

DEPARTMENT OF PUBLIC WORKS (DPW)

BRIEFING SESSION FOR THE APPOINTMENT OF A SERVICE
PROVIDER
FOR THE PHYSICAL VERIFICATION OF IMMOVABLE ASSETS

20 JULY 2012



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

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Purpose

- ▶ Provide essential information to potential bidders concerning BID number HP12/052 which was advertised on the 6th of July 2012 and closing on the 6th of August 2012; and
- ▶ Provide clarity on the Terms of Reference to prospective bidders.

Background

- ▶ Land parcels comprise of vacant land and land with improvements as managed by the department's 11 regional offices.

DPW is currently enhancing its IAR to comply with relevant legislation, guidelines and requirements.

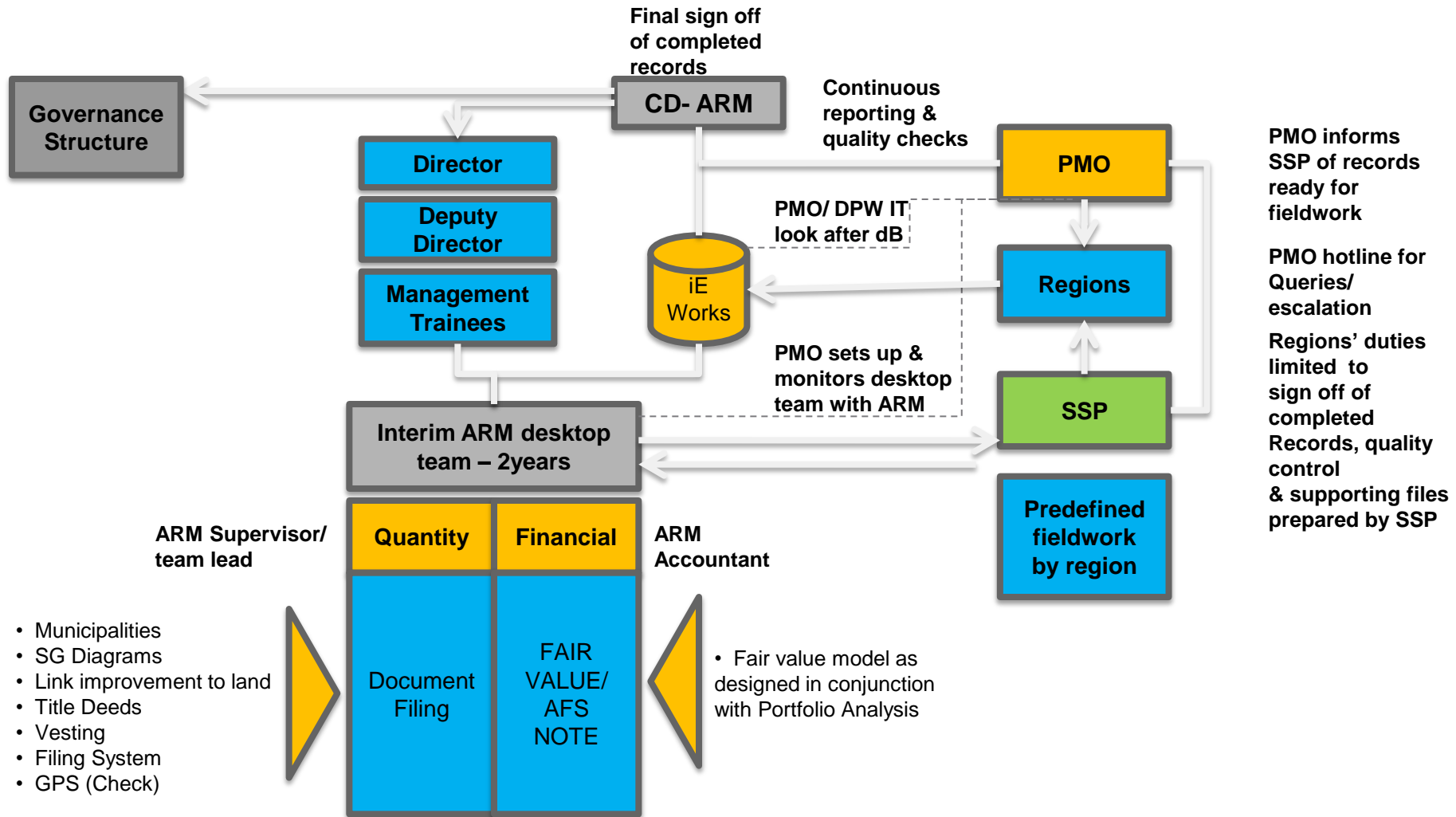
- ▶ The baseline IAR must be completed by 31/03/2013;
- ▶ Additional capacity is sought to perform physical verification of Immovable Assets;
- ▶ DPW reserves the right to appoint more than one service provider in view of the size of the portfolio;
- ▶ The bidder may provide a proposal for a single region or multiple regions;
- ▶ The bidder must demonstrate sufficient and suitable capacity for the proposed region(s).

Background....continued

Region	Complexes	Offices	Residential	Vacant land	Other	Totals		
	Land	Land	Land	Land	Land	Land	Imp- Res	Imp- Non-Res
Bloemfontein	574	250	652	729	616	2,821	2,746	3,380
Cape Town	906	273	623	2,189	659	4,650	5,874	6,591
Durban	631	121	732	2,903	168	4,555	4,006	4,935
Johannesburg	401	205	309	1,271	357	2,543	2,507	2,926
Kimberley	316	29	667	818	463	2,293	1,832	2,890
Mmabatho	239	110	334	885	287	1,855	3,878	3,301
Nelspruit	274	108	197	1,446	94	2,119	2,602	2,382
Polokwane	392	71	760	835	275	2,333	3,324	4,083
Port Elizabeth	519	51	377	707	256	1,910	1,978	2,961
Pretoria	253	76	160	914	785	2,188	3,392	5,616
Umtata	145	25	68	36	33	307	837	1,249
Total	4,650	1,319	4,879	12,733	3,993	27,574	32,976	40,314



Programme structure



Scope of work

- ▶ Prepare a detailed project plan by region in conjunction with DPW prior to embarking on any fieldwork. No fieldwork shall commence until DPW has signed off the service provider(s) project plan.
- ▶ Source, verify and capture the required information fields in respect of each property as provided by the steps contained in a tablet based data collection tool to be provided by DPW.
- ▶ **The following procedures require to be performed at each site;**
 - ▶ Confirm the district and local municipality of the land parcel;
 - ▶ Confirm/identify the complex name;
 - ▶ Describe the type of complex/facility;
 - ▶ Record the physical address.

Scope of work....continued

- ▶ Verify and capture the current use of the property;
- ▶ Update the user department(s);
- ▶ Record the GPS Coordinates;
- ▶ Capture 2 photographs per site/structure;
- ▶ List other infrastructure on the property;
- ▶ Identify and number all structures on the property;
- ▶ Bidders must cover in their proposed methodology i.e the process to locate the land parcels to be verified and provide the portfolio of evidence - locality maps;
- ▶ Describe the type of asset and function of the structure. (E.g. residential accommodation, offices, aircraft hangar, etc).

Scope of work....continued

- ▶ For each building/structure:
 - ▶ Measure and capture the gross extent of the footprint of identified buildings and structures recorded in square meters using the tablet based data collection tool provided. Link the structures to the property code;
 - ▶ Record the number of floors for each building/ structure and indicate user departments per floor. (Below ground floor i.e. basements will be numbered as -1, -2, -3, etc. Ground Floor = 0 and above ground floors will be numbered as 1, 2, 3, etc;
 - ▶ Evaluate extent to which the structure is being utilized (U1 to U5 utilization rating) i.e. (U1 = 20%, U2 = 40%, U3 = 60%, U4 = 80% and U5 = 100%);
 - ▶ Utilization by multiple users / occupants must be identified.

Scope of work....continued

- ▶ For each building/structure conduct a high level condition assessment and rate the conditions as follows:
 - ▶ C1 = 20% = Very poor (unfit for occupancy);
 - ▶ C2 = 40% = Poor (serious structural defects);
 - ▶ C3 = 60% = Fair (Average condition, surface deterioration);
 - ▶ C4 = 80% = Good (minor defects, superficial wear); and
 - ▶ C5 = 100% = Excellent (No apparent defects/as new).

- ▶ Record the condition assessment date.

- ▶ The data capture tool and training on the usage of the tool will be provided by DPW.

Scope of work....continued

- ▶ Capture and submit information collected;
- ▶ Service Provider to obtain final sign off from Regional Offices Project Manager and PMO at Head Office once defined Quality Assurance (QA) process has been completed;
- ▶ Service Providers will be allocated reconciled field work packages by region;
- ▶ Additional properties identified may be allocated to the Service Providers once fieldwork has commenced;
- ▶ For the verification and validation of current data as well as for adding new properties, such data will be downloaded to the tablet based data capturing tool by DPW;
- ▶ Parameter validations will also be included to prevent errors whilst the data is being captured. An integrated camera and GPS will allow the data verifier to record the co-ordinates as well as to capture photographs of the property being verified;

Scope of work....continued

- ▶ Service Providers will be paid upon completion of fieldwork which is subject to a pre-defined QA processes;
- ▶ Sign-off from the PMO is required as well;
- ▶ Service Providers are to provide a unit price by region tendered for by per category of asset;

Format of proposal

- ▶ The service provider should include detail in respect of the following:
 - ▶ Detailed methodology and approach to be used in collecting information specified and managing such projects;
 - ▶ Team structure and skills. The Project Managers' and team leaders' CVs must clearly detail prior experience in conducting work of a similar nature and magnitude;
 - ▶ Service Providers' field work teams must preferably comprise of a minimum of 50% of currently unemployed graduates reflecting the racial and gender demographic of the country; and
 - ▶ Prior relevant experience in compiling property registers for government departments or public entities. At least three Contactable references in respect of relevant projects delivered in the past 5 years must be provided.

Time Frame

All required fieldwork must be completed and signed off by
January 2013.

Costing

- ▶ The service provider should provide:
 - ▶ Provide a price to perform procedures outlined in scope of work above for ONE of each of the types of property for the regions tendered for, i.e. a complex, office building, residential building or vacant land parcel in a specific region;
 - ▶ The unit price must be inclusive of Subsistence & Travel costs and any other disbursements;
 - ▶ All amounts must be inclusive of Value Added Tax (VAT);
 - ▶ A proposed costing template is attached and must accompany your bid;
 - ▶ Provide a clear indication on how the total cost is derived;
 - ▶ The costing for project management services must be based on planned milestones.

Costing

► The service provider should provide the pricing in the following table:

Region	Complex – Cost per unit R	Office and admin buildings – Cost per unit R	Residential – Cost per unit R	Vacant land – Cost per unit R	Other – Cost per Unit R
Bloemfontein					
Cape Town					
Durban					
Johannesburg					
Kimberley					
Mmabatho					
Nelspruit					
Polokwane					
Port Elizabeth					
Pretoria					
Umtata					



Project monitoring

- ▶ DPW will provide a formal monitoring process once the Service Provider has been appointed which will include progress meetings, query resolution processes, deliverable sign offs, etc.
- ▶ The service provider will receive detailed instruction manuals, training, admin procedures.
- ▶ An audit quota for unemployed graduates will be implemented.

- ▶ Planned start date of verification: 17 September 2012.
- ▶ Completion date of verification: 31 January 2013.

Confidentiality

- ▶ All information generated, communication produced, data acquired, and any other material produced under the auspices of this project remains the intellectual property of DPW;
- ▶ The service provider will be bound by the same clause of confidentiality and code of ethics as applicable to officials of the public service.

Indemnity

- ▶ DPW will not be held responsible for any costs incurred by the bidder/s in the preparation, submission of the bids, or any losses and injuries experienced during physical verification, etc;
- ▶ DPW is not bound to select any of the firms submitting proposals;
- ▶ DPW reserves the right not to award any of the bids and not to award the contract to the lowest bidding price as well as to renegotiate the bid of the preferred applicant.

Payment terms

- ▶ DPW undertakes to pay all verified valid claims for work done to its satisfaction within 30 days of a substantiated claim;
- ▶ No payment will be made where there is outstanding information/work or incorrect information supplied by the service provider.

Responsiveness criteria

- ▶ To be considered responsive, the service provider must satisfy the requirements as per format of proposal above.
- ▶ Failure will result in disqualification;
- ▶ Shortlisted bidders will be subjected to security clearance;
- ▶ Shortlisted bidder(s) will be required to prepare and present on their proposal(s).

Additional supporting information

- ▶ Certified copies of Founding Statement (CK1), if bidder is a Close Corporation;
- ▶ Certified copies of Articles of Agreement (CM1), shareholding certificate, endorsed by an auditor, if bidder is a private company (PTY) LTD;
- ▶ In the event the bidder being a public company, a letter from its auditor, certifying its status as a public company and attached thereto, a certified copy of the bidder's Articles of agreement;
- ▶ Certified copies of identity documents if bidder is a natural person;
- ▶ Original Tax Clearance Certificate.

Evaluation criteria (phase 1)

No.	Functionality/Criteria	Weight factor
1.	Proven experience of Project Management, Property and / or Asset Management within the discipline of built environment for individual projects and property management.	25
2.	Bidder's Experience in conducting property inspections and /or basic condition assessments for Immovable assets in the public sector.	25
3.	Methodology to be employed in the execution of this project, a written statement of the understanding of the terms of reference(must be sound, professional, realistic, logical and cost effective); details of deliverables, resources to be allocated, detailed project execution plan, a project structure, implementation strategy (approach); training and skills development, quality assurance and reporting mechanisms	25
4.	Bidding company to provide details of 3 comparable projects accompanied by contactable references.	10
5.	CV's of Project and Property and / or Asset Managers that will be permanently allocated to this project clearly detailing Qualifications in the built environment	15
	Total points on functionality	100 points

Evaluation criteria (phase 2)

- ▶ Short listed bidders will be evaluated on price and preference, where price is 90 points and preference is 10 points. Subject to sub-regulation (3), points will be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Closing

▶ Thank you

▶ Questions?