



public works

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

**MANUAL  
FOR  
CONSULTANT  
QUANTITY SURVEYORS**

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## 1 DEFINITIONS AND INTERPRETATION

- 1.1 “**Agreement**” means the written agreement between the **department** and the **quantity surveyor** on a specific project.
- 1.2 “**Architect**” means the consultant architect or entity appointed to perform certain architectural services on a specific project in terms of his agreement with the **department**.
- 1.3 “**Conditions of contract**” means the conditions of contract between the **department** and contractor applicable on a specific project as prescribed by the **department**.
- 1.4 “**Department**” means the Government of the Republic of South Africa in its national Department of Public Works.
- 1.5 “**Departmental project manager**” means the departmental official nominated in the **department** to administer a specific project on its behalf.
- 1.6 “**Departmental quantity surveyor**” means the departmental official nominated in the **department** to provide guidance and assistance and give instructions on quantity surveying matters on a specific project.
- 1.7 “**Engineer**” means the consultant engineer or entity appointed to perform certain engineering services on a specific project in terms of his agreement with the **department**.
- 1.8 “**Manual**” means this "Manual for Consultant Quantity Surveyors" (QS 001).
- 1.9 “**Principal agent**” means the consultant appointed by the **department** to act in this position on a specific project and named in the **agreement**.
- 1.10 “**Professional team**” means the appointed consultants of the various disciplines on a specific project.
- 1.11 “**Quantity surveyor**” means the consultant quantity surveyor or entity appointed to perform certain quantity surveying services on a specific project in terms of his **agreement** with the **department**.
- 1.12 **Interpretation**
- 1.12.1 Where words and phrases are highlighted in the text of this **manual** they shall bear the meaning assigned to them in 1.1 to 1.11 above and where such words and phrases are not highlighted they shall bear the meaning consistent with the context.
- 1.12.2 In this **manual**, unless inconsistent with the context, the masculine gender includes the feminine and neuter genders and *vice versa*, and the singular includes the plural and *vice versa*.

## 2 APPOINTMENT

- 2.1 The **quantity surveyor** will be required to execute his work in accordance with the **agreement**, the principles as set out in this **manual** and any written supplementary instructions issued by the **department**.
- 2.2 Where there is any discrepancy between this **manual** and the **agreement**, the latter shall take precedence.
- 2.3 The **quantity surveyor** may interact directly with the **departmental quantity surveyor** on quantity surveying specific matters. The **quantity surveyor** will be required to keep the **departmental project manager** informed of all interactions.

### 3 FEE ACCOUNTS

- 3.1 The **quantity surveyor** may interact directly with the **departmental quantity surveyor** on interim as well as final fee accounts.
- 3.2 The **quantity surveyor's** final fee account must be checked and audited by a departmental professional registered quantity surveyor.

### 4 DEPARTMENT'S WEBSITE

Documents on the **department's** website are available at <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines".

### 5 CORRESPONDENCE

- 5.1 The WCS number and reference number indicated in the **agreement** must be quoted in all correspondence including accounts for professional fees.
- 5.2 All correspondence must be addressed to the "Director-General, Department of Public Works" and marked for the attention of the **departmental project manager**.
- 5.3 Copies of the following documents must be submitted to the **departmental quantity surveyor**:
- estimates
  - priced bills of quantities
  - rates analysis for BER/MFA
  - monthly financial reports.

### 6 ATTENDANCE OF MEETINGS

- 6.1 The **quantity surveyor** shall attend meetings whenever deemed necessary for the proper execution of the project. It is advisable that visits to the site for progress valuation purposes be arranged to coincide with monthly site meetings.
- 6.2 A briefing meeting will be held as soon as possible after appointment of the **professional team**. At this meeting important aspects regarding the budget, documentation program, building program, site, etc. will be discussed. The **quantity surveyor** is required to attend this meeting.

### 7 TENDER

Advertising for the purpose of inviting tenders and the selection and acceptance of a tender for the execution of the project, shall be the function of the **department**.

### 8 CONTRACT ADMINISTRATION

The **quantity surveyor** is expected to provide sound, practical pre-contract advice, to prepare all necessary documentation and to administer and finalise the contract in an unbiased, firm and contractual manner. Under no circumstances may the contractual requirements be deviated from.

### 9 DOCUMENTS

After approval and settlement of the final account, the **quantity surveyor** shall store all documents relating to the project for three years after the date of the final payment, following which instructions must be obtained from the **departmental project manager** with regard to final disposal thereof.

## 10 ESTIMATES

### 10.1 GENERAL

The **quantity surveyor** shall at all times accept responsibility for the accuracy of his estimates.

The **quantity surveyor** may at any time be requested to provide information relating to an estimate, or to revise an estimate. The decision as whether or not to proceed with a project depends to a large extent on the estimates.

The estimate summary must contain at least the information contained in the example (Annexure A) and must be submitted to the **departmental project manager** through the **principal agent**, with a copy to the **departmental quantity surveyor**.

Estimates for different types of buildings, specialist services and site works must be compiled separately and be reflected accordingly on the elemental estimate summary pages.

The **quantity surveyor** may interact directly with the **departmental quantity surveyor** on all estimates leading up to and including the pre-tender estimate.

### 10.2 DEMOLITION OF STATE BUILDINGS

The **quantity surveyor** must provide the **principal agent** with relevant information required to be included in the application for demolition of state owned buildings in terms of the "Policy and Procurement for the Demolition of State Buildings" (PRM010/1) which is available on the **department's** website.

It will be expected of the **quantity surveyor** to provide the following information regarding the demolition of state buildings:

- present value of the building(s)
- present market value of the building(s)
- present replacement value of the building(s)
- estimated cost to repair the building(s)
- present value of materials to be recovered
- method of disposal of recoverable materials.

### 10.3 COST CONTROL

The **quantity surveyor** will be responsible for cost planning and cost control strictly within the approved accommodation requirements of the project and must provide the **principal agent** with the necessary cost information. The **quantity surveyor** must also assist the **architect** in comparing the planned space with the accommodation requirements during all planning stages.

### 10.4 ESTIMATE SUBMISSIONS

The **quantity surveyor** must, on a regular basis, provide the **professional team** with updated estimates and cost information for cost planning and control purposes. The **quantity surveyor** must prepare and submit estimates for the design stages as described below.

It will be expected of the **quantity surveyor** to provide information in respect of the following project design matters:

- design economy
- potential savings
- value for money
- alternative materials and prices.

#### 10.4.1 Inception stage

The **quantity surveyor** must, if required, advise on economic factors affecting the project and appropriate financial design criteria.

#### 10.4.2 Concept and viability stage

The **quantity surveyor** must, if required, provide preliminary estimate(s) as well as elemental estimate(s) based on accommodation particulars.

#### 10.4.3 Design development stage

##### 10.4.3.1 Sketch plan estimates

The **quantity surveyor** will be required to submit a sketch plan estimate and must, on a regular basis, notify the **departmental project manager** in writing regarding progress with the sketch plan estimate. Copies of these letters must also be forwarded to the **departmental quantity surveyor**. The **quantity surveyor** must ensure that the sketch plan estimate is available for the Sketch Plan Committee meeting.

The sketch plan estimate must consist of the following documents:

- elemental estimate(s)
- a report if the present estimate differs from any previous estimates
- proposals of changes to be effected to ensure that the project is within the required budget
- projected cash flow, including professional fees.

##### 10.4.3.2 Working drawing estimates

The **quantity surveyor** will be required to submit a working drawing estimate and must, on a regular basis, notify the **departmental project manager** in writing regarding progress with the working drawing estimate. Copies of these letters must also be forwarded to the **departmental quantity surveyor**.

The working drawing estimate must consist of the following documents:

- elemental estimate(s)
- a report if the present estimate differs from the sketch plan estimate
- a report if the budget is exceeded
- projected cash flow, including professional fees.

#### 10.4.4 Documentation and procurement stage

##### 10.4.4.1 Pre-tender estimate

The **quantity surveyor** will be required to submit a pre-tender estimate in the form of a fully priced bills of quantities. The priced bills of quantities must be submitted to the **departmental project manager**.

The **quantity surveyor** must, on a regular basis, notify the **departmental project manager** in writing regarding progress with the pre-tender estimate. Copies of these letters must also be forwarded to the **departmental quantity surveyor**.

The pre-tender estimate must consist of the following documents:

- copy of the **quantity surveyor's** pre-tender priced bills of quantities
- elemental estimate summary page
- a report if the present estimate differs from the working drawing estimate
- projected cash flow, including professional fees.

The pre-tender estimate must be verified by a departmental professional registered quantity surveyor.

## 11 PROCUREMENT DOCUMENTATION

### 11.1 COMPILING OF PROCUREMENT DOCUMENTS

The **quantity surveyor** is referred to the “Procurement Documentation Guidelines for Building Contracts” (QS 002) which is available on the **department’s** website, for guidelines in respect of the compilation of procurement documents.

The **departmental project manager** is responsible for the completion of all procurement forms, as well as for assembling the procurement documents.

The **quantity surveyor** must advise and may, wherever required, assist the **departmental project manager** with the completion of relevant procurement forms.

11.1.1 The following items on the form “Contract Data” (DPW-04 EC) must be completed by the **departmental project manager** with the assistance of the **quantity surveyor**:

#### 11.1.1.1 Maintenance periods

Elements to which extended defects liability periods are applicable must be described.

#### 11.1.1.2 Construction period and penalty

The construction period in weeks/months and the penalty per calendar day must be inserted.

#### 11.1.1.3 Insurances

The values of contract works insurance, public liability insurance and support insurance (if applicable) must be selected and where applicable described.

#### 11.1.1.4 Standard system

The measuring system used in preparing the bills of quantities must be selected.

#### 11.1.1.5 Contract Price Adjustment Provisions (CPAP)

A selection must be made whether or not the contract value is to be adjusted using CPAP indices.

CPAP can be applied to any contract but is deemed inappropriate where the anticipated contract value is low and the construction period is less than a year.

11.1.2 The following forms must be completed by the **quantity surveyor** for inclusion in the procurement documents:

#### 11.1.2.1 Pricing instructions

Items pertaining to pricing instructions must be described and included on the form “Pricing Instructions” (PG-02.2 EC) which is available electronically from the **departmental project manager**.

#### 11.1.2.2 Scope of works

Items pertaining to scope of works must be described and included on the form “Scope of Works” (PG-01.2 EC) which is available electronically from the **departmental project manager**.

#### 11.1.2.3 Site information

Items pertaining to site information must be described and included on the form “Site Information” (PG-03.2 EC) which is available electronically from the **departmental project manager**.

## **12 BILLS OF QUANTITIES**

### **12.1 FORMAT AND LAYOUT**

#### **12.1.1 Format**

Bills of quantities must be produced on size A4 paper with suitable front and back covers and must be bound in the top left hand corner. Bills of quantities may not be bound in book form.

#### **12.1.2 Cover page and flysheet**

A cover page and flysheet must be provided for the bills of quantities. Refer to Annexure C for examples hereof.

#### **12.1.3 Index**

A comprehensive index must be provided for the bills of quantities.

#### **12.1.4 Sections**

A single comprehensive document is preferred, provided the individual buildings or sections can be extracted when cost information is required.

#### **12.1.5 Collections and summaries**

The total on each page must be carried to a collection of each trade. Each trade total must be carried to a summary of each section. The total of each section must be carried to a final summary.

The final summary must state "Total carried to Form of Offer and Acceptance".

#### **12.1.6 References**

The section and bill number, an abbreviation of the applicable trade and the project name must be reflected in the bottom left hand corner of each page.

### **12.2 GENERAL**

#### **12.2.1 Standard system**

Bills of quantities must be prepared in accordance with the latest edition of the Standard System of Measuring Building Work.

#### **12.2.2 Specifications and preambles**

The specification document "Construction Works: Specifications: General Specification (PW371-A) Edition 2.0", as well as other specification documents referred to in the bills of quantities, are available on the **department's** website and must not be bound into the bills of quantities.

The specification document "Construction Works: Specifications: Particular Specification (PW371-B) Edition 2.0" will be issued together with the drawings and must be read in conjunction with the drawings when preparing the bills of quantities.

Short descriptions may be used in bills of quantities to line up with full descriptions in the above specifications, but care must be taken to use the same terminology as the specifications for ease of reference. Full descriptions or additional preambles must be provided for items/materials not covered by the above specifications.

Additional **engineers'** specifications may be included in the bills of quantities only if they are supplementary to the above specifications.



### 12.2.3 Trade names

The use of trade names or catalogue references in descriptions must be avoided. Items must be described fully and wherever possible reference made to the relevant SANS specifications or, where these do not exist, to quality and performance specifications.

In exceptional cases where trade names are approved by the **departmental project manager** for inclusion in the bills of quantities, they are to be described as "or equal approved".

### 12.2.4 HIV/Aids awareness

Items and documents in respect of HIV/Aids awareness, which are available on the **department's** website, should only be inserted in contracts with a construction period of more than 6 months and/or a value of over R2 million.

### 12.2.5 Imported materials and equipment

The intended use of any imported materials and equipment must be reported to the **departmental project manager** through the **principal agent** to obtain approval.

Adjustments in respect of imported materials and equipment will be in accordance with the "Schedule for Imported Materials and Equipment" (DPW-23 EC) of the procurement document.

### 12.2.6 Discrepancies

Discrepancies between the drawings, specification and/or any other instruction must be brought to the attention of the **architect** and/or **engineer**.

Immediately after completion of the measuring, all marked-up drawings are to be handed to the **architect** and/or **engineer** in order that the original drawings may be corrected.

All queries relating to the project must be referred to the **departmental project manager** through the **principal agent** for a decision.

### 12.2.7 Submission of bills of quantities

When completed, the typed bills of quantities must be submitted to the **departmental project manager** through the **principal agent**. The **departmental project manager** will provide information with respect to number of copies, delivery date of printed bills, etc.

The **quantity surveyor** must provide the required number of copies of bills of quantities in hard copy format, as well as in electronic format on compact discs (CD's). These must be in a workable format in order to enable the tenderers to price the document.

As electronic format bills of quantities may be used by tenderers to price their bills of quantities, it remains the responsibility of the **quantity surveyor** to ensure that the content of said bills of quantities is unaltered and that it remains identical to that of the original bills of quantities.

### 12.2.8 Amendments to bills of quantities

The **departmental project manager** must be informed should any errors be noted and amendments be required to the bills of quantities out to tender. The revised pages or information in the form of an addendum document are to be handed to the **departmental project manager** through the **principal agent**. The **departmental project manager** will issue the document to all tenderers concerned and the **quantity surveyor** is expressly forbidden to issue any amendment, additional or supplementary information directly to tenderers in any manner whatsoever.

## **12.3 CONTENT**

### **12.3.1 Notes to tenderers**

Items historically included in notes to tenderers, such as pricing instructions, scope of works and site information, must be described and included on the forms "Scope of Works" (PG-01.2 EC), "Pricing Instructions" (PG-02.2 EC) and "Site Information" (PG-03.2 EC) respectively of the procurement document.

### **12.3.2 Preliminaries**

Preliminaries must be dealt with in accordance with the "Preliminaries for inclusion in Bills of Quantities and Lump Sum Documents based on the JBCC Series 2000 documentation" (QS 003) which is available on the **department's** website.

### **12.3.3 Contract Price Adjustment Provisions (CPAP)**

A selection must be made on the form "Contract Data" (DPW-04 EC) of the procurement document whether or not the contract value is to be adjusted using CPAP indices

No provisional amount for CPAP may be included in the bills of quantities.

### **12.3.4 Engineering work**

Electrical, mechanical and/or any other engineering work must be measured by the **quantity surveyor** and must be prepared in accordance with the latest edition of the Standard System of Measuring Building Work. No additional provision for Preliminaries may be included in the engineering sections of the bills of quantities.

### **12.3.5 Comprehensive contracts**

The **department's** policy is to use comprehensive contracts wherever possible. The use of nominated or any other subcontract must be approved by the **departmental project manager** after consultation with the **departmental quantity surveyor**.

### **12.3.6 Provisional sums and prime cost items**

Only with the prior approval of the **departmental project manager** and after consultation with the **departmental quantity surveyor**, may a provisional sum or a prime cost (PC) item be inserted in the bills of quantities. For ease of reference all provisional sums are to be kept in a separate section in the bills of quantities.

### **12.3.7 Expanded Public Works Programme (EPWP)**

#### **12.3.7.1 Employment and training of youth workers on the Expanded Public Works Programme (EPWP) Infrastructure Projects: National Youth Service (NYS)**

Should the employment and training of youth workers under the EPWP NYS programme be applicable to a particular project, the **quantity surveyor** must ensure that a separate bill or section is prepared and included in the bills of quantities in accordance with the requirements as set out in the "Additional Specification SL: Employment and Training of Youth Workers on the Expanded Public Works Programme (EPWP) Infrastructure Projects: National Youth Service (NYS)", a copy of which must be bound into "Part C3: Scope of Works" of the procurement documentation.

#### **12.3.7.2 Implementation of labour-intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP)**

Should the implementation of labour-intensive works under the EPWP be applicable to a particular project, the **quantity surveyor** must ensure that relevant items are included in the bills of quantities in accordance with the requirements as set out in the "Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme

(EPWP)".

**12.3.7.3** Should any other requirements in respect of the EPWP be identified on a particular project, the **quantity surveyor** must ensure that provision is made for these requirements in relevant items, bills or sections in the bills of quantities.

**12.3.7.4** EPWP documents are available on the EPWP website at <http://www.epwp.gov.za>, or from the **departmental project manager**.

### **12.3.8 Credit items**

Should the project involve demolition or alteration work for which credit for old materials and equipment can be anticipated, provision must be made in the bills of quantities for pricing the credit individually against the items. Provision must be made for transferring the credit amounts to an item of "Credit for old materials for demolitions/alterations" on the final summary page which is deducted from the subtotal after VAT.

### **12.3.9 Contingency amount**

No contingency amount may be included in the bills of quantities.

### **12.3.10 Budgetary allowances**

No budgetary allowances may be included in the bills of quantities. All work must be measured out in detail. Work for which limited information or details are available must be measured provisionally.

### **12.3.11 Addendums**

Addendums such as drawings, diagrams, soil reports, specifications, etc. must be bound into "Part 3: Scope of Works" or "Part 4: Site Information" of the procurement document.

## **13 CONTRACT ADMINISTRATION**

### **13.1 CONTRACT DATA**

The **quantity surveyor** must ensure that relevant selections in respect of date of issue of interim payment certificates, payment of preliminaries, adjustment of preliminaries and annual building holiday periods have been provided by the contractor in Part 2 of the Schedule of the "Contract Data" (DPW-04 EC) of the procurement document to ensure proper contract administration.

### **13.2 TENDER ADJUDICATION AND CONTRACT AWARD**

The **quantity surveyor** must verify the priced bills of quantities of the recommended tenderer and provide the **departmental project manager** with a written report through the **principal agent**, with a copy to the **departmental quantity surveyor**, on the following:

- open market competitiveness of the recommended tender
- reasons if the recommended tender amount differs from the pre-tender estimate
- confirmation that the recommended tender is within the approved budget
- priced bills of quantities rates analysis for BER/MFA
- projected cash flow, including professional fees.

### **13.3 PRICED BILLS OF QUANTITIES**

The **quantity surveyor** must ensure that the priced bills of quantities are priced in accordance with clause B2.5 of the JBCC Preliminaries without altering the contract sum. All adjustments to rates are to be discussed with the contractor.

Arithmetical errors are to be corrected prior to the award of the tender in accordance with clause

F.3.9 of the latest version of the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement.

Three sets of copies of the signed priced bills of quantities must be made by the **quantity surveyor**. One set is to be retained by himself, one set must be submitted to the **departmental project manager** and one set must be submitted to the Directorate: Quantity Surveying Services at Head Office which is the custodian of the Building Cost Database.

#### 13.4 RATES ANALYSIS

The **quantity surveyor** must complete an Analysis of Accepted Tender Prices strictly in accordance with the prescribed format (Annexure B), of the accepted tender and must forward same to the Bureau for Economic Research / Medium-Term Forecasting Associates (BER/MFA) in Stellenbosch for the compilation of the National Building Cost Indices, with a copy to the **departmental quantity surveyor**. (BER questionnaire also available at <http://www.ber.ac.za/surveys/1773.aspx>).

#### 13.5 HANDING OVER OF SITE

It is expected of the **quantity surveyor** to attend the site handover meeting.

#### 13.6 FINANCIAL REPORTS

It is required of the **quantity surveyor** to submit monthly financial reports, up to the date of approval of the final account, to the **departmental project manager** through the **principal agent** with a copy to the **departmental quantity surveyor**. The financial report pro-forma (PRM036) is available on the **department's** website.

It is a compulsory requirement that financial reports must be scrutinised by a departmental professional registered quantity surveyor at least every quarter for projects up to R20 million and monthly for all projects exceeding R20 million.

#### 13.7 SITE MEETINGS

It is expected of the **quantity surveyor** to attend site meetings.

The **quantity surveyor** must regularly scrutinise minutes of site meetings, as well as contract instructions, to ensure that any item with a cost implication is immediately brought to the attention of the **principal agent**, in order that an official contract instruction can be issued by him for same.

#### 13.8 PAYMENT CERTIFICATES

Valuations for payment certificates (PRM034) must be made in accordance with the **conditions of contract**, on the applicable form which is available on the **department's** website and which must be submitted to the **principal agent** for certification.

Payment reduction security must be dealt with in strict accordance with the relevant clauses of the **conditions of contract**.

#### 13.9 CONTRACT PARTICIPATION GOAL

The **quantity surveyor** must, on those projects where the Contract Participation Goal is applicable, verify the schedules prepared by the contractor reflecting values of works and/or services performed by targeted enterprises and must, whenever a progress payment certificate is issued, provide the **principal agent/engineer** with the value of work completed towards the tendered contract participation goal, for certification by him, all in terms of the "Tender and Contract Conditions pertaining to Contract Participation Goal (Participation of Targeted Enterprises)" (PA-16.2 EC) of the procurement document.

### 13.10 IMPOSITION OF PENALTY

As soon as an overrun of the construction period occurs, it must be reflected on the recovery statement and payment certificate forms by means of a deduction in terms of the penalty clause, unless an extension of time has been granted in writing by the **department**.

### 13.11 CONTRACT INSTRUCTIONS

The **principal agent** is responsible for the issuing of all contract instructions.

The **quantity surveyor** is required to prepare estimates of cost for all contract instructions issued by the **principal agent** and to advise him of more economical solutions or possibilities.

### 13.12 CONTRACTOR'S CLAIMS FOR EXPENSE AND LOSS

Any claims with financial implications must be dealt with in strict accordance with the **conditions of contract**. No payments are to be made to the contractor for a claim unless it has been approved by the **department** in writing.

## 14 FINAL ACCOUNT

### 14.1 GENERAL

The final account (Annexure D) must be finalised in accordance with the **conditions of contract** and must be submitted to the **departmental project manager** through the **principal agent**. The final account must comply with the requirements as stated in the "Certificate of Compliance and Indemnity by Consultants" (PRM045), which is available on the **department's** website and which is to be signed and attached to the final account.

The **quantity surveyor** must ensure that the following documentation is included with the final account:

- copy of priced bills of quantities
- Certificate of Compliance and Indemnity by Consultants (PRM045), signed by the **quantity surveyor**
- copy of letter confirming the commencement date
- copy of Contract Data (DPW-04 EC)
- copies of approved Contract Instructions (Variation Orders) (PRM037)
- copies of payment certificates signed by the **principal agent** (PRM034)
- copies of approved revision of date for practical completion (PRM040)
- copy of certificate of practical completion (PRM041)
- copy of certificate of works completion
- copy of certificate of final completion (PRM046)
- copies of CPA calculations
- copy of Contract Completion Report (PRM043)
- calculations of non-scheduled rates, including invoices, receipts, etc.
- documentation confirming successful test results (test cubes, compaction tests, etc.)
- Final Statement (PRM044)
- copy of contract participation goal reconciliation statement (on applicable projects only)
- Final Account Certification by Consultant Quantity Surveyor (QS 005).

The **quantity surveyor** must certify that the project has been completed within the approved budget.

The **quantity surveyor** shall be held accountable for any costs arising from the late completion of the final account.

The **quantity surveyor** must retain a copy of the final account for his own records.

The **quantity surveyor** may interact directly with the **departmental quantity surveyor** in order to finalise the final account. The final account must be checked and audited by a departmental professional registered quantity surveyor.

#### **14.2 NUMBERING OF PAGES**

All pages of the final account are to be numbered consecutively.

#### **14.3 PRICING**

Schedule rates must be clearly cross referenced to the priced bills of quantities.

Non-schedule rates must be determined in terms of the **conditions of contract**.

New rates negotiated at current prices must either be de-escalated to base date, or included in the final account as non-escalatable amounts.

All supporting documentation e.g. invoices, receipts, build up of non-schedule rates, etc., must be included with the final account and clearly cross referenced to the relevant items to which they refer.

#### **14.4 RE-MEASUREMENT OF PROVISIONALLY MEASURED WORK**

All work measured provisionally must be re-measured.

#### **14.5 CONTRACT PRICE ADJUSTMENT PROVISIONS (CPAP)**

The date of the **principal agent's** payment certificate and not the valuation date must be used for calculating CPA.

An extended completion date may only be taken into account for contract price adjustment calculations if it has been approved by the **department**.

#### **14.6 CONTRACTOR'S ASSISTANCE**

The final account must be finalized without the contractor should there be a lack of co-operation and assistance from him in this regard.

#### **14.7 CONTRACT INSTRUCTIONS**

It is essential that approved contract instructions be obtained for all adjustments to the contract value, with the exception of provisional items which imply remeasurement, unless there is a change to the scope of work for which a contract instruction is required.

Copies of all such approved contract instructions must be included in the final account.

#### **14.8 REVISION OF DATE FOR PRACTICAL COMPLETION**

Revision of date for practical completion will only be valid if granted in writing by the **department**.

Penalties are to be deducted for any delay in the completion of the contract unless the revision of date for practical completion has been granted in writing by the **department**.

#### **14.9 PAYMENT REDUCTION**

Payment reduction security must be dealt with in strict accordance with the relevant clauses of the **conditions of contract**.

#### 14.10 CONTRACT PARTICIPATION GOAL

The **quantity surveyor** must, on those projects where the Contract Participation Goal is applicable, verify the completion certificates prepared by the contractor reflecting the final values of works and/or services performed by all targeted enterprises. A reconciliation statement must be included by the **quantity surveyor** in the final account in order that compliance with the tendered contract participation goal can be verified.

Penalties must be applied if the contractor has failed to achieve the tendered contract participation goal, all in terms of the "Tender and Contract Conditions pertaining to Contract Participation Goal (Participation of Targeted Enterprises)" (PA-16.2 EC) of the procurement document.

#### 14.11 ISSUING OF FINAL STATEMENT

The final statement may not be issued to the contractor for signature prior to the final account being approved by the **department**.

#### 14.12 OVERPAYMENTS

Should an overpayment to the contractor occur, the **departmental project manager** must be notified immediately through the **principal agent** and the matter subsequently confirmed in writing stating the reasons for such overpayment. The **professional team** will be held liable for any overpayments to the contractor.

### 15 BUILDING COST DATABASE

15.1 The Project Data Sheet (QS 004) (Annexure E), which captures the input data for the Department's Building Cost Database, and which is available on the Department's website, must be submitted by the **quantity surveyor** to the **departmental project manager**, with a copy to the **departmental quantity surveyor**, and to the Directorate: Quantity Surveying Services at Head Office which is the custodian of the Building Cost Database, at the following two stages of the project:

#### 15.1.1 Bills of quantities stage

Sections A to D of the Project Data Sheet must be completed and submitted once the contract has been awarded and the priced bills of quantities become available.

It is a requirement that the **quantity surveyor** also submits the copy of the priced bills of quantities, as referred to above, to the Directorate: Quantity Surveying Services at Head Office at this stage. The project's tender date must be clearly indicated on the copy of the priced bills of quantities.

#### 15.1.2 Final account stage

Sections E to G of the Project Data Sheet must be completed and submitted once the final account has been settled and final professional fees have been claimed by all consultants.

15.2 The Project Data Sheet must be completed in respect of all categories of building projects i.e. new, additions, alterations and additions, repairs and renovations, refurbishments, restorations (heritage), etc.

It is not necessary to complete the Project Data Sheet in respect of RAMP projects.

15.3 The **quantity surveyor** is to note that the submission of the Project Data Sheet is compulsory.

**Annexure A**

**EXAMPLE OF  
ELEMENTAL ESTIMATE  
SUMMARY**



## TYPICAL EXAMPLE OF AN ELEMENTAL ESTIMATE SUMMARY

**PROJECT:** Bloemfontein: Supreme Court: Alterations and Additions

### **ESTIMATE OF CURRENT CONSTRUCTION COST INCLUDING VALUE ADDED TAX**

<b>DEPARTMENT OF PUBLIC WORKS: ELEMENTAL ESTIMATE: SUMMARY PAGE</b>						
<b>FILE NUMBER:</b>		0123/1/2/3/4			<b>DATE</b>	1-Dec-06
<b>WCS NUMBER:</b>		001234			<b>BER INDEX</b>	2,701.4
<b>DESIGN STAGE</b>		SKETCH PLAN ESTIMATE				
<b>NO</b>	<b>SPACE CATEGORY</b>	<b>UNIT</b>	<b>GROSS m<sup>2</sup></b>	<b>RATE / m<sup>2</sup></b>	<b>AMOUNT</b>	<b>%</b>
1	PRELIMINARIES	%	9.9%	451.49	8,262,320	9.0%
2	BUILDING IMPROVEMENTS	m <sup>2</sup>	18,300	2,563.53	46,912,514	51.3%
2.1	SUB-STRUCTURE	m <sup>2</sup>	18,300	-	-	0.0%
2.2	GROUND FLOOR CONSTRUCTION	m <sup>2</sup>	18,300	92.03	1,684,159	1.8%
2.3	STRUCTURAL FRAME	m <sup>2</sup>	18,300	859.81	15,734,457	17.2%
2.4	EXTERNAL ENVELOPE	m <sup>2</sup>	18,300	539.88	9,879,776	10.8%
2.5	ROOFS	m <sup>2</sup>	18,300	119.97	2,195,506	2.4%
2.6	INTERNAL DIVISIONS	m <sup>2</sup>	18,300	235.84	4,315,951	4.7%
2.7	FLOOR FINISHES	m <sup>2</sup>	18,300	147.92	2,706,852	3.0%
2.8	INTERNAL WALL FINISHES	m <sup>2</sup>	18,300	139.97	2,561,423	2.8%
2.9	CEILINGS	m <sup>2</sup>	18,300	127.92	2,340,934	2.6%
2.10	FITTINGS	m <sup>2</sup>	18,300	192.01	3,513,747	3.8%
2.11	SANITARY INSTALLATION	m <sup>2</sup>	18,300	107.92	1,975,017	2.2%
3	SPECIALIST SERVICES	m <sup>2</sup>	18,300	1,049.35	19,203,152	21.0%
3.1	ELECTRICAL INSTALLATION	m <sup>2</sup>	18,300	347.09	6,351,794	6.9%
3.2	AIR CONDITIONING INSTALLATION	m <sup>2</sup>	18,300	333.58	6,104,548	6.7%
3.3	VENTILATION INSTALLATION	m <sup>2</sup>	18,300	50.65	926,970	1.0%
3.4	KITCHEN EQUIPMENT	m <sup>2</sup>	18,300	-	-	0.0%
3.5	FIRE PROTECTION INSTALLATION	m <sup>2</sup>	18,300	94.50	1,729,385	1.9%
3.6	LIFT INSTALLATION	m <sup>2</sup>	18,300	87.43	1,600,000	1.7%
3.7	CONVEYOR INSTALLATION	m <sup>2</sup>	18,300	-	-	0.0%
3.8	SECURITY EQUIPMENT	m <sup>2</sup>	18,300	108.01	1,976,500	2.2%
3.9	AUDIO VISUAL EQUIPMENT	m <sup>2</sup>	18,300	18.58	340,000	0.4%
3.10	COMMUNICATION SYSTEMS	m <sup>2</sup>	18,300	9.51	173,955	0.2%
4	SITE DEVELOPMENT COST	m <sup>2</sup>	18,300	932.23	17,059,769	18.7%
4.1	BULK EXCAVATIONS	m <sup>3</sup>	27,622	359.67	9,934,732	10.9%
4.2	ROADS	m <sup>2</sup>	1,146	332.90	381,507	0.4%
4.3	PARKING	m <sup>2</sup>	2,677	1,654.88	4,430,103	4.8%
4.4	WALKWAYS	m <sup>2</sup>	414	1,250.00	517,500	0.6%
4.5	LANDSCAPING	m <sup>2</sup>	-	-	-	0.0%
4.6	SITE ENCLOSURE	m	10	4,064.00	40,640	0.0%
4.7	WATER SUPPLY	m	300	250.00	75,000	0.1%
4.8	FIRE SUPPLY	m	20	1,625.00	32,500	0.0%
4.9	SEWERAGE DISPOSAL	m	150	350.00	52,500	0.1%
4.10	STORM WATER DRAINAGE	m	300	291.67	87,500	0.1%
4.11	ELECTRICAL SUPPLY	m	50	2,935.00	146,750	0.2%
4.12	MUNICIPALITY FEES	no	6	209,465.33	1,256,792	1.4%
4.13	DEMOLITIONS	m <sup>2</sup>	106	983.44	104,245	0.1%
5	ESTIMATED AMOUNT EXCL. VAT	m <sup>2</sup>	18,300	4,997	91,437,755	100.0%
6	ADD: VALUE ADDED TAX	14%	18,300	700	2,801,286	
7	ESTIMATED AMOUNT INCL. VAT	m <sup>2</sup>	18,300	5,696	104,239,041	

**ANALYSIS OF ACCEPTED  
TENDER PRICES**

## **BER BUILDING COST INDEX: ANALYSIS OF ACCEPTED TENDER PRICES**

## **BER BOUKOSTE-INDEKS: ONTLEDING VAN AANVAARDE TENDERPRYSE**

Please bear the following in mind when you complete the questionnaire on the reverse side / next page:

1. Only **one** questionnaire is required per project.
2. Price the different items in accordance with the prices of an **accepted** tender.
3. **Provisional amounts** (electrical work, lifts and air conditioning): State only the **net** amount; attendance and profit excluded.
4. All prices and rates quoted must **exclude VAT**.
5. All information will be treated as **confidential**.

Please return this form with the business survey questionnaire and **the same deadline** applies.

Your willingness to assist us in compiling the index is greatly appreciated. As a practical way of displaying our appreciation, you will receive a letter with details of your project and a comparison to the national building cost index.

Neem asseblief die volgende in ag wanneer u die vraelys op die keersy / volgende bladsy voltooi:

1. Slegs **een** vraelys word vir elke projek nodig.
2. Prys die verskillende items in ooreenstemming met 'n **aanvaarde** tender.
3. **Voorlopige bedrae** (elektriese werk, hysers en lugreëling): Meld slegs die **netto** bedrag; bediening en wins uitgesluit.
4. Alle gekwoteerde pryse en tariewe moet **BTW uitsluit**.
5. Alle inligting word **vertroulik** hanteer.

Stuur asseblief hierdie vorm met die sake-opname vraelys terug en **dieselfde keerdatum geld**.

Dankie vir u bereidwilligheid om ons met die samestelling van hierdie indeks te help. Om ons dank prakties uit te druk, sal u 'n brief met besonderhede van u projek en 'n vergelyking met die nasionale boukosteindex ontvang.

**BER Building Cost Index: Analysis of Accepted Tender Prices**  
**BER Boukoste-indeks: Ontleding van Aanvaarde Tenderpryse**

Please print / Gebruik drukskrif asseblief

Name / Naam: \_\_\_\_\_

Firm / Firma: \_\_\_\_\_

Address / Posadres: \_\_\_\_\_

Telephone / Telefoon: \_\_\_\_\_ Fax / Faks: \_\_\_\_\_ E-mail / E-pos: \_\_\_\_\_

**TOWN / DORP:** \_\_\_\_\_

**PROJECT / PROJEEK:** \_\_\_\_\_

For office use only / Slegs vir kantoor gebruik				
Form no:				
Firm code:				
Index:				

Please complete or tick the appropriate boxes.  
 Voltooi of merk asseblief die toepaslike blokkies.

Contract period (months) / Kontraktydperk (maande): 

--	--

Tenders received (number) / Tenders ontvang (aantal): 

--	--

Private sector / Privaatsektor 

1
---

Public sector / Openbare sektor 

2
---

**PROJECT TYPE / PROJEKTIPE:**

Housing / Behuising	<table border="1"><tr><td>1</td></tr></table>	1	Flats / Woonstelle	<table border="1"><tr><td>2</td></tr></table>	2
1					
2					
Offices / Kantore	<table border="1"><tr><td>3</td></tr></table>	3	Shops / Winkels	<table border="1"><tr><td>4</td></tr></table>	4
3					
4					
Education / Opvoedkundig	<table border="1"><tr><td>5</td></tr></table>	5	Factory / Fabriek	<table border="1"><tr><td>6</td></tr></table>	6
5					
6					
Church / Kerk	<table border="1"><tr><td>7</td></tr></table>	7	Hospital / Hospitaal	<table border="1"><tr><td>8</td></tr></table>	8
7					
8					
Police station / Polisiestasie	<table border="1"><tr><td>9</td></tr></table>	9	Postal / Poswese	<table border="1"><tr><td>10</td></tr></table>	10
9					
10					
Defence / Verdediging	<table border="1"><tr><td>11</td></tr></table>	11	Other (specify) / Ander (beskryf):	<table border="1"><tr><td>12</td></tr></table>	12
11					
12					

**DATE TENDER CLOSED / DATUM WAAROP TENDER GESLUIT HET**

20.....	Q1			Q2			Q3			Q4		
	J	F	M	A	M	J	J	A	S	O	N	D

Distance from nearest city (km) 

0 - 100	100 - 200	200 - 300
---------	-----------	-----------

Afstand van naaste stad (km) 

1	2	3
---	---	---

**TYPE OF TENDER / TIPE TENDER**

Open tender / Oop tender 

1
---

Selected tender / Uitgesoekte tender 

2
---

Negotiated contract / Onderhandelde kontrak 

3
---

% New work / % Nuwe werk 

4
---

 % Renovations / % Herstelwerk 

5
---

**PROVINCE / PROVINSIE**

Western Cape / Wes-Kaap	<table border="1"><tr><td>1</td></tr></table>	1	Northern Cape / Noord-Kaap	<table border="1"><tr><td>2</td></tr></table>	2
1					
2					
Free State / Vrystaat	<table border="1"><tr><td>3</td></tr></table>	3	Eastern Cape / Oos-Kaap	<table border="1"><tr><td>4</td></tr></table>	4
3					
4					
KwaZulu-Natal	<table border="1"><tr><td>5</td></tr></table>	5	Mpumalanga	<table border="1"><tr><td>6</td></tr></table>	6
5					
6					
Limpopo	<table border="1"><tr><td>7</td></tr></table>	7	Gauteng	<table border="1"><tr><td>8</td></tr></table>	8
7					
8					
North-West / Noordwes	<table border="1"><tr><td>9</td></tr></table>	9			
9					

**STRUCTURE / STRUKTUUR**

Conventional in situ concrete / Gewone in situ beton 

1
---

Brick structure / Baksteenstruktuur 

2
---

Structural steel / Strukturele staal 

3
---

**INTERNAL PARTITIONS / INTERNE AFSKORTINGS**

Conventional (brickwork) / Gewoon (baksteen) 

1
---

Demountable / Verwyderbaar 

2
---

**FOUNDATIONS / FONDAMENTE**

Conventional / Gewone 

1
---

Piling / Fondamentpale 

2
---

**AMOUNTS / BEDRAE**

	Rand only, excluding VAT Slegs Rand, uitsluitend BTW				
Contract amount / Kontrakbedrag:					
Preliminaries / Voorbereidsels:					
Contingencies / Onvoorsiene uitgawes:					
Electrical work / Elektriese werk:					
Lifts / Hysers:					
Air-conditioning / Lugreëling:					

**RATES / TARIIEWE**

Price the following items strictly according to the description. Use only rates from the bill analysed and where applicable. Otherwise, leave blank. All prices must **exclude VAT**.

Prys die volgende items volgens die beskrywing. Gebruik slegs die tariewe van die hoeveelheidslys wat ontleed word en waar van toepassing. So nie, laat blanko. Alle pryse moet **BTW uitsluit**.

ITEM		R		c	
Excavation for trenches / Uitgrawings vir vore	m <sup>3</sup>				
Unreinforced concrete (10-20 Mpa) in footings Massabeton (10-20 Mpa) in voetstukke	m <sup>3</sup>				
Reinforced concrete (20-25 Mpa) in slabs, etc Gewapende beton (20-25 Mpa) in blaaie, ens	m <sup>3</sup>				
Rough formwork to soffits of slabs n.e. 3,5m Rowwe formering aan ondervlakke van blaaie uiters 3,5m	m <sup>2</sup>				
Bar reinforcement Staaflwapening	kg				
Half brick wall Halfsteenmuur	m <sup>2</sup>				
One brick wall Eensteenmuur	m <sup>2</sup>				
Cavity wall of 2 half brick skins Holmuur uit 2 halfsteenwande	m <sup>2</sup>				
Face brickwork (extra over brickwork) Siersteenwerk (ekstra oor steenwerk)	m <sup>2</sup>				
Fibre cement/galvanized steel profiled roof sheeting Veselsement/gegalvaniseerde staal dakbedekking	m <sup>2</sup>				
38mm x 114mm Sawn softwood roof timbers 38mm x 114mm Gesaagde dakhoute	m				
44 x 813 x 2032mm Semi-solid flush door 44 x 813 x 2032mm Semi-soliede vlakdeur	No				
Gypsum/fibre cement ceiling (including brandering) Gipsbord/veselsement plafon (insluitende latte)	m <sup>2</sup>				
Vinyl tiles (2mm) or similar floor covering Vinielteëls (2mm) of soortgelyke vloerbedekking	m <sup>2</sup>				
76mm Mortice lockset (2 lever) 76mm Insteekslot (2 klawer)	No				
Pressed steel door frame for 813 x 2032mm door Staaldeurraam vir 813 x 2032mm deur	No				
Standard steel/timber window Standaard staal/hout venster	m <sup>2</sup>				
20-30mm Cement plaster screed 20-30mm Sement pleister vlaklaag	m <sup>2</sup>				
One coat internal plaster on walls Eenlaag binnepleister op mure	m <sup>2</sup>				
Glazed wall tiles Geglasuurde muurteëls	m <sup>2</sup>				
3mm Clear float glass in steel or timber frames 3mm Deursigtige dryfglas in staal- of houtrame	m <sup>2</sup>				
Prime & 2 coats acrylic emulsion paint on plastered walls Grond- en 2 lae akriel-emulsieverf op gepleisterde mure	m <sup>2</sup>				
<b>RATE PER SANITARY FITTING / TARIEF VIR SANITÊRE TOEBEHORE</b>		<b>Rand only, excl VAT Slegs Rand, sonder BTW</b>			
WC suite (low level) / WK-stel (laevlak)	No				
Basin (wall hung) / Wasbak (aan muur geheg)	No				
Stainless steel sink / Vlekvryestaalopwasbak	No				
20mm Galvanised steel/copper pipe 20mm Gegalaniseerde staal-/koperpyp	m				
110mm uPVC pipe / 110mm uPVC pyp	m				
110mm uPVC soil pipe 110mm uPVC rioolpyp	m				

**Annexure C**

**EXAMPLE OF  
BILLS OF QUANTITIES  
COVER PAGE AND FLYSHEET**

**X**  
(Printed bills are to be  
numbered consec-  
tively on front cover.)



**REPUBLIC OF SOUTH AFRICA**  
**DEPARTMENT OF PUBLIC WORKS**  
**BILLS OF QUANTITIES**  
**FOR**  
**BLOEMFONTEIN:**  
**SUPREME COURT:**  
**ALTERATIONS AND ADDITIONS**

**QUANTITY SURVEYOR:**

**ABC Quantity Surveyors  
BLOEMFONTEIN**

**ARCHITECT:**

**XYZ Architects  
BLOEMFONTEIN**

**(Month and year when printed)**

**(EXAMPLE ONLY)**

**REPUBLIC OF SOUTH AFRICA**  
**DEPARTMENT OF PUBLIC WORKS**  
**BILLS OF QUANTITIES**  
**FOR**  
**BLOEMFONTEIN:**  
**SUPREME COURT:**  
**ALTERATIONS AND ADDITIONS**

**PART A**

**QUANTITY SURVEYORS**

ABC QUANTITY SURVEYORS  
200 Zastron Street  
BLOEMFONTEIN  
9301  
P.O. Box 1234  
BLOEMFONTEIN  
9300  
Contact person: Mr. Z  
Tel: (051) 335-1000  
Cell: 082 111 1111  
Fax: (051) 335-0000

**ARCHITECTS**

XYZ ARCHITECTS  
100 President Street  
BLOEMFONTEIN  
9301  
P.O. Box 4321  
BLOEMFONTEIN  
9300  
Contact person: Ms X  
Tel: (051) 355-2000  
Cell: 083 000 0000  
Fax: (051) 355-1000

**ELECTRICAL ENGINEERS**

QRS ELECTRICAL ENGINEERS  
500 Aliwal Street  
BLOEMFONTEIN  
9301  
P.O. Box 6789  
BLOEMFONTEIN  
9300  
Contact person: Mr. A  
Tel: (051) 123 4567  
Cell: 072 000 0000  
Fax: (051) 333-1111

**DEPARTMENT OF PUBLIC WORKS**

REGIONAL OFFICE: BLOEMFONTEIN  
Civilia Building  
14 Elizabeth Street  
BLOEMFONTEIN  
Private Bag X 20 605  
BLOEMFONTEIN  
9300  
Project Manager: Mr. M  
Tel: (051) 400 8702  
Cell: 084 000 0000  
Fax: (051) 400-8875

**(Month and year when printed)**

**Annexure D**

**EXAMPLE OF  
FINAL ACCOUNT**



**WCS 003706**

**REPUBLIC OF SOUTH AFRICA  
DEPARTMENT OF PUBLIC WORKS**

**BLOEMFONTEIN:  
SUPREME COURT:  
ALTERATIONS AND ADDITIONS**

**FINAL ACCOUNT**

**CONTRACTOR**

Builder & Sons  
16 Cove Road  
KOPPIESDRAAI  
1532

**QUANTITY SURVEYORS**

ABC Quantity Surveyors  
BLOEMFONTEIN

**ARCHITECTS**

XYZ Architects  
BLOEMFONTEIN

**DEPARTMENT OF PUBLIC WORKS**

REGIONAL OFFICE: BLOEMFONTEIN  
Civilia Building  
14 Elizabeth Street  
BLOEMFONTEIN  
Private Bag X 20 605  
BLOEMFONTEIN  
9300

**DEPARTMENT OF PUBLIC WORKS**

**FINAL ACCOUNT**

**WCS NO:** 003706

**REFERENCE NO:** 6032/1004/9/4

**PROJECT: BLOEMFONTEIN: SUPREME COURT:  
ALTERATIONS AND ADDITIONS**

**CONTRACTOR: BUILDER AND SONS**

<b><u>INDEX</u></b>	<b><u>PAGE</u></b>
1 Final Statement	1
2 Final Summary	2
3 Item No. 1 - Alterations to Generator Room	3
4 Item No. 2 - Hoop Iron Ties to Columns	3
5 Item No. 3 - Re-do Brickwork in Corridor	3
6 Item No. 4 - Window Sill and Lintol Details	4
7 Item No. 5 - Alterations to Counters	5
8 Item No. 6 - Remeasurement of General Site Works	6
9 Item No. 7 - Remeasurement of Provisionally Measured Items	6

*The Final Statement must be printed on the latest revision of form PRM044/2 available on the department's website.*

PRM044/2

**DEPARTMENT OF PUBLIC WORKS**  
**FINAL STATEMENT**

**WCS NO:** 003706  
**REFERENCE NO:** 6032/1004/9/4

**PROJECT:** BLOEMFONTEIN: SUPREME COURT: ALTERATIONS AND ADDITIONS

**CONTRACTOR:** BUILDER AND SONS

Net amount of contract (excluding VAT)			R	3 618 925.26	
Net omission (excluding VAT)			R	-	-
Net addition (excluding VAT)			R	53 831.00	+
			R	3 672 756.26	
PLUS: Contract Price Adjustments			R	303 365.67	+
			R	3 976 121.93	
(1) LESS: Penalty for late completion	R	-			
(2) LESS: Penalty for non-compliance with CPG	R	-	R	-	-
			R	3 976 121.93	
Value Added Tax			R	556 657.07	+
			R	4 532 779.00	
LESS: Credit for old materials			R	-	-
<b>FINAL VALUE OF CONTRACT</b>			<b>R</b>	<b>4 532 779.00</b>	
*Retention retained (including VAT)			R	-	

\_\_\_\_\_  
**CONSULTING QUANTITY SURVEYOR**

\_\_\_\_\_  
**PROJECT MANAGER**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
**PRINCIPAL AGENT**

\_\_\_\_\_  
**pp DIRECTOR-GENERAL**  
**DEPARTMENT OF PUBLIC WORKS**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

I, the undersigned, duly authorised, accept the above statement as correct.

\_\_\_\_\_  
**CONTRACTOR**

\_\_\_\_\_  
**DATE**

\*Applicable for engineering contracts where 12 months retention period is required and retention amount also included in final value of contract.

**FOR DEPARTMENTAL USE**

Contract close out captured on WCS (WG10PU): Name: \_\_\_\_\_ OPW: \_\_\_\_\_  
Date: \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

**BLOEMFONTEIN: SUPREME COURT: ALTERATIONS AND ADDITIONS**

**Final Summary**

Item	Description	Omissions	Additions
Item No. 1	Alterations to Generator room (*CI No. 1)		1 026.00
Item No. 2	Hoop Iron Ties to Columns (CI No. 2)		264.00
Item No. 3	Re-do Brickwork in Corridor (CI No. 3)		No cost
Item No. 4	Window Sill and Lintol Details (CI No. 4)	1 971.00	10 334.30
Item No. 5	Alterations to Counters (CI No. 5)	5 103.00	57 335.10
Item No. 6	Remeasurement of General Site Works (including CI No. 6)	30 090.30	25 547.00
Item No. 7	Remeasurement of Provisionally Measured Items	8 852.90	5 341.80
	<b>Totals</b>	46 017.20	99 848.20
	<b><u>Less: Omissions</u></b>		46 017.20
	<b><u>Net Addition Carried to Final Statement</u></b>	R	<b>53 831.00</b>

\* CI = Contract Instruction

<b>BLOEMFONTEIN: SUPREME COURT</b>					
	<u>Unit</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>	
<b><u>Item No. 1</u></b>					
<b><u>Alterations to Generator room (CI No. 1)</u></b>					
<b><u>ADD</u></b>					
For site works see Item No. 6: Remeasurement of General Site Works					
1	Demolish one brick wall and remove	m <sup>2</sup>	13	22.00	286.00
2	Fair raking cutting as item 33/48	m	15	20.00	300.00
3	Brick on edge coping as item 23/47	m	6	28.00	168.00
4	Ditto, raking see item 23/47	m	8	29.00	232.00
5	Extra over for right angle as item 44/48	No	1	20.00	20.00
6	Ditto, for fair closed end as item 45/48	No	1	20.00	20.00
<b><u>Item No. 1</u></b>					
<b><u>Addition: Carried to Final Summary</u></b>					
				R	1 026.00
<b><u>Item No. 2</u></b>					
<b><u>Hoop Iron Ties to Columns (CI No. 2)</u></b>					
<b><u>ADD</u></b>					
1	6 x 50mm Mild steel lugs 200mm long welded to column and screwed to brickwork see item 37/83	No	22	12.00	264.00
<b><u>Item No. 2</u></b>					
<b><u>Addition: Carried to Final Summary</u></b>					
				R	264.00
<b><u>Item No.3</u></b>					
<b><u>Re-do Brickwork in Corridor (CI No. 3)</u></b>					
No cost					
				R	-

<b>BLOEMFONTEIN SUPREME COURT</b>		<b><u>Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
<b><u>Item No. 4</u></b>					
<b><u>Window Sill and Lintol Details (CI No. 4)</u></b>					
<b><u>OMIT</u></b>					
1	One brick wall in lintols as item 11/46	m <sup>2</sup>	12	110.00	1 320.00
2	Brick reinforcement as item 14/46	m	141	1.00	141.00
3	Temporary turning piece to flat brick lintol as item 15/46	m	60	8.50	510.00
<b><u>Item No. 4</u></b>					
<b><u>Omission: Carried to Final Summary</u></b>					R 1 971.00
<b><u>ADD</u></b>					
1	25 MPa concrete as item 3/40	m <sup>3</sup>	3	400.00	1 200.00
2	Formwork to sides in narrow widths as item 27/42	m	119	22.00	2 618.00
3	Formwork to soffits in narrow widths as item 28/42	m	119	22.00	2 618.00
4	Untinted grano finish to vertical surfaces and raking sills in narrow widths 500mm girth see item 3/90	m	119	30.70	3 653.30
5	Untinted grano finish to vertical surfaces and soffits in narrow widths 200mm girth see item 3/90	m	35	7.00	245.00
<b><u>ITEM NO. 4</u></b>					
<b><u>Addition: Carried to Final Summary</u></b>					R 10 334.30

<b>BLOEMFONTEIN: SUPREME COURT</b>		<b><u>Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
<b><u>Item No. 5</u></b>					
<b><u>Alterations to Counters (CI No. 5)</u></b>					
<b><u>OMIT</u></b>					
1	Counters as items 40/66 to 50/66		Item		5 103.00
<b><u>Item No. 5</u></b>					
<b><u>Omission: Carried to Final Summary</u></b>					
					R 5 103.00
<b><u>ADD</u></b>					
1	Half brick wall as item 1/45	m <sup>2</sup>	5	55.00	275.00
2	One brick wall as item 5/45	m <sup>2</sup>	11	100.00	1 100.00
3	Extra over for facing and pointing as item 21/47	m <sup>2</sup>	29	60.00	1 740.00
4	Brick on edge coping as item 23/47	m	2	28.00	56.00
5	Fair cutting for squint quion as item 29/47	m	4	20.00	80.00
6	30mm Granite top as item 64/51	m <sup>2</sup>	15	3,000.00	45 000.00
7	Extra for mitred intersection as item 66/51	m	2	600.00	1 200.00
8	30mm Radius rounded angle as item 68/51	m	19	240.00	4 560.00
9	50 x 400mm Rounded seat as item 43/66	No	4	239.40	957.60
10	30 x 30 x 3mm Angle section bracket as item 38/83	kg	49	10.50	514.50
11	Extra for mitred intersection as item 39/83	No	69	8.00	552.00
12	Hole through angle section as item 41/83	No	92	3.00	276.00
13	M10 rawl bolt as item 42/83	No	46	8.00	368.00
14	Support for chair as item 43/83	No	4	110.00	440.00
15	Paint to rail as item 16/112	m	36	6.00	216.00
<b><u>Item No. 5</u></b>					
<b><u>Addition: Carried to Final Summary</u></b>					
					R 57 335.10

<b>BLOEMFONTEIN: SUPREME COURT</b>		<b><u>Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
<b><u>Item No. 6</u></b>					
<b><u>Remeasurement of General Site Works (including CI No. 6)</u></b>					
<b><u>OMIT</u></b>					
1	General site works as items 1/116 to 14/118	Item			30 090.30
<b><u>Item No. 6</u></b>					
<b><u>Omission: Carried to Final Summary</u></b>					
					<b>R 30 090.30</b>
<b><u>ADD</u></b>					
1	Clear the site to be built upon as item 1/116	m <sup>2</sup>	2 381	2.00	4 762.00
2	Remove 100 mm diameter steel pipe as item 2/117	No	1	500.00	500.00
3	Taking out tree stump as item 4/117	No	1	350.00	350.00
4	Taking out tree stump as item 5/117	No	3	600.00	1 800.00
5	Filling over site to form platforms as item 13/118	m <sup>3</sup>	279	65.00	18,135.00
<b><u>Item No.6</u></b>					
<b><u>Addition: Carried to Final Summary</u></b>					
					<b>R 25 547.00</b>
<b><u>Item No. 7</u></b>					
<b><u>Remeasurement of Provisionally Measured Items</u></b>					
<b><u>OMIT</u></b>					
1	Prepare test cubes as item 1/40	No	18	150.00	2 700.00
2	25Mpa concrete in beams as item 3/40	m <sup>3</sup>	1	400.00	400.00
3	25Mpa concrete in isolated beams as item 4/40	m <sup>3</sup>	1	400.00	400.00
4	Special formwork to beams as item 14/41	m <sup>2</sup>	10	90.00	900.00
5	Special formwork to isolated beams as item 15/41	m <sup>2</sup>	10	90.00	900.00
6	Construct sample panel as item 56/49	No	1	220.00	220.00
7	38 x 228mm Gangboarding as item 9/62	m	127	14.70	1 866.90



<b>BLOEMFONTEIN: SUPREME COURT</b>		<b><u>Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
8	38 x 38mm Trimmers around light fittings as item 1/70	m	25	6.00	150.00
9	38 x 38mm Hangers as item 2/70	m	35	7.00	245.00
10	38 x 76mm Runners as item 3/70	m	71	9.00	639.00
11	38 x 114mm Ceiling joists as item 4/70	m	36	12.00	432.00
<b><u>Item No. 7</u></b>					
<b><u>Omission: Carried to Final Summary</u></b>					R 8 852.90
<b><u>ADD</u></b>					
1	38 x 128mm Gangboarding as item 9/62	m	84	14.70	1 234.80
2	38 x 38mm Trimmers as item 1/70	m	22	6.00	132.00
3	38 x 38mm Hangers as item 2/70	m	114	7.00	798.00
4	38 x 76mm Runners as item 3/70	m	129	9.00	1 161.00
5	38 x 114mm Ceiling joists as item 4/70	m	168	12.00	2 016.00
<b><u>Item No. 7</u></b>					
<b><u>Addition: Carried to Final Summary</u></b>					R 5 341.80

**ANNEXURE E**

**BUILDING COST DATABASE  
PROJECT DATA SHEET**



**DEPARTMENT OF PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA**

**BUILDING COST DATABASE**

**PROJECT DATA SHEET**

**NOTE**

- **Bills of Quantities Stage**  
**Sections A to D** must be completed once the contract has been awarded and the priced Bills of Quantities become available
- **Final Account Stage**  
**Sections E to G** must be completed once the Final Account has been settled and final professional fees have been claimed by all consultants

**BILLS OF QUANTITIES STAGE** (please complete sections A to D)

**A PROJECT DETAILS**

1. Project Name: .....
2. Location (Province; City/Town): .....
3. WCS No: .....
4. Project Manager: .....

5. Identify the category of building project with a cross (X) in the relevant block(s):

<b>Category of building project</b>	<b>Mark relevant block with a cross (X)</b>
New	
Additions	
Alterations and Additions	
Repairs and Renovations	
Refurbishments	
Restoration (heritage)	
Other (describe)	

**Note**

It is not necessary to complete the Project Data Sheet in respect of RAMP projects

**B SCOPE OF WORK**

1. Description and details of buildings:

Type of building *	No	No of storeys	Brief description of structure	Basement Yes/No If yes, provide basement area	Category of building **	Construction area *** (m <sup>2</sup> )
<b>Total construction area</b>						

**Note**

\* Details of each individual type of building must be provided e.g. office / administration block, single quarters, bachelor flat, married quarters, house, kitchen / mess block, cell block, clinic / medical block, hall / recreational block, parking garage, substation etc.

\*\* Each type of building must be categorised in accordance with one of the categories listed in item A5 above i.e. new, additions, alterations and additions, repairs and renovations, refurbishments, restoration (heritage), etc.

\*\*\* The **construction area** covers the entire enclosed building area. Areas must be measured over the external walls of all covered floor areas and must include basements, mezzanine levels, stairwells, lift shafts, lift motor rooms etc.

**C BILLS OF QUANTITIES DATA**

1. Tender date: .....

2. Commencement date: .....

3. Contract period: ..... months

4. **Preliminaries** (excluding VAT):                    **R** .....

5. **Building Works** (excluding VAT)

5.1 Total amount of Building Works:            **R** .....

5.2 Details of total amount of Building Works per building type \*:

Type of building (as item B1 above)	Amount
	R
	R
	R
	R
	R
	R
	R
<b>Total amount as per item 5.1 above</b>	<b>R</b>

**Note**

\* The individual amounts must be the actual amounts relevant to the respective building types and not averaged amounts

6. **Specialist Services** (excluding VAT)

6.1 Total amount of Specialist Services: R .....

6.2 Details of total amount of Specialist Services per building type \*:

Type of building (as item B1 above)	Amount								
	Electrical Installation	Air conditioning Installation	Fire Protection and Detection Installation	Security Installation	Lifts	Standby Generator	UPS	Other (describe)	TOTAL
<b>Total amount as per item 6.1 above</b>									<b>R</b>

**Note**

\* The individual amounts of relevant Specialist Services must be the actual amounts relevant to the respective building types and not averaged amounts

7. **External Works** (excluding VAT)

7.1 Total amount of External Works: R .....

7.2 Details of total amount of External Works per element \*:

External works	Amount																
General site works	R																
Roads and paving	R																
Fencing, yard walls and retaining walls	R																
Covered parking	R																
Covered walkways	R																
Landscaping	R																
External reticulation:																	
<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Elements</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>Soil drainage</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Stormwater drainage</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Water supply</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Fire services</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Electrical reticulation</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Bulk connection fee</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Other (describe)</td> <td style="text-align: center;">R</td> </tr> </tbody> </table>	Elements	Amount	Soil drainage	R	Stormwater drainage	R	Water supply	R	Fire services	R	Electrical reticulation	R	Bulk connection fee	R	Other (describe)	R	R
Elements	Amount																
Soil drainage	R																
Stormwater drainage	R																
Water supply	R																
Fire services	R																
Electrical reticulation	R																
Bulk connection fee	R																
Other (describe)	R																
Total amount for external reticulation																	
Other (describe)	R																
<b>Total amount as per item 7.1 above</b>	<b>R</b>																

**Note**

\* The individual amounts must be the actual amounts relevant to each element and not averaged amounts

8. **Net Contract Sum** (excluding VAT): R .....

**Note**

The Net Contract Sum is the sum total of items C4, C5.1, C6.1 and C7.1 above and must correspond with the Net Contract Sum in the Bills of Quantities



## D SCHEDULE OF RATES FROM BILLS OF QUANTITIES (EXCLUDING VAT)

### Note

- The items listed below are identical to those listed in the document issued by the Bureau for Economic Research entitled "BER Building Cost Index: Analysis of Accepted Tender Prices"
- Complete only those rates that are applicable to this project. Where not applicable, leave blank
- All rates must exclude VAT

No	Item	Unit	Rate	
			R	c
1	Excavation for trenches	m <sup>3</sup>		
2	Unreinforced concrete (10 - 20MPa) in footings	m <sup>3</sup>		
3	Reinforced concrete (20 - 25MPa) in slabs, etc	m <sup>3</sup>		
4	Rough formwork to soffits of slabs n.e. 3,5m	m <sup>2</sup>		
5	Bar reinforcement	kg		
6	Half brick wall	m <sup>2</sup>		
7	One brick wall	m <sup>2</sup>		
8	Cavity wall of 2 half brick skins	m <sup>2</sup>		
9	Face brickwork (extra over brickwork)	m <sup>2</sup>		
10	Fibre cement / galvanised steel profiled roof sheeting	m <sup>2</sup>		
11	38 x 114mm Sawn softwood roof timbers	m		
12	44 x 813 x 2032mm Semi-solid flush door	No		
13	Gypsum / fibre cement ceiling (including brandering)	m <sup>2</sup>		
14	Vinyl tiles (2mm) or similar floor covering	m <sup>2</sup>		
15	76mm Mortice lockset (2 lever)	No		
16	Pressed steel door frame for 813 x 2032mm door	No		
17	Standard steel / timber window	m <sup>2</sup>		
18	20 - 30mm Cement plaster screed	m <sup>2</sup>		
19	One coat internal plaster on walls	m <sup>2</sup>		
20	Glazed wall tiles	m <sup>2</sup>		
21	3mm Clear float glass in steel or timber frames	m <sup>2</sup>		
22	Prime & 2 coats acrylic emulsion paint on plastered walls	m <sup>2</sup>		
23	WC suite (low level)	No		
24	Basin (wall hung)	No		
25	Stainless steel sink	No		
26	20mm Galvanised steel / copper pipe	m		
27	110mm uPVC pipe	m		
28	110mm uPVC soil pipe	m		

**BILLS OF QUANTITIES STAGE (SECTIONS A TO D)**

**COMPLETED BY:**

Name: ..... Position: .....

Firm/company: .....

Tel No: ..... Fax No: .....

E-mail address: .....

Signature: .....

Date: .....

**FINAL ACCOUNT STAGE** (please complete sections E to G)

**E PROJECT DETAILS**

1. Project Name: .....
2. Location (Province; City/Town): .....
3. WCS No: .....
4. Project Manager: .....

**F FINAL ACCOUNT DATA**

1. Date of practical completion: .....
2. Actual contract period: ..... months
3. Contract Price Adjustments (excluding VAT):                    **R** .....
4. **Net Final Value of Contract** (excluding VAT):                    **R** .....

**G PROFESSIONAL FEES DATA**

1. Total amount of Professional Fees (including disbursements) (all consultants) (excluding VAT):  
**R** .....
2. Details of total amount of Professional Fees (including disbursements) per consultant (excluding VAT):

Consultant	Fees amount	Disbursements amount	Total amount of Professional Fees
Quantity Surveyor	R	R	R
Architect	R	R	R
Structural Engineer	R	R	R
Civil Engineer	R	R	R
Electrical Engineer	R	R	R
Mechanical Engineer	R	R	R
Construction Project Manager	R	R	R
Other (describe)	R	R	R
<b>Total amount as per item G1 above</b>			<b>R</b>

**FINAL ACCOUNT STAGE (SECTIONS E TO G)**

**COMPLETED BY:**

Name: ..... Position: .....

Firm/company: .....

Tel No: ..... Fax No: .....

E-mail address: .....

Signature: .....

Date: .....