



public works

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Department:  
Public Works  
**REPUBLIC OF SOUTH AFRICA**

**DEPARTMENT OF PUBLIC WORKS**  
**Quantity Surveying Services**

**PROCUREMENT DOCUMENTATION GUIDELINES**  
**FOR BUILDING CONTRACTS**

**APRIL 2014**

# PROCUREMENT DOCUMENTATION GUIDELINES FOR BUILDING CONTRACTS

## 1 TYPES OF PROCUREMENT DOCUMENTS

### 1.1 CONTRACTS NOT EXCEEDING R500 000.00 (VAT INCLUDED)

1.1.1 Method of procurement: Quotations

1.1.2 Type of document:

1.1.2.1 Quotations for contracts with a value less than R30 000.00 (VAT included): Prescripts of the Preferential Procurement Policy Framework Act, Act 5 of 2000 and its associated Regulations are not applicable, but may be applied if and when appropriate

1.1.2.2 Quotations for contracts with a value equal to or exceeding R30 000.00 (VAT included): Prescripts of the Preferential Procurement Policy Framework Act, Act 5 of 2000 and its associated Regulations are applicable

### 1.2 CONTRACTS EXCEEDING R500 000.00 (VAT INCLUDED)

1.2.1 Method of procurement: Tenders

1.2.2 The JBCC Principal Building Agreement is applicable to all building contracts within this value threshold

1.2.3 The following two options are applicable:

#### 1.2.3.1 Option 1

Type of document: Bills of Quantities

- Bills of Quantities are drawn up according to the measuring system stated in the schedule
- JBCC Preliminaries form part of the document
- CPAP (escalation) can be applied to any contract but is deemed inappropriate where the anticipated contract value is low and the contract period is less than a year

#### 1.2.3.2 Option 2

Type of document: Lump Sum document suitable for minor works contracts of simple content

- No Bills of Quantities. The Lump Sum document may include a schedule of rates drawn up according to the measuring system stated in the schedule. It is essential that the document includes a project specification and/or set of drawings to identify the full scope of works
- JBCC Preliminaries form part of the document
- CPAP (escalation) can be applied to any contract but is deemed inappropriate where the anticipated contract value is low and the contract period is less than a year

It is however recommended that CPAP (escalation) be made not applicable on a minor works contract of simple content

## 2 GENERAL NOTES

- 2.1 The Consultant Quantity Surveyor will be required to execute his work in accordance with the conditions stated in the Letter of Appointment, or the Tender or Quotation Document for Quantity Surveying Services, the principles as set out in the "Manual for Consultant Quantity Surveyors" (QS 001) and any written supplementary instructions issued by the Department

The Project Manager must acquaint himself fully with the contents of the above and must ensure that all relevant principles, instructions, etc. are complied with

- 2.2 The Standard for Uniformity in Construction Procurement published in terms of the Construction Industry Development Board (CIDB) Act, 2000 (Act no. 38 of 2000), the Standardized Construction Procurement Documents for Engineering and Construction Works as issued by the CIDB and any other relevant documentation pertaining thereto must be studied and all principles in this regard must be applied to all procurement documentation, practices and procedures

## 3 COMPILING OF PROCUREMENT DOCUMENTS

- 3.1 The three volume approach has been adopted by the Department for procurement documents for building contracts (JBCC) and engineering contracts (GCC)

This guideline document is intended to assist the Consultant Quantity Surveyor with the compilation of procurement documents for building contracts (JBCC) only, but can also be used for engineering contracts (GCC), provided that all JBCC procurement documents referred to in the table below, as well as in items 4, 5 and 6 below, are replaced with the relevant GCC procurement documents

The procurement documents shall be formatted and compiled under the standard headings and sequencing of documents for the three volume approach, as indicated in the table below

The Departmental Project Manager will be responsible for the completion of all procurement forms, as well as for assembling the procurement documents

The Consultant Quantity Surveyor must advise and may, wherever required, assist the Departmental Project Manager with the completion of relevant procurement forms

- 3.2 The Standard for Uniformity in Construction Procurement has no requirement for colour coding component documents. It is nevertheless recommended that any colour identification of component documents be undertaken in accordance with the provisions of SANS 10403, as this standard is recognized by the CIDB as best practice

SANS 10403 suggests that for ease of identification of the various sections, each section may be printed on different coloured paper or be separated with coloured paper. Where this is done, the colours for each subcomponent should be as indicated in the table below

The Department recommends that the documentation be printed on white paper and be separated with the relevant coloured pages

- 3.3 The standard headings, sequencing of documents and colour coding for the three volume approach for building contracts (JBCC), are as indicated in the table below:

### THREE VOLUME APPROACH (JBCC)

DESCRIPTION	COLOUR	DOCUMENT
Cover Page	Choice	DPW Procurement Document Cover Sheet
<b>VOLUME 1: TENDERING PROCEDURES</b>	White	Separation sheet
<b>T1.1 Tender Notice and Invitation to Tender</b>	White	Separation sheet
Notice and Invitation to Tender	White	PA-04(EC)
<b>T1.2 Tender Data</b>	Pink	Separation sheet
Tender Data	Pink	DPW-03(EC)

<b>VOLUME 2: RETURNABLE DOCUMENTS</b>	Yellow	Separation sheet
<b>T2.1 List of Returnable Documents</b>	Yellow	Separation sheet
List of Returnable Documents	Yellow	PA-09(EC)
<b>C1.1 Form of Offer and Acceptance</b>	Yellow	Separation sheet
Form of Offer and Acceptance	Yellow	DPW-07(EC)
<b>C2.2 Bills of Quantities / Lump Sum Document (if a returnable document)</b>	Yellow	Separation sheet
Preliminaries for inclusion in Bills of Quantities and Lump Sum Documents based on the JBCC Series 2000 documentation	Yellow	Departmental pro-forma document (Sections A, B and C)
Building Work / Specification	Yellow	Separation sheet
Bills of Quantities / Specification and Schedule of Rates / Final Summary	Yellow	Project specific
<b>T2.2 Returnable Documents required for tender evaluation purposes</b>	Yellow	Separation sheet
Declaration of Interest and Tenderer's Past Supply Chain Management Practices	Yellow	PA-11.1(EC)
Certification of Independent Bid Determination	Yellow	PA-29
Resolution of Board of Directors	Yellow	PA-15.1
Resolution of Board of Directors to enter into Consortia or Joint Ventures	Yellow	PA-15.2
Special Resolution of Consortia or Joint Ventures	Yellow	PA-15.3
Site Inspection Meeting Certificate	Yellow	DPW-16(EC)
Preference Points Claim Form in terms of the Preferential Procurement Regulations 2011	Yellow	PA-16
Particulars of Tenderer's Projects	Yellow	DPW-09(EC)
<b>T2.2 Returnable Documents that will be incorporated into the contract</b>	Yellow	Separation sheet
Record of Addenda to tender documents	Yellow	DPW-21(EC)
Schedule of Proposed Subcontractors	Yellow	DPW-15(EC)
Particulars of Electrical Contractor	Yellow	DPW-22(EC)
Mechanical / Electrical / Security Work material and equipment schedules	Yellow	Project specific. Prepared by relevant consultant
Schedule for Imported Materials and Equipment	Yellow	DPW-23(EC)
<b>T2.2 Returnable Documents: Other Documents that will be incorporated into the contract</b>	Yellow	Separation sheet
Other documents to be incorporated into the contract	Yellow	Documents as required
<b>VOLUME 3: CONTRACT</b>	Yellow	Separation sheet
<b>Part C1: Agreement and Contract Data</b>	Yellow	Separation sheet
<b>C1.2 Contract Data</b>	Yellow	Separation sheet
Contract Data	Yellow	Project specific. DPW-04(EC)
<b>C1.3 Form of Guarantee</b>	White	Separation sheet
Form of Guarantee	White	DPW-10.1(EC) / DPW-10.3(EC)
<b>Part C2: Pricing Data</b>	Yellow	Separation sheet
<b>C2.1 Pricing Instructions</b>	Yellow	Separation sheet
Pricing Instructions	Yellow	Project specific. PG-02.2(EC)
<b>C2.2 Bills of Quantities / Lump Sum Document (if not a returnable document)</b>	Yellow	Separation sheet
Preliminaries for inclusion in Bills of Quantities and Lump Sum Documents based on the JBCC Series 2000 documentation	Yellow	Departmental pro-forma document (Sections A, B and C)
Building Work / Specification	Yellow	Separation sheet
Bills of Quantities / Specification and Schedule of Rates / Final Summary	Yellow	Project specific
<b>Part C3: Scope of Work</b>	Blue	Separation sheet
<b>C3 Scope of Work</b>	Blue	Separation sheet
Scope of Work	Blue	Project specific. PG-01.2(EC)
HIV/AIDS Specification and Schedules	Blue	Standard PW 1544 Specification and Schedules
Occupational Health & Safety Specification	Blue	Project specific. Prepared by Principal Agent
Other technical specifications that are required	Blue	Specifications as required
<b>Part C4: Site Information</b>	Green	Separation sheet
<b>C4 Site Information</b>	Green	Separation sheet
Site Information	Green	Project specific. PG-03.2(EC)

#### 4 PRICING INSTRUCTIONS

The document PG-02.2(EC): Pricing Instructions (JBCC) which is to be included in Part C2: Pricing Data of the "Contract" can be obtained electronically from the Departmental Project Manager

The document must be adjusted as necessary by the Consultant Quantity Surveyor / Project Manager to suit the specific project

#### 5 SCOPE OF WORK

The document PG-01.2(EC): Scope of Work (JBCC) which is to be included in Part C3: Scope of Work of the "Contract" can be obtained electronically from the Departmental Project Manager

The document must be adjusted as necessary by the Consultant Quantity Surveyor / Project Manager to suit the specific project

#### 6 SITE INFORMATION

The document PG-03.2(EC): Site Information (JBCC) which is to be included in Part C4: Site Information of the "Contract" can be obtained electronically from the Departmental Project Manager

The document must be adjusted as necessary by the Consultant Quantity Surveyor / Project Manager to suit the specific project

#### 7 CALCULATION OF PENALTIES

##### 7.1 CALCULATION OF PENALTY PER DAY (EXCLUDING VAT)

<u>CONTRACT PERIOD</u>	<u>RATE PER R100 OF ESTIMATE</u>
1 month	27,5 cents
1,5 months	22 cents
2 months	16,5 cents
2,5 months	13,5 cents
3 months	11 cents
3,5 months	9,5 cents
4 months	8,5 cents
4,5 months	7,5 cents
5 months	6,25 cents
6 months	5,75 cents
7 months	4,75 cents
8 months	4 cents
9 months	3,75 cents
10 months	3,5 cents
11 months	3 cents
12 months	2,75 cents
14 months	2,5 cents
15 months	2,25 cents
16 months	2 cents
18 months	1,75 cents
20 months	1,5 cents
21 months	1,5 cents
24 months	1,25 cents
30 months	1 cent
36 months	1 cent
42 months	1 cent

##### 7.2 PENALTY PER DAY ROUNDED OFF AS FOLLOWS:

R 0 – R 500	nearest	R 5
R 501 – R 1 000	nearest	R 10
R 1 001 – R 5 000	nearest	R 50
R 5 001 and above	nearest	R 100

### 7.2.1 EXAMPLE

$$\begin{aligned} \text{Estimated contract value} &= \text{R2 500 000 (excluding VAT)} \\ \text{Contract period} &= 12 \text{ months} \\ &= \text{R2 500 000} \times \frac{0.0275}{100} \\ &= \text{R687-50/day} \end{aligned}$$

Therefore rounded off to the nearest R10-00 = R690-00/day

### 7.3 PENALTIES ON CONTRACTS IN PHASES

Penalties must be calculated proportionally on the estimated contract value of each phase.