictly to specification, bidders will insert the words "as specified".
- IX. In cases where the items are not to specification, the deviations from the specifications will be indicated.
- X. The tender prices will be quoted in South African currency, rand, unless otherwise specified.
- XI. Unless specifically provided for in the tender document, no tenders transmitted by telegram, telex, facsimile, E-mail or similar apparatus will be considered

These conditions form part of the tender and failure to comply therewith may invalidate a tender.

20. SPECIFICATIONS

The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for the provision of the Mafikeng Local office relocating to Borekelong House, Mafikeng. Construction of 29 enclosed spaces, 11 cubicles and one open space area for a reception. The 29 enclosed space includes offices, boardroom, consultation rooms, storerooms, kitchen and a server room. The space requirements are included on the attached documents relating to space norms and the draft office layout recommended by the Mafikeng Management Team. Refer to Annexure A.

- I. The successful bidder should provide a space plan, within 10 working days of appointment to interpret our draft layout and space norms into an aesthetic and professional designed work environment that optimizes the allocated space of 470m², the current air-conditioning plan, Occupational Health and Safety Requirements together with building standards and a fire plan in line with the local bylaws.
- II. The successful bidder must provide us with the electrical drawings within 10 days of commencement of electrical installation and an electrical compliance certificate on completion of the work.
- III. Cubicles
Recommended - Height 1.8 m, Breadth 1.8m & Length 1.8m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board.
- IV. Partitioning, Painting & Ceiling and flooring
 - a) Partitioning of all offices

- b) With partitioning rhino light must be plastered in all joints.
- c) Painting preparation e.g. sanding and patching of cracked walls/drywalls & plastering where necessary
- d) Painting of all offices, public areas, kitchens, stores rooms and bathrooms
- e) Create a wheel chair ramp at the main entrance
- f) Supply and install floor tiles where necessary. Offices and reception carpet tiles, kitchen ceramic tiles.
- g) Kitchen to accommodate a kitchen sink, tiled area, storage units, microwave, fridge. Kitchen cupboards, sink, hot and cold water plumbing and geyser (Smallest size – Kwikhot) must be provided by the contractor as part of the bid.

V. Type of paint to be used

- a) Walls: Plascon Cashmere Y5-B2-3.
- b) Ceiling slap: Plascon Acrylic White.
- c) Reception area to be painted in two paints bottom part Grey and top Plascon
- d) Cashmere Y5-B2-3.
- e) All offices to be painted with Plascon Cashmere Y5-B2-3 on three walls and one wall facing the door with corporate paint which will be provided to the service provider.
- f) All passages and rest rooms to be painted with Plascon Cashmere Y5-B2-3.
- g) All material to be used must be SABS approved.

VI. Electrical Work

- a) Supply and install (Size in meters as per approved plan) double power skirting (Grey in colour, PVC is fine)
- b) In all offices power skirting must be installed to suite the occupant's furniture, and install central light switch for all the lights and air conditioning circuits
- c) Supply and install (Quantity as per approved plan) light fittings (3x4FT florescent low bright fittings), Crabtree light switch and bulbs
- d) Supply and install UPS socket outlet Distribution Board

- e) De-install existing UPS & relocate it to a new premises
- f) GP wires to be used for power skirting, trunking or/ conduit to be used where it essential (No wires should be run without conduit or trunking)
- g) All admin office (4) must have a UPS socket outlet and a normal socket outlet
- h) Only normal socket out should be installed in passages, and public area
- i) Label all circuits e.g. lights etc.
- j) Installation of infrared motion sensor for light circuits in all offices, kitchen, restrooms, public areas and boardroom except receptions
- k) Service provider must issue a COC on completion of work

VII. Fire detection system

- a) 1.5.1 Supply and installation of fire detection system as per regulation standard, and as per pla.
- b) (Model: Major tech PIR 33) detection range: 360 degree Ceiling mounted.
- c) Service provider must issue a COC on completion of work

VIII. Information Technology (IT) service required

Installation of a server switch plus 35 network points in offices and other areas.
Relocation of the current server and UPS.

IX. Installation of carpets

- a) Type of carpet and floor strips paint to be used
- b) Limited to Van Dyck Flortime, colour Raven.
- c) Floor strips to be painted with Plascon B6-E1-3 (Smokey Wings) or Plascon
- d) B6-E1-2 (Ocean Liner
- e) All material to be used must be SABS approved
- f) Branded rug for the main entrance with the Legal Aid SA Logo
- g) Installation of blinds with Legal Aid SA corporate colours.

X. Testing of air conditioners on premises

- XI. Access control
 - a) Biometric access control at the Reception area
 - b) Transfer of our current biometrics system to the new premise.

21. Disqualification Criteria

- I. Service provider must submit a Valid COIDA Certificate
- II. Service provider must be CIDB Registered (Attach proof of registration). The Contractor must be **Grade three (3GB) or higher Rating, under class of work General Building Works**. Must provide a proof failure to submit will result in the bid being disqualified.
- III. Service provider must be registered on National Treasury’s Central Supplier Database failure to provide proof of CSD registration will result in the bid being disqualified.
- IV. Service provider must be tax compliant on the CSD.
- V. Service provider must be confirmed by the CSD that directors are not working for government and are not restricted to do business with government entity.
- VI. Service provider must provide three contactable references using the below format, failure to provide below information will result in the bid being disqualified.

Company Name	Telephone number	Email address	Contact Name	Nature of service performed	Project Value
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22. Functionality Evaluation

All qualifying bids will be evaluated for functionality. The table below contains the weights for each functional requirement component.

No	Functional Element	Sub-criteria	Weighting
1.	A detailed Project Plan based on the contractor	<ul style="list-style-type: none"> • Outlined approach or methodology to the projects (15 points) 	30

	commencing work on 01 September 2018	<ul style="list-style-type: none"> Project plan with clear timeframes and project handover date. (15 points) 	
2.	Capacity to deliver, proven relevant experiences of refurbishment of offices, resources, Recommendation on previous and present projects should be included in the proposal,	<ul style="list-style-type: none"> Understanding of General building works (primarily partitioning and refurbishment) (40 points) Previous experience in a project of similar scope or greater. (30 points) <p>Attach appointment letters and completion certificates of the completed projects.</p>	70
	Total		100

- I. Bidders who score less than 80% of the 100 points for functionality will be disqualified, and will not be evaluated further.
- II. The bids that would have achieved 80% or more from the Functionality Evaluation will be further evaluated on the 80/20 points system where 80 points are for Pricing, and 20 points are for preferential procurement requirements.

23. Terms and conditions:

- I. Quotation should be vat inclusive where applicable.
- II. Quotations must be valid for a minimum period of 30 days from the date of issuing.
- III. The full costs must be disclosed and no variances will be entertained.
- IV. Evaluation: 80/20: Price = 80 and B-BBEE status level of contribution = 20.
- V. All SDB forms must be completed and returned together with the quotation.
- VI. A valid BBEE status level verification certificate or a sworn affidavit confirming the level of turnover and level of black ownership in case of EME or QSE must be submitted.
- VII. The service provider must be able to issue COC for Plumbing Work, Electrical Work and Fire detection on completion of the projects
- VIII. Bidders must be registered and be tax compliant on National Treasury's Central Supplier Database.

LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE PROPOSALS.

24. REFER TO ANNEXURE A, PROPOSED OFFICE LAYOUT, SPACE NORMS, OFFICE AIRCONDITIONING PLANS AND MEASUREMENTS OF AREAS TO BE OCCUPIED BY LEGAL AID SA

25. ANNEXURE B COMPLETION OF DOCUMENTS RELATING TO RFP, SCHEDULE 1, STANDARD BID DOCUMENTATION AND CONDITIONS OF CONTRACT