



public works  
& infrastructure

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

## TENDER DOCUMENT

### INVITATION TO TENDER FOR PROFESSIONAL SERVICES:

#### **MULTI-DISCIPLINARY PROFESSIONAL SERVICES**

Consisting of:

**CIVIL ENGINEERING SERVICES  
ELECTRICAL ENGINEERING SERVICES  
MECHANICAL ENGINEERING SERVICES**

#### FOR THE PROJECT

**LAND PORTS OF ENTRY: GEMSBOK, NAKOP, TWEE RIVIEREN AND RIETFontein: APPOINTMENT OF A SERVICE PROVIDER/S FOR THE MAINTENANCE AND REPAIRS OF BUILDING, CIVIL, MECHANICAL, ELECTRICAL INFRASTRUCTURE AND INSTALLATIONS AT THE FOUR PORTS OF ENTRY FOR A PERIOD OF 36 MONTHS**

**TENDER NO: H20/034AI**

**MARCH 2021**

**Name of tenderer: .....**

**ISSUED BY:  
THE DIRECTOR-GENERAL  
DEPARTMENT OF PUBLIC WORKS**

Version 1.4 MULTI-DISC CONSULT tender 2019-06

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#### **Appendices**

- A 2016NDPW - Scope of Engineering Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000)
- B 2015 NDPW - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in terms of section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)

**T1: TENDERING PROCEDURES**

**T1.1 Notice and Invitation to Tender**

T1.1.1 The words “**tender**” and “**bid**” in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning, similarly the words “tenderer” and “tendering Service Provider” are interchangeable and are deemed to have the same meaning. 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*. In this document, words and expressions signified in the text by the use of capital initial letters, shall have the meanings defined in the Standard Professional Services Contract except where the context otherwise requires.

T1.1.2 The Government of the Republic of South Africa in its Department of Public Works invites tenders for the provision of **MULTI-DISCIPLINARY PROFESSIONAL SERVICES consisting of:**

- **CIVIL ENGINEERING SERVICES**
- **ELECTRICAL ENGINEERING SERVICES**
- **MECHANICAL ENGINEERING SERVICES**

and as further fully described in C3 Scope of Services hereof.

T1.1.3 The address for collection of tender documents and the telephone number of the tender section at this address are as advertised in the Tender Bulletin.

T1.1.4 Tender documents may be collected on working days **between 07:30 and 12:45** and **between 13:30 and 15:30**.

T1.1.5 A non-refundable deposit of **R100.00** is payable, in cash only, on collection of the tender documents.

T1.1.6 Queries relating to these documents may be addressed to the Employer’s authorised and designated representative who is the departmental project manager:

**Mr GK Lukhele**  
**Tel no: (012) 406 1124**  
**Cell no: 082 957 4451**

**Physical address:**  
**Central Government Offices**  
**Corner Bosman & Madiba Street**  
**Pretoria Central**

**Postal address:**  
**P/Bag x 65**  
**Pretoria**  
**0001**

T1.1.7 The closing time for receipt of tenders is as advertised in the Tender Bulletin. Telephonic, facsimile, electronic and late tenders will not be accepted.

T1.1.8 Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in T1.2 Tender Data.

**T1.2 Tender Data**

T1.2.1 Standard Conditions of Tender  
The conditions of tender are the **Standard Conditions of Tender (January 2009 edition)** as contained in **Annex F** of the **Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement**.

The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:  
[http://www.cidb.org.za/procurement/procurement\\_toolbox/cidb\\_pub/default.aspx](http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx)

| Clause number |  |
|---------------|--|
|               | <p>The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement as published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004 as amended in Board Notice 67 of 2005 in Government Gazette No 27831 of 22 July 2005, Board Notice 99 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006, Board Notice 9 of 2008 in Government Gazette No 30692 of 1 February 2008 and Board Notice 11 of 2009 in Government Gazette No 31823 of 30 January 2009.</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clauses marked "F" in the Standard Conditions of Tender to which it mainly applies.</p> <p>By submitting a tender in response to T1.1 Notice and Invitation to Tender above, the tenderer binds himself to a <i>pactum de contrahendo</i> (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and T1.2 Tender Data.</p> |
| F.1.1         | <p>The Employer is the <b>Government of the Republic of South Africa in its Department of Public Works</b>.</p>  |
| F.1.2         | <p>For this Contract the single volume approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 6 of the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>The tendering Service Provider's attention is specifically drawn to the T2 Returnable Documents identified in the T2.1 List of Returnable Documents and in the T2.2 Returnable Schedules. The Returnable Documents must be obtained and the Returnable Schedules must be completed by a tenderer when submitting a tender. The tenderer must complete these documents, including the "Offer" document in C1.1 Form of Offer and Acceptance, and deliver his tender back to the Employer bound as it was received.</p> <p>The tender document, issued by the Employer, comprises the following separate identifiable documents collectively forming the "Tender Document in a single volume":</p> <p><u>The Tender</u><br/> T1: Tendering Procedures<br/>     T1.1 Notice and Invitation to Tender<br/>     T1.2 Tender Data</p> <p>T2: Returnable Documents<br/>     T2.1 List of Returnable Documents<br/>     T2.2 Returnable Schedules</p>   |

|       |   |
|-------|---|
|       | <p><u>The Contract</u><br/> C1: Agreement and Contract Data<br/> C1.1 Form of Offer and Acceptance<br/> C1.2 Contract Data</p> <p>C2: Pricing Data<br/> C2.1 Pricing Instructions<br/> C2.2 Activity Schedule</p> <p>C3: Scope of Services</p> <p>C4: Site Information</p> <p>Appendices A and B.</p>   |
| F.1.4 | <p>The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer, who will be the departmental project manager as noted in T1.1.6 Notice and Invitation to Tender.</p>   |
| F2.1  | <p><b><u>Tenders will only be considered for acceptance if</u></b> (i.e. will only be regarded as responsive if):</p> <ol style="list-style-type: none"> <li>The tendering Service Provider is: <p>A multidisciplinary professional practice, that provides some of the professional services listed in T1.1.2 hereof, of which each professional division/section in the practice is under the fulltime supervision of a registered professional in that specific profession, and which is owned and controlled by registered professionals of closely allied professions, by at least a percentage determined by any of the relevant Professional Council for cases pertaining to multi-disciplinary practices/business undertakings, in their respective Codes of Professional Conduct, in terms of number, shareholding and voting power who are registered in terms of the</p> <p>Architectural Profession Act, 2000 (Act no 44 of 2000),<br/> Landscape Architectural Profession Act, 2000 (Act no 45 of 2000),<br/> Engineering Profession Act, 2000 (Act no 46 of 2000),<br/> Project and Construction Management Professions Act, 2000 (Act no 48 of 2000) and/or<br/> Quantity Surveying Profession Act, 2000 (Act no 49 of 2000),<br/> and who will hereafter be referred to as <b>registered principals</b>.</p> <p>In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be made relevant to persons duly appointed as Directors of such entity.</p> </li> <li>Copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned in 1 above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking. Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in 1 above and information/documentation in respect of such persons must be provided as described;</li> <li>The information, required in respect of 1 to 2 above, has been provided for all Service Providers tendering in consortium or joint venture;</li> <li>At least one registered professional of each professional discipline required in terms of this tender for the professional services listed in T1.1.2 hereof, of whom the same documentation as in 2 above has been included in the tender, of the tendering Service Provider has been listed in C1.2.3, clause 7.1.2 Key Persons;</li> </ol> <p>[The Employer retains the right to verify current professional registration required in terms of 2, 3 and 4 above with the relevant councils as part of the tender evaluation process. <b>In the</b></p> |

event of any such person not currently being registered with the relevant councils, it will render the tender as unacceptable (i.e. non-responsive) and excluded from further consideration.]

5. All Returnable Documents mentioned in T2: Returnable Documents (T2.1 List of Returnable Documents and T2.2 Returnable Schedules) have been included in the tender;
6. (a) The tendering Service Provider has provided the required information/documentation, for each professional service listed in T1.1.2 above, to enable an evaluation panel to perform functionality and risk assessments as described in 6(b) and 6(c) hereafter and referred to in T2.1 – sub paragraph 4;

(b) Tender offers are judged by an evaluation panel in terms of functionality, which functionality will be evaluated against the following criteria on a scoring system of 1 to 5, weighted as indicated:

**Note:** *Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.*

| <b>Functionality Criteria</b>  | <b>Weighting Factor</b> |
|--|-------------------------|
| <p>The service provider to indicate the location and distances (in kilometre) of their office/s to the four border posts. Proof of business address to be submitted either in the following format</p> <p>Certified letter from the tribal council<br/>Commissioner of Oath sworn affidavit<br/>Municipality account<br/>Signed office lease agreement</p> <p>The distance of service provider's office from the 4 nearest border posts will be used for evaluation purposes.</p> <p>Distance within 150 kilometres = 5<br/>151 - 250 kilometres = 4<br/>251 - 350 kilometres = 3<br/>351- 450 kilometres = 2<br/>451 kilometres and above = 1</p> <p>No information submitted = 0</p>   | 25                      |
| <p>The service provider to provide proof of work force to execute the project (Company organogram , ID's, qualifications, CV's for confirmation of employed work force and valid Professional registrations certificates for Civil Engineers/Technologist, Electrical Engineers/Technologist ,Mechanical Engineers/Technologists and Construction Health and Safety Agent.</p> <p>NB: Bidder must submit a sworn affidavit that these or similar qualified personnel will be employed after the award of the tender.</p> <p>1. Submission of company organogram indicating the Civil Engineer, Mechanical Engineer, Electrical Engineer/Technologists and Construction Health and Safety Agent workforce for key persons who will be involved on this specific project.</p> <p>2.Submission of certified copies of ID's for confirmation of employment for Civil Engineer, Mechanical Engineer, Electrical Engineer/Technologists and Construction Health &amp; Safety Agent for the key persons who will be involved on this specific project.</p> <p>3. Submission of qualifications for Civil Engineer/Technologist, Mechanical Engineer/Technologist, Electrical Engineer/Technologist</p> | 30                      |

|   |            |   |           |
|---|------------|---|-----------|
| <p>and Construction Health and Safety Agent for the key persons who will be involved on this specific project.</p> <p>4. Submission of detailed CV's for key personel (Civil Engineer/Technologist, Mechanical Engineer/Technologist , Electrical Engineer/Technologist) and Construction Health and Agent who will be involved on this specific project.</p> <p>5.Submission of valid Profesional registration certificates (ECSA and SACPCMP) for the key persons (Civil Engineer/Technologist, Mechanical Engineer/Technologist, Electrical Engineer/Technologist and Construction Health and Safety Agent who will be involved on this specific project.</p> <p>Information submitted including all five (5) items listed above = 5<br/>Information submitted including any four (4) items listed above = 4<br/>Information submitted including any three (3) items listed above = 3<br/>Information submitted including any two (2) items listed above = 2<br/>Information submitted including any one (1) item listed above = 1</p> <p>No information submitted = 0</p> |            |   |           |
| <p>The service provider to provide list of comparable projects with contactable references for repair and maintenance type projects currently engaged in and or completed during the past 5 years. Projects to be listed in DPW-09 PSB form.</p> <p>1. Five or more completed/current projects = 5 points<br/>2. Four completed/current projects = 4 points<br/>3. Three completed/current projects = 3 points<br/>4. Two completed/current projects = 2 points<br/>5. One completed/current project = 1 point</p> <p>No information submitted = 0 point</p>  | 30         |   |           |
| <p>he service provider to submit adequate financial resources. Letter from the bank indicating the bank rating within three (03) months from issued date. The letter to have the bank stamp.</p> <p>Bank Rating of "A" = 5<br/>Bank Rating of "B" = 4<br/>Bank Rating of "C" = 3<br/>Bank Rating of "D" = 2<br/>Bank Rating of "E" = 1</p> <p>No letter provided with required information = 0</p>  | 15         |   |           |
|   |            |   |           |
| <b>Total</b>  | <b>100</b> |   |           |
| <p><i>(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)</i></p>   |            |   |           |
| <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"><b>Minimum functionality score to qualify for further evaluation:</b></td> <td style="text-align: center;"><b>50</b></td> </tr> </table>   |            | <b>Minimum functionality score to qualify for further evaluation:</b> | <b>50</b> |
| <b>Minimum functionality score to qualify for further evaluation:</b>   | <b>50</b>  |   |           |
| <p>(c) Tender offers are judged by an evaluation panel in terms of risk to the Employer. Such risk will be evaluated against the criteria listed below. An assessment of unacceptable risk on any single criterion will constitute unacceptable risk for the award as a whole, resulting in the tender to be disqualified and removed from further consideration.</p>   |            |   |           |

|          |  |          |  |          |  |          |  |
|----------|--|----------|--|----------|--|----------|--|
| F.2.1    | <p><b>7.1.C For CIVIL ENGINEERING SERVICES</b><br/>The risk criteria are as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Description of risk criteria and sub criteria</b></p> <p>(Note: Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below. The Employer reserves the right to request further clarification, elucidation, additional documentation/information, etc. as may be required to evaluate the tender. The afore-mentioned can also entail that the persons, named in the schedule of Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), be invited to an interview.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center; vertical-align: top;"><b>A</b></td> <td> <p>Allocation of <b>suitably qualified and appropriately experienced human resources</b>, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in terms of clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the project in terms of the Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), from information contained in curriculum/curricula vitae submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. <b>No risk assessment will be performed for this criterion in the absence of relevant information/ curricula vitae with the tender and will therefore render the tender as unacceptable and excluded from further consideration.</b>]</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><b>B</b></td> <td> <p>The tendering Service Provider’s <b>experience and performance on comparable projects</b> during the past 5 years. Aspects to be regarded as “comparable” includes (but may be extended according to circumstances): size of projects (measured against monetary value, or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. 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The Employer retains the right to request documentary proof of such insurance as part of the tender evaluation process. <b>Unconfirmed professional indemnity insurance will render the tender as unacceptable i.t.o. risk and excluded from further consideration.</b>]</p> </td> </tr> </table> | <b>A</b> | <p>Allocation of <b>suitably qualified and appropriately experienced human resources</b>, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in terms of clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the project in terms of the Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), from information contained in curriculum/curricula vitae submitted with the tender. 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| <b>A</b> | <p>Allocation of <b>suitably qualified and appropriately experienced human resources</b>, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in terms of clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the project in terms of the Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), from information contained in curriculum/curricula vitae submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. <b>No risk assessment will be performed for this criterion in the absence of relevant information/ curricula vitae with the tender and will therefore render the tender as unacceptable and excluded from further consideration.</b>]</p>   |          |  |          |  |          |  |
| <b>B</b> | <p>The tendering Service Provider’s <b>experience and performance on comparable projects</b> during the past 5 years. Aspects to be regarded as “comparable” includes (but may be extended according to circumstances): size of projects (measured against monetary value, or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the risk assessment will be put to the vote. <b>No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and excluded from further consideration.</b>]</p>   |          |  |          |  |          |  |
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|  |  |
|--|--|
|  | <p>D <b>Attendance</b> of compulsory clarification meeting, if applicable in terms of F.2.7 below, by a representative of the tendering Service Provider.</p> <p>[Non-attendance, if compulsory in terms of F.2.7, will be regarded as a risk to the Employer in that salient information required for tender purposes would not have been to the knowledge of the tendering Service Provider, rendering any resultant tender to be incomplete. <b>Non-attendance will render the tender a risk to the Employer and therefore excluded from further consideration.</b></p> <p>In the event of the clarification meeting not being compulsory, this risk criterion will not be applicable.]</p> |
|  | <p>E Other – N/A</p>   |
|  | <p>F Other – N/A</p>   |

|       |   |   |  |   |   |   |  |   |  |
|-------|---|---|--|---|---|---|--|---|--|
| F.2.1 | <p data-bbox="320 197 970 228"><b>7.1.E For ELECTRICAL ENGINEERING SERVICES</b></p> <p data-bbox="408 230 772 259">The risk criteria are as follows:</p> <div data-bbox="320 259 1501 510" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 271 879 300"><b>Description of risk criteria and sub criteria</b></p> <p data-bbox="336 322 1485 499"><i>(Note:</i> Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below. The Employer reserves the right to request further clarification, elucidation, additional documentation/information, etc. as may be required to evaluate the tender. 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|   |  |
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|   | <p>[Non-attendance, if compulsory in terms of F.2.7, will be regarded as a risk to the Employer in that salient information required for tender purposes would not have been to the knowledge of the tendering Service Provider, rendering any resultant tender to be incomplete. <b>Non-attendance will render the tender a risk to the Employer and therefore excluded from further consideration.</b></p> <p>In the event of the clarification meeting not being compulsory, this risk criterion will not be applicable.]</p> |
| E | Other – N/A  |
| F | Other – N/A  |

|  |  |
|--|--|
| F.2.1  | <p><b>7.1.M For MECHANICAL ENGINEERING SERVICES</b><br/>The risk criteria are as follows:</p>  |
| <p><b>Description of risk criteria and sub criteria</b></p> <p>(Note: Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below. The Employer reserves the right to request further clarification, elucidation, additional documentation/information, etc. as may be required to evaluate the tender. The afore-mentioned can also entail that the persons, named in the schedule of Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), be invited to an interview.</p> |  |
| A  | <p>Allocation of <b>suitably qualified and appropriately experienced human resources</b>, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in terms of clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the project in terms of the Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), from information contained in curriculum/curricula vitae submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. <b>No risk assessment will be performed for this criterion in the absence of relevant information/ curricula vitae with the tender and will therefore render the tender as unacceptable and excluded from further consideration.]</b></p>   |
| B  | <p>The tendering Service Provider's <b>experience and performance on comparable projects</b> during the past 5 years. Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value, or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the risk assessment will be put to the vote. <b>No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and excluded from further consideration.]</b></p> |
| C  | <p><b>Confirmation of the required level of professional indemnity insurance</b> specified in terms of Contract Data clause 5.4.1 (C1.2.3 Data provided by the Service Provider).</p> <p>[If confirmation/proof of professional indemnity insurance is not duly confirmed in C1.2.3 Data provided by the Service Provider, the risk to Employer will be regarded as unacceptable and render the tender unacceptable on grounds of not being to specification. The Employer retains the right to request documentary proof of such insurance as part of the tender evaluation process. <b>Unconfirmed professional indemnity insurance will render the tender as unacceptable i.t.o. risk and excluded from further consideration.]</b></p>   |
| D  | <p><b>Attendance</b> of compulsory clarification meeting, if applicable in terms of F.2.7 below, by a representative of the tendering Service Provider.</p>  |

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|   | <p>[Non-attendance, if compulsory in terms of F.2.7, will be regarded as a risk to the Employer in that salient information required for tender purposes would not have been to the knowledge of the tendering Service Provider, rendering any resultant tender to be incomplete. <b>Non-attendance will render the tender a risk to the Employer and therefore excluded from further consideration.</b></p> <p>In the event of the clarification meeting not being compulsory, this risk criterion will not be applicable.]</p> |
| E | Other – N/A  |
| F | Other – N/A  |

|                             |   |  |                    |  |                    |  |
|-----------------------------|---|--|--------------------|--|--------------------|--|
| F.2.1                       |   |  |                    |  |                    |  |
| F.2.1<br>(continued)        |   |  |                    |  |                    |  |
| F.2.7                       | <p>A tender clarification meeting will be held in respect of this tender. Attendance of said clarification meeting is COMPULSORY.</p> <p>The particulars of said clarification meeting, if applicable, are:<br/> Location: <b>Nakop Border post at main entrance gate</b><br/> Date: Friday at 09 April 2021<br/> Starting time: 11:00</p>  |  |                    |  |                    |  |
| F.2.13.3                    | Each tender offer communicated on paper shall be submitted as an original.  |  |                    |  |                    |  |
| F.2.13.5                    | <p>The Employer's addresses for delivery of tender offers are as advertised in the Tender Bulletin.</p> <p>In addition, the following identification details must be provided on the <u>back</u> of the envelope:<br/> <b>Tenderer's name, contact address and telephone number</b><br/> and in the top left corner on the back of the envelope:<br/> <b>"Tender no.           " (and fill in the tender number as on the front page hereof)</b><br/> <b>"WCS no.             " (and fill in the WCS number as on the front page hereof)</b><br/> <b>"Tender for Multi-disciplinary Professional Services".</b></p> |  |                    |  |                    |  |
| F.2.13.6                    | A two-envelope procedure will not be followed.  |  |                    |  |                    |  |
| F.2.15                      | The closing time for submission of tenders is as indicated in T1.1.7 Notice and Invitation to Tender.   |  |                    |  |                    |  |
| F.2.16                      | The tender validity period is 60 days from date of tender closure.  |  |                    |  |                    |  |
| F.2.19                      | The tenderer shall provide access for inspections to his offices as may be required by the Employer.  |  |                    |  |                    |  |
| F.2.22                      | Not a requirement.  |  |                    |  |                    |  |
| F.2.23                      | The tenderer is required to submit with his tender all documents listed in T2 Returnable Documents, T2.1 and T2.2.  |  |                    |  |                    |  |
| F.3.4                       | <p>The time and location for opening tender offers are:<br/> Time: tenders will be opened immediately or as soon as possible after the closing time as advertised in the Tender Bulletin;<br/> Location: N/A</p>  |  |                    |  |                    |  |
| F.3.5                       | A two-envelope procedure will not be followed.  |  |                    |  |                    |  |
| F.3.9.3                     | <p>Omit the wording and replace with the following:<br/> "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with F.3.9.4."</p>   |  |                    |  |                    |  |
| F.3.9.4                     | <p>Omit the wording of the first sentence and replace with:<br/> "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"</p>   |  |                    |  |                    |  |
| F.3.9.4<br>(continued)      | <p>Add sub-paragraph c) as follows:<br/> "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tenderer is to be classified as not acceptable/non-responsive and removed from further contention."</p>   |  |                    |  |                    |  |
| F.3.11                      | The procedure for the evaluation of responsive tenders is Method 2.   |  |                    |  |                    |  |
| F.3.11.2                    | Not applicable.   |  |                    |  |                    |  |
| F.3.11.3<br>and<br>F.3.11.7 | <p>Scoring financial offers:<br/> The formula to determine points for price is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">P - P<sub>m</sub></td> <td style="width: 20%;"></td> </tr> </table>   |  |                    |  | P - P <sub>m</sub> |  |
|                             |   |  | P - P <sub>m</sub> |  |                    |  |

|                                      | $W_C = W_3 \left[ 1 - \left( \frac{P_m}{P} \right) \right]$ <p>where<br/> <math>W_C</math> = the number of tender evaluation points awarded for the financial offer<br/> <math>W_3</math> = the number of tender evaluation points for financial offer and equals:<br/> 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000; or<br/> 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R 50 000 000<br/> <math>P_m</math> = the lowest acceptable tender offer;<br/> <math>P</math> = the tender offer under consideration.</p>   |                                    |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
|--------------------------------------|--|------------------------------------|--|--|------|------|---|----|----|---|---|----|---|---|----|---|---|----|---|---|---|---|---|---|---|---|---|---|---|---|---------------------------|---|---|
| <p>F.3.11.3<br/>(continued)</p>      | <p>Scoring for preferences:</p> <p>Up to 100 minus <math>W_3</math> tender evaluation points will be awarded to the tenderer who submits a valid original or certified copy of its B-BBEE Status Level Verification Certificate which is in compliance with the requirements of instructions and guidelines issued by the National Treasury and is in accordance with notices published by the Department of Trade and Industry in the Government Gazette.</p> <p>An original or certified copy of the B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE. Certificates issued by IRBA and Accounting officer have been discontinued; however valid certificates already issued before 01 January 2017 may be used until they phase out completely by December 2017</p> <p>In the case of Exempted Micro Enterprises (EME) and Qualifying Small Business Enterprise (QSE) a valid sworn affidavit must be submitted with the bid offer)</p> <p>A consortium or joint venture will qualify for points for its B-BBEE status level only if such consortium or joint venture submits a consolidated B-BBEE status certificate which covers the consortium or joint venture as a combined unit as if it were a single enterprise. Tenderers anticipating tendering in consortium or joint venture must allow sufficient time for obtaining such status level verification.</p> <p>Preference points will be allocated according to the following *table:</p> <table border="1" data-bbox="351 1254 1476 1680"> <thead> <tr> <th rowspan="2">B-BBEE Status Level of contributor</th> <th colspan="2">Number of preference points, where <math>W_3</math> :</th> </tr> <tr> <th>= 90</th> <th>= 80</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td>20</td> </tr> <tr> <td>2</td> <td>9</td> <td>18</td> </tr> <tr> <td>3</td> <td>6</td> <td>14</td> </tr> <tr> <td>4</td> <td>5</td> <td>12</td> </tr> <tr> <td>5</td> <td>4</td> <td>8</td> </tr> <tr> <td>6</td> <td>3</td> <td>6</td> </tr> <tr> <td>7</td> <td>2</td> <td>4</td> </tr> <tr> <td>8</td> <td>1</td> <td>2</td> </tr> <tr> <td>Non-compliant contributor</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>* PPPFA Regulations 2017 – Regulations 6(2) and 7 (2).</p> | B-BBEE Status Level of contributor | Number of preference points, where $W_3$ : |  | = 90 | = 80 | 1 | 10 | 20 | 2 | 9 | 18 | 3 | 6 | 14 | 4 | 5 | 12 | 5 | 4 | 8 | 6 | 3 | 6 | 7 | 2 | 4 | 8 | 1 | 2 | Non-compliant contributor | 0 | 0 |
| B-BBEE Status Level of contributor   | Number of preference points, where $W_3$ :   |                                    |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
|                                      | = 90   | = 80                               |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 1                                    | 10   | 20                                 |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 2                                    | 9  | 18                                 |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 3                                    | 6  | 14                                 |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 4                                    | 5  | 12                                 |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 5                                    | 4  | 8                                  |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 6                                    | 3  | 6                                  |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 7                                    | 2  | 4                                  |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| 8                                    | 1  | 2                                  |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| Non-compliant contributor            | 0  | 0                                  |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| <p>F.3.11.3<br/>(continued)</p>      | <p>Calculate total tender evaluation points:</p> <p>The point calculated for financial offer will be added to the point scored for preference for each individual tender offer according to the formula:</p> <p>Total tender evaluation points = <math>W_C</math> + preference points based on B-BEE status level of contributor.</p>  |                                    |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |
| <p>F.3.11.4<br/>and<br/>F.3.11.5</p> | <p>Not applicable.</p>   |                                    |  |  |      |      |   |    |    |   |   |    |   |   |    |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |                           |   |   |

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| F.3.11.9 | Not applicable.  |
| F.3.17   | The number of paper copies of the signed contract to be provided by the employer is <u>one</u> . |



## **T2: RETURNABLE DOCUMENTS**

**This tender document in its entirety, all returnable documents which must be attached to this tender document, and all returnable schedules must be returned when the tender is submitted.**

**T2.1 List of Returnable Documents** (to be obtained/compiled by the tenderer and attached to this tender). All documents must be duly completed and signed where applicable.

1. Copies of present registration with either the  
**South African Council for the Architectural Profession,  
South African Council for the Quantity Surveying Profession,  
Engineering Council of South Africa,  
South African Council for the Landscape Architectural Profession and/or  
South African Council for the Project and Construction Management Professions**

as "Professional" in the specific field all with their registration numbers, of all the registered principals and professionals mentioned under T1.2 Tender Data, clause F.2.1, item 2, as well as in C1.2.3 Data provided by the Service Provider, clause 7.1.2 Key Persons.

2. A valid original or certified copy of B-BBEE status level verification certificate.
3. An exposition, with necessary annexures, in suitable format and in sufficient detail, providing all the information necessary for the evaluation panel to be able to evaluate the functionality and risk set out in T1.2 Tender Data, clause F.2.1.

**T2.2 Returnable Schedules** (all bound into this tender document – to be completed by tenderer) All documents must be duly completed and signed where applicable.

1. Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (If issued in electronic format) or by writing legibly in non – erasable ink. (All as per Standard Conditions of Tender).
2. All part of tender documents submitted to be fully completed and signed where required.
3. Standard responsiveness criteria, including risk criteria as contained on T1.2 Tender Data.
4. Other than the standard responsiveness criteria – details of which must be presented in a separate annexures.
5. Submission of C1.1 Form of Offer and Acceptance
6. Submission of (PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices.
7. Submission of applicable (PA-15.1, PA-15.2, and PA-15.3): Resolution by the legal entity, consortium/ Joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm/ consortium/ Joint Venture.
8. Submission of (PA-29): Certificate of Independent Bid Determination.
9. Submission of DPW-16.1 (PSB): Tender Clarification Meeting as proof of attendance of compulsory tender clarification meeting.
10. Use of correction fluid is prohibited
11. Registration on National Treasury's Central Supplier Database (CSD)
12. Provide proof of valid professional registration and CV's detailing proof of experience
13. Submission of proof of registration on National Treasury's Central Supplier Database (CSD) for all sub-consultant (attach CSD print-out)

14. Submission of (DPW-09PSB): Particulars of Tenderer's Projects
15. Submission of proof of valid professional registration certificates and CV's detailing proof of experience for all key staff personnel: construction Health and Safety Agent, Civil Engineer/Technologist, Electrical Engineer/Technologist and Mechanical Engineer/Technologist as per SACPCMP and ECSA.
16. Submission of the CSD reports of the main consultants
17. Sworn Affidavit for the Full-Time employment of Work Force for the duration of this project. (As indicated in Functionality Criteria 2)
18. Compliance with Pre-qualification criteria for Preferential Procurement of minimum B-BBEE status level contributor of Level 1 and Level 2.

## PA-16.1 (PSB): OWNERSHIP PARTICULARS

- NB:** 1. This form is to be read with the Notice and Invitation to Tender and F.2.1 sub paragraphs 1 and 2 of the Tender Data pertaining to this Tender, and completed according to the definitions and information contained in said documents.
2. **Failure to complete this form may result in the tender being disqualified.**

|                       |   |
|-----------------------|---|
| <b>Project title:</b> | Multi-disciplinary Professional Services for: <b><i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i></b> |
| <b>Tender no:</b>     | H20/034AI   |

### 1. REQUIRED DOCUMENTARY PROOF

The following documentation must be included in the tender as part of the Returnable Documents. Failure to provide the said documentation may result in the tender being disqualified.

| <b>Legal Status of Tendering Entity:</b>  | <b>Documentation to be submitted with the tender:</b>  |
|---|--|
| <b>If the Tendering Entity is:</b>  |  |
| a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)  | Copies of the Founding Statement – CK1   |
| b. A profit company duly registered as a private company.<br><br>[including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)]. | Copies of:<br>i. Certificate of Incorporation – CM1;<br>ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or<br>iii. Memorandum of Incorporation in the case of a personal liability company. |
| c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).  | Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).   |
| d. A profit company duly registered as a public company.  | Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or   |

|  |   |
|--|---|
|  | Auditor confirming that the company is a public company.  |
| e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended). | Copies of:<br>i the Founding Statement – CK1; and<br>ii the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest. |
| f. A natural person, sole proprietor or a Partnership  | Copy(ies) of the Identity Document(s) of:<br>i. such natural person/ sole proprietor, or<br>ii. each of the Partners to the Partnership.  |
| g. A Trust   | Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.  |

**2. DETAIL OF ALL PARTNERS, PROPRIETORS, MEMBERS AND/OR SHAREHOLDERS OF THE SERVICE PROVIDER:**

| Full Name #    | Identity Number | Relevant Professional Council | Professional Registration Number | Date of Ownership | Percentage Owned | Percentage Voting |
|----------------|-----------------|-------------------------------|----------------------------------|-------------------|------------------|-------------------|
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
|                |                 |                               |                                  |                   |                  |                   |
| <b>Totals:</b> |                 |                               |                                  |                   | <b>100%</b>      | <b>100%</b>       |

# All registered principals, i.e. sole proprietors, partners in partnerships, members of close corporations and in the event of a legal entity being a private company with shareholding, all directors formally appointed to manage the business undertaking

## DPW-09 (PSB): PARTICULARS OF TENDERER'S PROJECTS

|                               |   |                         |               |
|-------------------------------|---|-------------------------|---------------|
| <b>Project title:</b>         | <b><i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i></b> |                         |               |
| <b>Tender / quotation no:</b> | H20/034AI   | <b>Closing date:</b>    | 16 April 2021 |
| <b>Advertising date:</b>      | 26 March 2021   | <b>Validity period:</b> | 60 days       |

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.*

### 1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

#### 1.1. Current projects

|   | Projects currently engaged in | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum of Project | Scope of Services (Work stages appointed for – eg 1 to 6) | Work stages completed | Work stages in progress |
|---|-------------------------------|--|------------------|-------------------------|---|-----------------------|-------------------------|
| 1 |                               |  |                  |                         |   |                       |                         |
| 2 |                               |  |                  |                         |   |                       |                         |
| 3 |                               |  |                  |                         |   |                       |                         |
| 4 |                               |  |                  |                         |   |                       |                         |
| 5 |                               |  |                  |                         |   |                       |                         |
| 6 |                               |  |                  |                         |   |                       |                         |
| 7 |                               |  |                  |                         |   |                       |                         |

**1.2. Completed projects**

| Projects completed in the last 5 (five) years | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum of Project | Scope of Services (Work stages appointed for – eg 1 to 6) | Date of appointment | Date of completion |
|---|--|------------------|-------------------------|---|---------------------|--------------------|
| 1   |  |                  |                         |   |                     |                    |
| 2   |  |                  |                         |   |                     |                    |
| 3   |  |                  |                         |   |                     |                    |
| 4   |  |                  |                         |   |                     |                    |
| 5   |  |                  |                         |   |                     |                    |
| 6   |  |                  |                         |   |                     |                    |
| 7   |  |                  |                         |   |                     |                    |
| 8   |  |                  |                         |   |                     |                    |
| 9   |  |                  |                         |   |                     |                    |

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |

**PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT**

Name of Tenderer .....

EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

**1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.**

| Name and Surname # | Identity/<br>Passport<br>number<br>and<br>Citizenship## | Percenta<br>ge owned | Black  | Indicate if<br>youth                                     | Indicate if<br>woman                                     | Indicate if<br>person with<br>disability                 | Indicate if living in rural /<br>under developed<br>area/township  | Indicate if<br>military veteran                          |
|--------------------|---|----------------------|--|--|--|--|--|--|
| 1.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9.                 |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10.                |   | %                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
## State date of South African citizenship obtained (not applicable to persons born in South Africa )

**2. DECLARATION:**

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

**The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:**

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

|                               |                  |             |
|-------------------------------|------------------|-------------|
|                               |                  |             |
| <b>Name of representative</b> | <b>Signature</b> | <b>Date</b> |



## DPW-16.1(PSB): TENDER CLARIFICATION MEETING CERTIFICATE

|                       |   |                      |           |
|-----------------------|---|----------------------|-----------|
| <b>Project title:</b> | <b>Multi-disciplinary Professional Services for: <i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i></b> |                      |           |
| <b>Tender no:</b>     | H20/034AI   | <b>Reference no:</b> | H20/034AI |

This is to certify that I, \_\_\_\_\_

representing \_\_\_\_\_

attended the tender clarification meeting on: \_\_\_\_\_

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |

|                            |           |      |
|----------------------------|-----------|------|
|                            |           |      |
| Name of DPW Representative | Signature | Date |

# PA-11: DECLARATION OF INTEREST AND TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

|                       |  |                      |           |
|-----------------------|--|----------------------|-----------|
| <b>Project title:</b> | Multi-disciplinary Professional Services for: <i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i> |                      |           |
| <b>Tender no:</b>     | H20/034AI  | <b>Reference no:</b> | H20/034AI |

1. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to tender (includes a price quotation, advertised competitive tender, limited tender or proposal). In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the tenderer or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- the tenderer is employed by the state; and/or
- the legal person on whose behalf the tender document is signed, has a relationship with a person/ persons who are/is involved in the evaluation and or adjudication of the tender(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the tender.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the tender.**

2.1 Full name of tenderer or his/her representative: \_\_\_\_\_

\_\_\_\_\_

2.2 Identity number: \_\_\_\_\_

2.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup>, ect.): \_\_\_\_\_

\_\_\_\_\_

2.4 Company registration number: \_\_\_\_\_

2.5 Tax reference number: \_\_\_\_\_

2.6 VAT registration number: \_\_\_\_\_

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces or
- (e) Parliament.

<sup>2</sup> "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise.

2.7 Are you or any person connected with the tenderer presently employed by the state? Yes  No

2.7.1 If so, furnish the following particulars:

Name of person / director / trustees / shareholder / member: \_\_\_\_\_

Name of state institution at which you or the person is connected to the tenderer is employed: \_\_\_\_\_

Position occupied in the state institution: \_\_\_\_\_

Any other particulars: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.7.2 If you are presently employed by the state, did you obtain the appreciate authority to undertake remunerative work outside employment in the public sector? Yes  No

2.7.2.1 If yes, did you attach proof of such authority to the tender document? Yes  No   
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the tender.)

2.7.2.2 If no, furnish reasons for non-submission of such proof: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? Yes  No

2.8.1 If so, furnish particulars: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.9 Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this tender? Yes  No

2.9.1 If so, furnish particulars: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.10 Are you, or any person connected with the tenderer, aware of any relationship (family, friend, other) between the tenderer and any person employed by the state who may be involved with the evaluation and or adjudication of this tender? Yes  No

2.10.1 If so, furnish particulars: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are tendering for this contract? Yes  No

2.11.1 If so, furnish particulars: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Full details of directors / trustees / shareholders / members.**

|   | <b>Full name</b> | <b>Identity number</b> | <b>Personal tax reference number</b> | <b>State employee number / Persal number</b> |
|---|------------------|------------------------|--------------------------------------|--|
| 1 |                  |                        |                                      |  |
| 2 |                  |                        |                                      |  |
| 3 |                  |                        |                                      |  |
| 4 |                  |                        |                                      |  |
| 5 |                  |                        |                                      |  |

|    |  |  |  |  |
|----|--|--|--|--|
| 6  |  |  |  |  |
| 7  |  |  |  |  |
| 8  |  |  |  |  |
| 9  |  |  |  |  |
| 10 |  |  |  |  |

**4. Declaration of tenderer's past supply chain management practices.**

- 4.1 This Standard Tender Document must form part of all tenders invited.
- 4.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 4.3 The tender of any tenderer may be disregarded if that tenderer, or any of its directors, have:
- (a) abused the institution's supply chain management system;
  - (b) committed fraud or any other improper conduct in relation to such system or
  - (c) failed to perform on any previous contract.

**5. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender.**

| Item  | Question  | Yes                                     | No                                     |
|-------|---|---|--|
| 5.1   | <p>Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alterem partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p> | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| 5.1.1 | If so, furnish particulars:   |   |  |

|       |   |                                 |                                |
|-------|---|---------------------------------|--------------------------------|
| 5.2   | Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (Act No 12 of 2004)?<br><br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 5.2.1 | If so, furnish particulars:   |                                 |                                |
| 5.3   | Was the tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 5.3.1 | If so, furnish particulars:   |                                 |                                |
| 5.4   | Was any contract between the tenderer and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 5.4.1 | If so, furnish particulars:   |                                 |                                |

**CERTIFICATION**

I, the undersigned (full name) \_\_\_\_\_

certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Tenderer

This form is aligned to SBD 4 and 8.

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

---

*(legally correct full name and registration number, if applicable, of the Enterprise)*

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

**RESOLVED that:**

- 1 The Enterprise submits a Tender to the Department of Public Works in respect of the following project:

---

*(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows:

---

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |

|    |  |  |  |
|----|--|--|--|
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

\_\_\_\_\_  
*(legally correct full name and registration number, if applicable, of the Enterprise)*

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

### RESOLVED that:

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_

\_\_\_\_\_  
*(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)*

to the Department of Public Works in respect of the following project:

\_\_\_\_\_

\_\_\_\_\_  
*(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

- 1 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows:

\_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 2 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
- 3 The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *(code)*

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |

The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1 \_\_\_\_\_  
\_\_\_\_\_  
2 \_\_\_\_\_  
\_\_\_\_\_  
3 \_\_\_\_\_  
\_\_\_\_\_  
4 \_\_\_\_\_  
\_\_\_\_\_  
5 \_\_\_\_\_  
\_\_\_\_\_  
6 \_\_\_\_\_  
\_\_\_\_\_  
7 \_\_\_\_\_  
\_\_\_\_\_  
8 \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

### **RESOLVED that:**

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works in respect of the following project:

\_\_\_\_\_

\_\_\_\_\_ *(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(tender number as per Tender Document)*

B. Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Telephone number \_\_\_\_\_

Fax number: \_\_\_\_\_

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |
| 13 |      |          |           |
| 14 |      |          |           |
| 15 |      |          |           |

The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

## PA-29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

|                       |  |                      |           |
|-----------------------|--|----------------------|-----------|
| <b>Project title:</b> | Multi-disciplinary Professional Services for: <i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i> |                      |           |
| <b>Tender no:</b>     | H20/034AI  | <b>Reference no:</b> | H20/034AI |

### INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all tenders<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act, 1998(Act 89 of 1998) as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive tendering (or tender rigging)<sup>2</sup>. Collusive tendering is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the tender of any tenderer if that tenderer, or any of its directors, have abused the institution's supply chain management system and/or committed fraud or any other improper conduct in relation to such system;
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the tendering process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when tenders are considered, reasonable steps are taken to prevent any form of tender rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the tender.

---

<sup>1</sup> Includes price quotations, advertised competitive tenders, limited tenders and proposals.

<sup>2</sup> Tender rigging (or collusive tendering) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a tendering process. Tender rigging is, therefore, an agreement between competitors not to compete.

## PA-29: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying tender:

|                       |  |
|-----------------------|--|
| <b>Project title:</b> | Multi-disciplinary Professional Services for: <i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i> |
| <b>Tender no:</b>     | H20/034AI  |

in response to the invitation for the tender made by:

The Government of the Republic of South Africa in its Department of Public Works,

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
**(Name of tenderer)**

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the tenderer to sign this Certificate, and to submit the accompanying tender, on behalf of the tenderer;
4. Each person whose signature appears on the accompanying tender has been authorized by the tenderer to determine the terms of and to sign the tender on behalf of the tenderer;
5. For the purposes of this Certificate and the accompanying tender, I understand that the word "competitor" shall include any individual or organization, other than the tenderer, whether or not affiliated with the tenderer, who:
  - (a) has been requested to submit a tender in response to this tender invitation;
  - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer;
6. The tenderer has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive tendering.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a tender;
  - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - (f) tendering with the intention not to win the tender.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.

- 9. The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor prior to the date and time of the official tender opening or of the awarding of the contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998(Act 89 of 1998) and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) or any other applicable legislation.

|                  |           |      |          |
|------------------|-----------|------|----------|
|                  |           |      |          |
| Name of Tenderer | Signature | Date | Position |

---

<sup>3</sup> Joint venture or consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



# PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to **Select** R50 000 000 (all applicable taxes included) and therefore the...**Select Points**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>1.3.1.1 PRICE</b>                                     | 80            |
| <b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>       | 20            |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b>    |

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6 Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of

Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = Comparative price of lowest acceptable bid

**5. Points awarded for B-BBEE Status Level of Contribution**

5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points (90/10 system)</b> | <b>Number of points (80/20 system)</b> |
|---|--|--|
| 1   | 10                                     | 20                                     |
| 2   | 9                                      | 18                                     |
| 3   | 6                                      | 14                                     |
| 4   | 5                                      | 12                                     |
| 5   | 4                                      | 8                                      |
| 6   | 3                                      | 6                                      |
| 7   | 2                                      | 4                                      |
| 8   | 1                                      | 2                                      |
| Non-compliant contributor                 | 0                                      | 0                                      |

5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

**8 SUB-CONTRACTING (relates to 5.5)**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor? .....

(iii) the B-BBEE status level of the sub-contractor?  
.....

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number : .....

9.3 Company registration number .....

:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the bidding process;
  - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

2. ....

|  |
|--|
| <p>.....</p> <p><b>SIGNATURE(S) OF BIDDER(S)</b></p> |
|--|

**DATE:**.....

**ADDRESS:**.....

**THIS FORM IS ALIGNED TO SBD 6.1**

**C1: AGREEMENT AND CONTRACT DATA**

**C1.1 Form of Offer and Acceptance**

**Offer**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**MULTI-DISCIPLINARY PROFESSIONAL SERVICES**

Consisting of:

- CIVIL ENGINEERING SERVICES
- ELECTRICAL ENGINEERING SERVICES
- MECHANICAL ENGINEERING SERVICES

on the Project

**LAND PORTS OF ENTRY: GEMSBOK, NAKOP, TWEE RIVIEREN AND RIETFONTEIN: APPOINTMENT OF A SERVICE PROVIDER/S FOR THE MAINTENANCE AND REPAIRS OF BUILDING, CIVIL, MECHANICAL, ELECTRICAL INFRASTRUCTURE AND INSTALLATIONS AT THE FOUR PORTS OF ENTRY FOR A PERIOD OF 36 MONTHS: H20/034AI**

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

**The offered price for Multi-disciplinary Professional Services, inclusive of all applicable taxes (All applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) is :**

R ..... (in figures)

.....

.....**Rand**(in words)

(Remuneration, however, will be calculated as determined in C2.1.2.)

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as ***a firm and final offer.***

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

**THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY:** (cross out block which is not applicable)

Company or close corporation:  
 .....  
 .....  
 whose registration number is:  
 .....  
 whose income tax reference number is:  
 .....  
 and whose National Treasury Central Supplier Database (CSD) numbers are:  
 CSD Supplier Number: .....

**OR**

Natural person or partnership:  
 .....  
 .....  
 whose identity number(s) is/are:  
 .....  
 whose income tax reference number is/are:  
 .....  
 and whose National Treasury Central Supplier Database (CSD) numbers are:  
 CSD Supplier Number: .....

**AND WHO IS** (if applicable):

Trading under the name and style of: .....

**AND WHO IS:**

|  |   |
|--|---|
| Represented herein, and who is duly authorised to do so, by:<br><br>Mr/Mrs/Ms: .....<br><br>In his/her capacity as:<br>..... | <b>Note:</b><br><br><b>A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.</b> |
|--|---|

**SIGNED FOR THE TENDERER:**

|                        |           |      |
|------------------------|-----------|------|
|                        |           |      |
| Name of representative | Signature | Date |

**WITNESSED BY:**

|                 |           |      |
|-----------------|-----------|------|
|                 |           |      |
| Name of witness | Signature | Date |

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....  
 .....

**Other contact details of the tenderer are:**

Telephone no: ..... Cellular phone no: .....  
 Fax no: .....  
 Postal address: .....  
 Banker: ..... Branch: .....



## Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the tenderer's offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

The terms of the Contract are contained in:

- Part C1 Agreements and Contract Data, (which includes this agreement)
- Part C2 Pricing Data
- Part C3 Scope of Services

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from set documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

### For the Employer:

|                   |           |      |
|-------------------|-----------|------|
|                   |           |      |
| Name of signatory | Signature | Date |

|                                 |                            |
|---------------------------------|----------------------------|
| <b>Name of Organisation:</b>    | Department of Public Works |
| <b>Address of organisation:</b> |                            |

### Witnessed by:

|                 |           |      |
|-----------------|-----------|------|
|                 |           |      |
| Name of witness | Signature | Date |

## **Schedule of Deviations**

### **Notes:**

1. The extent of deviations from the tender documents issued by the Employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

|                        |
|------------------------|
| <b>1.2.1. Subject:</b> |
| <b>Detail:</b>         |
| <b>1.2.2. Subject:</b> |
| <b>Detail:</b>         |
| <b>1.2.3. Subject:</b> |
| <b>Detail:</b>         |
| <b>1.2.4. Subject:</b> |
| <b>Detail:</b>         |
| <b>1.2.5. Subject:</b> |
| <b>Detail:</b>         |
| <b>1.2.6. Subject:</b> |
| <b>Detail:</b>         |

By the duly authorised representatives signing this agreement, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the Contract between the Parties arising from this agreement.

## C1.2 Contract Data

C1.2.1 Standard Professional Services Contract  
The conditions applicable to this Contract are the **Standard Professional Services Contract (July 2009 edition)** published by the **Construction Industry Development Board (CIDB)**.

The Standard Professional Service Contract is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:

[http://www.cidb.org.za/procurement/procurement\\_toolbox/cidb\\_pub/default.aspx](http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx)

C1.2.2 Data provided by the Employer

| Clause        |  |
|---------------|--|
|               | <p>The General Conditions of Contract in the Standard Professional Services Contract (July 2009) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <p>Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.</p>  |
| 1             | The Employer is the <b>Government of the Republic of South Africa in its Department of Public Works.</b>   |
| 1             | The Period of Performance is from inception of this Contract until the Service Provider has completed all Deliverables in accordance with the Scope of Services.   |
| 1             | The Project is:<br>Multi-disciplinary professional Services for the Project: <b><i>Land Ports of entry: Gemsbok, Nakop, Twee Rivieren and Rietfontein: Appointment of a service provider/s for the maintenance and repairs of building, civil, mechanical, electrical infrastructure and installations at the four (04) Ports of entry for a period of 36 months</i></b>   |
| 3.4 and 4.3.2 | The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in T1.1 Notice and Invitation to Tender under item T1.1.6.  |
| 3.4.1         | Communication by e-mail is not permitted.  |
| 3.5           | The Services shall be executed in the Service Provider's own office and on the Project site as described in C3.2.2 Project description. No portion of the work may be performed by a person employed by the State. No portion of the work may be sublet to any other person or persons without the prior written approval of the Employer.   |
| 3.6           | Omit the following:<br>"... within two (2) years of completion of the Service ...".  |
| 3.12.1        | <p>Period of Performance shall be sub dividable in separate target dates according to the programme to be submitted in terms of clause 3.15 hereof.</p> <p>A Penalty amount of R1 000 per day will be applicable per target date for the full period of the delay. In the event that the delay exceeds 30 days, the Employer will have the option to either: (i) terminate the contract and recover any loss as a result of the termination from the Service Provider, or (ii) allow the Service Provider to continue with the Services after the agreement of a new target date and recover the penalty of R1 000 per day for the full period of the delay.</p> |
| 3.15          | <p>For fees stipulated as "value based" in C2.1 Pricing Instructions, C2.1.1.1:</p> <p>Programme:<br/>A programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent in terms of C3.2.2.1 Service Providers, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.</p>   |

|         |  |
|---------|--|
|         | <p>The programme will be the result of the co-ordination of all appointed Service Providers' inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described in part C3 of the various appointed Service Providers' tender documents and presented in bar chart format. No milestones may, at the co-ordination stage be extended beyond the timeframes outlined in C3.2.2.3 Project Programme without acceptable reasons. The programme thus compiled and presented by the principal agent must be counter-signed by all appointed Service Providers as proof that the programme was agreed upon by all during the said co-ordination action.</p> <p>The Employer retains the right to negotiate such submitted programme with the principal agent in consultation with the appointed Service Providers, if required, to promote the interest of the project.</p> |
| 3.16.2  | <p>Where <math>CPI_s</math> = the index of Stats SA P0141 (Table B) for the month during which the tender closed.<br/> <math>CPI_n</math> = the index of Stats SA P0141 (Table B) for the month in which the anniversary of the tender date falls.</p> <p>The indices of Stats SA P0141 are available on the Website:<br/> <a href="http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141">http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141</a></p>   |
| 4.1.1   | <p>Briefing meeting:<br/> The departmental project manager shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional team as referred to in C3.2.2.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the departmental project manager, together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Providers, all documentation relevant to the execution of the Service.</p>  |
| 4.4     | Others providing Services on this Project are as listed in C3.2.2.1 Service Providers.   |
| 5.4.1   | Minimum professional insurance cover of R1,5 million, with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability – all as more comprehensively described in C1.2.3 Data provided by the Service Provider and in respect of which the Service Provider must provide data as required.  |
| 5.5     | <p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> <li>1. Travelling for which payment will be claimed, as defined in C2.1.4.4 Travelling and subsistence arrangements and tariffs of charges;</li> <li>2. Deviate from the final programme as in clause 3.15 above;</li> <li>3. Deviate from the programme (delayed or earlier);</li> <li>4. Deviate from or change the Scope of Services;</li> <li>5. Change the composition of the Service Provider in any way;</li> <li>6. Change Key Personnel on the Service.</li> </ol>  |
| 5.5 (c) | <ol style="list-style-type: none"> <li>1. Exclusion of authority/powers<br/> The Service Provider's authority to act and/or to execute functions or duties is <b>excluded</b> in respect of the matters listed below. The Employer shall retain its powers and authority as stipulated in the applicable clauses of the contract data which are relevant and applicable to the JBCC or GCC conditions of contract. <ol style="list-style-type: none"> <li>1.1 Nomination of nominated or selected subcontractors;</li> <li>1.2 Granting of extension of time and/or ruling on claims associated with claims for extension of time;</li> <li>1.3 Acceleration of the rate of progress and determination of the cost for payment of such acceleration;</li> <li>1.4 Rulings on claims and disputes;</li> <li>1.5 Suspension of the works;</li> <li>1.6 Final payment certificate;</li> </ol> </li> </ol>   |

|                 |  |
|-----------------|--|
|                 | <p>1.7 Issuing of <i>mora</i> notices to the contractor;<br/> 1.8 Cancellation of the contract between the Employer and contractor.</p> <p>Any claims, demands, notices, notifications, updated particulars and reports in writing, together with additional supporting documentation pertaining thereto, must be submitted by the contractor to the Service Provider, acting as principal agent, in respect of any of the matters listed in 1.1 to 1.8 above. This must be done within the time periods and in the format(s) as determined in the said/relevant conditions of contract. On receipt thereof, said Service Provider must study the documentation, obtain comments/advice/recommendations from the professional team members and submit a motivated recommendation to the Employer. This must be done timeously as to allow the Employer sufficient time to respond within the time periods and in the format(s) determined in said conditions of contract. The Employer's ruling will be copied to the Service Provider for information.</p> <p>2. Limitation of authority/powers<br/> The Service Provider's authority is <b>limited</b> in respect of the submission to the Employer of comments/recommendations/reports for prior endorsement/approval and further instructions. These pertain to any decision in respect of approval for/of:</p> <p>2.1 Institution of or opposing litigation;<br/> 2.2 Issuing of variation orders/contract instructions/orders in writing which increase the value of the works/contract value and/or change the design of intended use of the project;<br/> 2.3 Instructions to embark on day works;<br/> 2.4 Day works rates;<br/> 2.5 Material quotes relating to day works;<br/> 2.6 Adjustment of general items relating to day works;<br/> 2.7 Expenditure on prime cost items;<br/> 2.8 Issuing of practical completion, completion, works completion, final completion and/or final approval certificates.</p> <p>In respect of the matters listed in 2.1 to 2.8 above, the Service Provider must submit all necessary documentation in order to enable the Employer to formulate decisions and to obtain the Employer's formal endorsement/approval prior to acting and/or executing functions or duties in respect of the contract between the Employer and the contractor. This must be done timeously so as to allow the Employer sufficient time for decision-making in terms of the said conditions of contract.</p> <p>Failure to adhere to the above stipulation will cause the Service Provider to be liable in terms of the Contract between Service Provider and Employer for all such unintended costs and damages.</p> |
| 8.1             | The Service Provider is to commence the performance of the Services immediately after the Contract becomes effective and execution to be as per the programme in clause 3.14 above (see C3 Scope of Services, C3.2.3 Brief).   |
| 8.4.3 (c)       | The period of suspension under clause 8.5 is not to exceed two (2) years.  |
| 9.1             | Copyright of documents prepared for the Project shall be vested with the Employer.   |
| 12.1.2          | Interim settlement of disputes is to be by mediation.  |
| 12.2.1          | In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa).   |
| 12.2.4 / 12.3.4 | Final settlement is by litigation.   |
| 13.1.3          | All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.   |
| 13.4            | Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Contract.  |

|      |   |
|------|---|
| 13.5 | The amount of compensation is unlimited.  |
| 13.6 | The provisions of 13.6 do not apply to the Contract.  |
| 14.4 | In the first sentence, change "... period of twenty four months after ..." to "... period of thirty six months after ...".  |
| 15   | In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act no1 of 1999). |

C1.2.3 Data provided by the Service Provider

| Clause |  |
|--------|--|
|        | Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.  |
| 1      | The Service Provider is the company, close corporation, natural person or partnership named in C1.1 Form of Offer and Acceptance by the tendering Service Provider.  |
| 5.3    | The authorised and designated representative of the Service Provider is the person named in the resolution PA-15.1 or PA-15.3 by the tendering Service Provider.   |
| 5.4.1  | <p><u>Indemnification of the Employer</u></p> <p>I, the undersigned, being duly authorized by the Service Provider, in terms of the completed resolution (PA-15.1 or PA-15.3)</p> <p>.....(Name of authorized person)</p> <p>hereby confirm that the Service Provider known as:</p> <p>.....(Legal name of entity tendering herein)</p> <p>tendering on the project:</p> <p>.....</p> <p>.....(Name of project as per C1.1 Form of offer and acceptance)</p> <p>holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than 1.5 million, with the first amount payable not exceeding 5% of the value of indemnity. I further confirm that the Service Provider will keep such professional indemnity fully subscribed. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract.</p> <p>I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.</p> |

I confirm that the Service Provider renounces the benefit of the *exceptionis non causa debiti, non numeratae pecuniae* and *excussionis* or any other exceptions which may be legally raised against the enforceability of this indemnification.

Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in terms of this agreement.

**NAME:** .....

**CAPACITY:** .....

**SIGNATURE:** .....

7.1.2 As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, **and/or**, one or more professional(s) employed to render professional services, for whom copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation.

The Key Persons and their jobs / functions in relation to the Services are:

| Name | Principal and/or employed professional(s) | Category of registration | Specific duties |
|------|---|--------------------------|-----------------|
| 1.   |   |                          |                 |
| 2.   |   |                          |                 |
| 3.   |   |                          |                 |
| 4.   |   |                          |                 |
| 5.   |   |                          |                 |
| 6.   |   |                          |                 |
| 7.   |   |                          |                 |
| 8.   |   |                          |                 |
| 9.   |   |                          |                 |
| 10.  |   |                          |                 |
| 11.  |   |                          |                 |
| 12.  |   |                          |                 |
| 13.  |   |                          |                 |
| 14.  |   |                          |                 |
| 15.  |   |                          |                 |
| 16.  |   |                          |                 |

7.2 A Personnel Schedule is not required.



If the space provided in the table above is not sufficient to describe the **specific duties**, this space may be utilized for such purpose:

**C2: PRICING DATA**

**C2.1 Pricing Instructions**

**C2.1.1 Basis of remuneration, method of tendering and estimated fees**

C2.1.1.1 Professional fees for all professional Services comprising the Service Provider will be paid on a **value basis**. The words “value based” and “percentage based” used in connection with fee types in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.

C2.1.1.2 **Tenderers are to tender a percentage of the estimated fees for each discipline** all as set out below.

**C2.1.2 Remuneration for professional Services comprising the Service Provider**

C2.1.2.1 **Professional fees for Services rendered by the Service Provider shall be calculated by multiplying the different percentages of the normal fees for each profession tendered in “C2.2.1 Summary Activity Schedule for Value Based Fees for all Professional Services comprising the Service Provider” with the fees calculated according to the different professions’ fee scales**, as defined hereunder, plus Value Added Tax, all according to the provisions for the different professions under C2.1.3;

C2.1.2.2 The amount tendered herein (C1.1) is for tender purposes only and will be amended according to the application of the value fee scale *vis-à-vis* the actual cost of construction.

C2.1.2.3 Reimbursable rates for typing, printing and duplicating work, compact disks and forwarding charges as set out under C2.1.4.3 herein will be paid in full, irrespective of the percentage tendered as referred to in C2.1.1.2 and C2.1.2.1 above.

C2.1.2.4 **Disbursements in respect of all travelling and related expenses**(including all travelling costs, time charges and subsistence allowances related thereto) **as described in**

- **2015 NDPW - Scope of Architectural Services and Tariff of Fees,**
- **Clause 4.4 of the 2016 NDPW - Scope of Engineering Services and Tariff of Fees and**
- **Clause 8 of the 2015 Guideline Tariff of Professional Fees for Quantity Surveyors**

**will not be paid for. Tenderers must make provision for and include all such costs in their tender when calculating the percentage as described in C2.1.1.2 above.**

The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24 hours’ notice to visit the site if so required. All costs in this regard will be deemed to be included in the applicable fees as stated in C2.1.1.

C2.1.2.5 All fee accounts are to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

C2.1.2.6 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.

C2.1.2.7 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider and verified by the Employer. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of clause 14.3 of the General Conditions of Contract.

- C2.1.2.8 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with clause 14.3 of the General Conditions of Contract.
- C2.1.2.9 The cost of all site Personnel, rendering standard services, will be deemed to be included in the applicable fees as stated in C2.1.1.1 above. Should the need for detailed inspections on site during work stage 5 be required, such requirement shall timeously be motivated in the prescribed format and the cost thereof timeously negotiated in advance with the departmental project manager. Failure to adhere hereto may invalidate any claim the Service Provider may have in respect of any Services rendered without such negotiation process, agreement reached and the terms thereof reduced to writing.
- C2.1.2.10 All Services relating to the implementation of the works which are to be provided in terms of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP) are normal services in terms of the Guideline Scope Services and Tariff of Fees for persons registered in terms of the various Built Environment Professions Acts. Any changes in the design of the works to incorporate labour-intensive works should not constitute a change in scope or an additional service where the scope of work is framed around such publications.
- C2.1.2.11 Fee accounts shall be submitted separately for each profession on the Employer's prescribed format, if available, obtainable on the Employer's Website: [http://www.publicworks.gov.za/under "Documents"; "Consultants Guidelines"; items 9.1 to 9.5.](http://www.publicworks.gov.za/under%20Documents%20Consultants%20Guidelines)

### **C2.1.3 Value based fees**

#### **C2.1.3.A Value based fees for architects**

##### **C2.1.3.A.1 Fees for work done under a value bases fee**

Where value based fees are payable (if basis of remuneration has been set at "value basis" according to C2.1.1.1), the Service Provider will be remunerated for Services rendered, subject to the provisions in C2.1.2 above and subject to the specific terms and conditions stated below and elsewhere in this document, in accordance with the **2015 NDPW - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in terms of section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)** dated 1 October 2015. This document is referred to as the "2015 NDPW - Scope of Architectural Services and Tariff of Fees" hereinafter and is appended as appendix B. This tariff of fees will be payable for the full Period of Performance.

The tender submitted shall be based on the 2015 NDPW - Scope of Architectural Services and Tariff of Fees.

##### **C2.1.3.A.2 Full services**

The fee for full services shall be the tendered percentage based on the fee provided in the Tariff of Professional Fees, before apportionment of the fee to services. Where the Service Provider is required to perform a portion of the full services, only the relevant portion of the fee shall be paid. Refer to C3 Scope of services (C3.2.1 in particular) for detail of services required herein.

##### **C2.1.3.A.2.1 Certain items and services, which are external to the building(s) and/or which are regarded as items of equipment, irrespective whether these are external or internal to the building(s), are not regarded as an "integral part of the project or design of the Works" and consequently the cost of these items are to be excluded from the value of the Works on which a value based fee is calculated.**

The Service Provider may, in the price offer, make provision for and include all professional costs for involvement in the design and co-ordination for the provision of these items. No professional fees, in excess of what was tendered, will be considered for professional services performed and time spent by the Service Provider in any matters associated with these items.

Examples of items regarded as “not being an integral part of the project or design of the Works” are listed in the 2015 NDPW - Scope of Architectural Services and Tariff of Fees.

#### C2.1.3.A.3 Interim payments to the Service Provider

For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the net amount of the accepted tender, or
- if no tender is accepted, the net amount of the lowest suitable tender, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- if the contract is awarded by negotiation the negotiated price, or
- if no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the quantity surveyor's estimate, if a quantity surveyor has been appointed.

#### C2.1.3.A.4 Fees for documentation for work covered by a provisional sum

Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn up by the architect in respect of each section of such work.

#### C2.1.3.A.5 Alternative tenders

No fee shall be payable for documentation prepared for alternative tenders involving the mere substitution of material not requiring any measurements or calculation.

#### C2.1.3.A.6 Interim payments for work stage 6

Interim payments for work stage 6 will be allowed only when an acceptable and complete final account for the Project, or any separate identifiable phase of the Project, has been received by the Employer provided that the relevant fee shall be subject to a factor of 80%.

#### C2.1.3.A.7 Additional services

Unless separately specified in C3.A.3.2 and scheduled in the Activity Schedule, no separate payment shall be made for additional services. The cost of providing these services shall be deemed to be included in the value based fee tendered for normal services.

### **C2.1.3.Q Value based fees for quantity surveyors**

#### C2.1.3.Q.1 Fees for work done under a value based fee

Where value based fees are payable (as basis of remuneration has been set at “value basis” according to C2.1.1.1 above), the Service Provider will be remunerated for Services rendered, subject to the provisions in C2.1.2 above, according to the Recommended Tariff of Professional Fees published in terms of Section 34 (2) of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000).

The tariff of professional fees payable, for the full Period of Performance, will be calculated in accordance with Board Notice 140 of 2008 published 5 December 2008 in Government Gazette No. 31657, as amended in Board Notice 163 of 2009 published 4 December 2009 in Government Gazette 32753, as amended in Board Notice 69 of 2011 published 8 April 2011 in Government Gazette 34185, as amended in Board Notice 194 of 2012 published 30 November 2012 in Government Gazette 35924 and as amended in Board Notice 170 of 2015 published 28 August 2015 in Government Gazette 39134 (all referred to in short as the 2015 Guideline Tariff of Professional Fees) and shall be subject to the specific terms and conditions stated below.

#### C2.1.3.Q.2 Errors

Should the documents for procurement of construction contracts contain any errors made by the quantity surveyor, the total value of such errors will be deducted from the “Value for Fee Purposes” as defined in clause 10.49 of the 2015 Guideline Tariff of Professional Fees when calculating fees for stages 1 to 4 on this Project.

C2.1.3.Q.3 Full services

The fee for full services shall be the tendered percentage based on the standard value fee provided in the Tariff of Professional Fees, before apportionment of the fee to stages. Where the Service Provider is required to perform a portion of the full services, only the relevant portion of the fee shall be paid.

C2.1.3.Q.4 Interim payments to the Service Provider

For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the net amount of the accepted tender, or
- if no tender is accepted, the net amount of the lowest suitable tender, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- if the contract is awarded by negotiation the negotiated price, or
- if no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the quantity surveyors estimate, if appointed.

C2.1.3.Q.5 Fees for documentation for work covered by a provisional sum

Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn up by the quantity surveyor in respect of each section of such work.

C2.1.3.Q.6 Engineering work

Any works measured in terms of SANS 1200 must be documented in separate sections in the bills of quantities.

C2.1.3.Q.7 Cost norms

The calculation of cost norms (clause 2.7 of the Tariff of Fees) is not required for this service.

C2.1.3.Q.8 Replications

With regard to replications, the quantity surveyor will be required to execute his work in the most economical manner in the best interest of the Employer.

To this end the former shall consult at an early stage to determine the requirements of the Employer with regard to the replication of units, buildings or structures (without significant change) in the documentation for the Project.

Further to clause 10.36 of the 2015 Guideline Tariff of Fees, the fees in respect of replications must be extended to include the replication of individual distinct units, buildings or structures, without significant change to the said building contract or of a previous building contract, such as (but without limiting the intention of this conditions of appointment):

- single and double-storey row houses;
- tower blocks (on podiums or with differing sub-structures);
- identical wings within a single block.

C2.1.3.Q.9 Alternative tenders

No fee shall be payable for documentation prepared for alternative tenders involving the mere substitution of material not requiring any measurements or calculation.

C2.1.3.Q.10 Interim payments for Stage 5

Interim payments for Stage 5 will be allowed as defined in C2.1.2.8 above. One third of the fees for Stage 5, however, will be apportioned to the draft final account which must be a complete draft final account for the Project, or any separate identifiable phase of the Project, complete in all

respects for the Employer to verify for correctness. Interim payments for the draft final account will be allowed only when it has been received by the Employer.

### **C2.1.3.En Value based fees for civil, electrical, mechanical and structural engineers**

#### **C2.1.3.En.1 Fees for work done under a value based fee**

Where value based fees are payable (as basis of remuneration has been set at "value basis" according to C2.1.1.1 above), the Service Provider will be remunerated for Services rendered, subject to the provisions in C2.1.2 above and subject to the specific terms and conditions stated below and elsewhere in this document, in accordance with the **National Department of Public Works Scope of Engineering Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000)** dated 1 March 2016. This document is referred to as the "2016 NDPW - Scope of Engineering Services and Tariff of Fees" hereinafter and is appended as appendix A. This tariff of fees will be payable for the full Period of Performance.

#### **C2.1.3.En.2 Normal services**

The fee for normal services shall be the tendered percentage based on the fee provided in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees, clause 4.2.

Where the Service Provider is required to perform a portion of the normal services only, the relevant portion of the fee shall be paid.

#### **C2.1.3.En.3 Interim payments to the Service Provider**

For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the applicable portion of the net amount of the accepted tender, or
- if no tender is accepted, the net amount of the applicable portion of the lowest suitable tender, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- if the contract is awarded by negotiation the negotiated price, or
- if no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the engineers estimate or if appointed, 80% of the quantity surveyors estimate.

#### **C2.1.3.En.4 Fees for documentation for work covered by a provisional sum**

Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn up by the engineer in respect of each section of such work.

#### **C2.1.3.En.5 Additional services**

##### **C2.1.3.En.5.1 Additional services pertaining to all stages of the project**

Unless separately provided for hereunder and scheduled in the Activity Schedule, no separate payment shall be made for the additional services specified in C3.C.3.2.1, C3.E.3.2.1, C3.M.3.2.1 and C3.S.3.2.1. The cost of providing these services shall be deemed to be included in the value based fee tendered for normal services.

##### **(a) Geotechnical investigations**

The geotechnical investigation, if referred to under C3.S.3.2.1, is part of the foundation design for which the consultant is being remunerated under normal services. The only items here which are reimbursable are the cost of excavating/drilling of trial holes and the cost of laboratory and/or in situ soil testing. The time spent on test result analyses and interpretation, technical calculations, cost comparisons and report preparation is all part of normal services. A separate item has been supplied in the Activity Schedule for the cost of the trial hole excavations and laboratory testing. All relevant documentation, test results and reports must be presented together with the invoice when the item is claimed for.

#### C2.1.3.En.5.2 Construction monitoring

The construction monitoring requirements are as specified in C3.C.3.2.2, C3.E.3.2.2, C3.M.3.2.2 and C3.S.3.2.2.

- (a) If Level One, part time, monitoring has been specified then no separate payment shall be made for construction monitoring staff as specified in C3.C.3.2.2, C3.E.3.2.2, C3.M.3.2.2 and C3.S.3.2.2 (i) to (iii) or for the transport of the monitoring staff as specified in C3.C.3.2.2, C3.E.3.2.2, C3.M.3.2.2 and C3.S.3.2.2 (iv). The cost of providing construction monitoring staff and transport shall be deemed to be included in the value based fee tendered for normal services.
- (b) If Level Two, full time, monitoring has been specified then provision shall be made in C2.2 Activity schedule for value based fees for the different engineering professions for the envisaged site staffing requirements as specified in C3.C.3.2.2, C3.E.3.2.2, C3.M.3.2.2 and C3.S.3.2.2 (i) to (iii). The unit of measure shall be the rate per calendar month (pro rata for part of a month). Payment shall only be applicable for the period actually established on site and shall in no instance be prior to the date of official handover of the Works to the Contractor or after the date of issue of the Certificate of Completion for the Works contract. The rates tendered for the relevant site staff shall include full compensation for all costs including, inter alia, the following:
- Salary
  - Additional allowances
  - Bonuses
  - Leave and sick leave
  - All company contributions such as provident fund, group life benefits, medical aid, etc.
  - Levies
  - Office equipment as set out in C3.C.3.2.2, C3.E.3.2.2, C3.M.3.2.2 and C3.S.3.2.2 (iii)
  - Relocation cost and accommodation
  - Travelling
  - Handling cost and profit.

Payment for personnel shall exclude any periods of leave or sick leave. Time sheets for staff shall be included in the monthly fee account submitted to the Employer for payment. Replacement of staff as a result of any extended period of leave or sick leave outside of the normal contractor's year end break shall be to the approval of the Employer.

No separate payment shall be made for the transport of the construction monitoring staff as specified in C3.C.3.2.2, C3.E.3.2.2, C3.M.3.2.2 and C3.S.3.2.2 (iv) and the cost of the transport shall be deemed to be included in the monthly rate tendered for the provision of the staff.

#### C2.1.3.En.5.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

No separate payment shall be made for the service specified in C3.C.3.2.3, C3.E.3.2.3, C3.M.3.2.3 and C3.S.3.2.3. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

#### C2.1.3.En.5.4 Quality Assurance System

No separate payment shall be made for the implementation of a quality management system as specified in C3.3.2.4. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

#### C2.1.3.En.5.5 Lead consulting engineer

No separate payment shall be made for assuming the leadership of an Employer specified joint venture, consortium or team of consulting engineers as specified in C3.3.2.5. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

#### C2.1.3.En.5.6 Principal agent of the client

No separate payment shall be made for assuming the role of principle agent of the Employer if so specified in C3.2.2.1. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.En.5.7 Environmental impact assessment

No separate payment shall be made for the service specified in C3.C.3.3.1, C3.E.3.3.1, C3.M.3.3.1 and C3.S.3.3.1. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.En.5.8 Other unspecified services

The Employer may order duties that fall outside the scope of the project as tendered. Such additional duties may involve, but not limited to:

- Additional design requirements
- Evaluation of alternative tenders
- Additional investigations during the defects and liability period
- Diverse other services.

Any such additional services that may be required will be remunerated on a time basis as set out in C2.1.4.1. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.



## C2.1.4 General for all professions

C2.1.4.1 Time charges for work done under a value based fee  
Where time charges are payable under specific circumstances according to a clause or clauses in the fee scales of a specific profession, the rates and principles as described below and published in Table 8 of "Rates for Reimbursable Expenses" will be applicable.

C2.1.4.1.1 Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service. The "Rates for Reimbursable Expenses" as adjusted from time to time and referred to below, is obtainable on the Employer's Website: [http://www.publicworks.gov.za/under "Documents";](http://www.publicworks.gov.za/underDocuments) "Consultants Guidelines"; item 1.

C2.1.4.1.2 The scale of fees on time charges, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand: (see Table 8 of "Rates for Reimbursable Expenses" for the actual amounts calculated in accordance with to the principles laid down below):

- (i) registered professional principals\*: 18,75 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 13 salary range (Director) in the Public Service;
- (ii) registered professionals\*: 17,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 12 salary range (Deputy Director second leg) in the Public Service;
- (iii) registered technicians\*\*: 16,5 cents for each R100,00 of his/her **gross annual remuneration**; provided that this hourly rate shall not exceed 16,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 11 salary range (Deputy Director first leg) in the Public Service.

\*(includes professional architects, professional quantity surveyors, professional engineers, professional technologists [engineering], professional planners and professional construction project managers)

\*\* (includes professional technicians [engineering] professional senior technologists [architectural], principal technologists [architectural] and technical planner).

Hourly rates calculated in terms of (i), (ii) and (iii) above shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

C2.1.4.1.3 Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in terms of C2.1.4.1.2 (i) above on a project shall be limited to 5 per cent of the total time expended for time charges in respect of the Project. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (ii) or (iii) above.

C2.1.4.1.4 Notwithstanding the above, where work is of such a nature that Personnel as described in C2.1.4.1.2 (iii) above are capable of performing such work, it shall be remunerated at that level and not at the rates described in (i) and (ii) above, irrespective of who in fact executed the work.

C2.1.4.1.5 Gross annual remuneration in C2.1.4.1.2 (iii) above shall mean basic salary and guaranteed annual bonus; fringe benefits not included in basic salary; income benefit, as determined from time to time by the South African Revenue Services for income tax purposes, for the private use of a motor vehicle by the employer; employer's contribution to pension/provident fund, medical aid and group life assurance premiums; Compensation Fund and Unemployment Fund contributions, Metropolitan Council levies and any other statutory contributions or levies; all other costs and benefits as per conditions of appointment but excluding any share of profit and payment for overtime.

C2.1.4.1.6 The salaries referred to in C2.1.4.1.2 (i) to (iii) above can change from time to time, which will, therefore, change the rates applicable. These rates will, however, only be adjusted on the first day of each calendar year irrespective of any changes in salary ranges during the relevant year. The rates applicable at the time of the execution of the work as set out in Table 8 of the "Rates for Reimbursable Expenses", as amended from time to time, may be claimed.

C2.1.4.2 Set off  
The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other project.

C2.1.4.3 Typing, printing and duplicating work, compact disks and forwarding charges

C2.1.4.3.1 Reimbursable rates

The costs of typing, printing and duplicating work and compact disks in connection with the documentation which must of necessity be done, except those which must in terms of the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as adjusted from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item1.

C2.1.4.3.2 Typing and duplicating

If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service Provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

The typing of correspondence, appendices and covering letters are deemed to be included in the value based fees and time based fees paid.

C2.1.4.3.3 Drawing duplication

(a) For drawing duplication the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed **or** may be claimed according to the provisions as in (b) or (c) below.

(b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.

(c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.

(d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing all polyester negative prints required to form part of the original set of drawings, as-built drawings including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

#### C2.1.4.3.4 Forwarding charges

(a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.

(b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc, is deemed to be included in the value based fees and time based fees paid.

#### C2.1.4.4 Travelling and subsistence arrangements and tariffs of charges

Notwithstanding the ruling in C2.1.2.4 above (regarding disbursements and travelling expenses which will not be paid), when the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.4.4.1 to C2.1.4.4.5 herein.

##### C2.1.4.4.1 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

##### C2.1.4.4.2 Travelling time

Fees for travelling time are as set out in Table 8 in the "Rates for Reimbursable Expenses".

Fees are payable for travelling time at the tariff, as set out in C2.1.4.1 Time charges for work done under a value based fee. Travelling time will be fully reimbursed.

##### C2.1.4.4.3 Travelling costs

Fees for travelling costs are as set out in Table 3 in the "Rates for Reimbursable Expenses".

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 3000 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses".

##### C2.1.4.4.4 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the departmental project manager.

##### C2.1.4.4.5 Subsistence allowance

The subsistence allowances are as set out in Tables 4 and 5 in the "Rates for Reimbursable Expenses".

Only actual costs are payable in respect of absence from office of less than 24 hours.

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5. Accommodation should be limited to the

equivalent of a three star hotel and no alcoholic beverages or entertainment costs may be claimed for.

**C2.2 Activity Schedule**

**C2.2.1 Summary Activity Schedule for Value Based Fees for all Professional Services comprising the Service Provider**

**MULTI-DISCIPLINARY PROFESSIONAL SERVICES**

**SUMMARY ACTIVITY SCHEDULE FOR VALUE BASED FEES FOR ALL PROFESSIONAL SERVICES COMPRISING THE SERVICE PROVIDER**

| <b>Tenderer's Tender for Value Based Fees for:</b>       |   |  |
|--|---|--|
| <b>PROFESSIONAL SERVICE</b>                              | <b>*Percentage of respective normal fees tendered by professional service</b> | <b>*Financial Offer by Tenderer for Value Based Fees</b> |
| <b>1. Civil Engineering Services</b>                     | %   | R  |
| <b>2. Electrical Engineering Services</b>                | %   | R  |
| <b>3. Mechanical Engineering Services</b>                | %   | R  |
| <b>Sub-total</b>   |   | R  |
| <b>Add VAT @ 15%</b>                                     |   | R  |
| <b><u>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES</u></b> |   | R  |

[\* Mark "N/A" should the specific professional Service comprising the Service Provider not be required (not listed in C1.1 Form of Offer and Acceptance).]

- NOTE:**
1. Total Financial Offer for Value Based Fees, (19) above, **must be carried over to C1.1 Form of Offer and Acceptance**. Failure to carry this over to the Form of Offer and Acceptance **will render the tender non-responsive**.
  2. Remuneration for value based appointments will be calculated as determined in C2.1.2 (i.e. the percentage of the normal fee tendered multiplied by the value fee scale *vis-à-vis* the actual cost of construction) calculated separately for each professional Service comprising the Service Provider.

## **C2.2.C Activities for civil engineers**

C2.2.C.1 The services as defined in C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 3 and as further defined in C3 Scope of Services, as well as additional services as defined in C3 Scope of Services, of this document. (The clause references refer to the corresponding clauses in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees.)

C2.2.C.2 The estimated normal fees have been calculated using the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), by applying the applicable fee scale given in clause 4.2.1 (1)-(2) for an engineering project or clause 4.2.2 (1) for a multi-disciplinary project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given in clause 4.2.1 (4) or clause 4.2.2 (2) respectively. The cost of the works and the values used to determine the multiplication factors are defined in C 3.C.2.2.3 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.E.5 'Additional services' that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered in column (f) of C2.2.C.4 'Activity schedule for value based fees for civil engineers'.

C2.2.C.2 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 4.2.8.

C2.2.C.3 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services.

**ACTIVITY SCHEDULE FOR VALUE BASED FEES FOR CIVIL ENGINEERS**

**Tenderer's Tender for Value Based Fees for Civil Engineers**

**Fee for Normal Services inclusive of certain additional services as specified in C2.1.3.En.5**

| Latest estimate of the construction cost for the civil works | (e)<br>Estimated normal fees applicable for stage 5 (25%) and for stage 6 (5%) | Unit | (f)<br>Percentage of normal fees tendered by Tenderer | (e)x(f)<br>Financial Offer by Tenderer for Value Based Fees for Civil Engineers (VAT excluded) |
|--|--|------|---|--|
| R21 415 892.00   | R588 309.41  | %    | %   | R  |

**Additional Services – C2.1.3.En.5**

| Description  | Quantity | Unit  | Rate |   |
|--|----------|-------|------|---|
| Construction Health and Safety Agent/(Professional registered with SACPCMP)<br><br><b>NB</b> To be responsible for all other disciplines (Electrical and Mechanical) | 36       | Month |      | R |
| <b>Sub-total Additional Services</b>   |          |       |      | R |
| <b><u>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR CIVIL ENGINEERS (VAT EXCLUDED)</u></b>  |          |       |      | R |

- NOTE:**
1. The Total Financial Offer for Value Based Fees for Civil Engineers (VAT excluded), (7) above, as well as the percentage of normal fees tendered, (f) above, **must be carried over to C2.2.1 Summary Activity Schedule for Value Based Fees for all Professional Services comprising the Service Provider, the total of which must then be carried over to C1.1 Form of Offer and Acceptance.** Failure to carry these over to the above-mentioned respective forms **will render the tender non-responsive.**
  2. Remuneration for value based appointments will be calculated as determined in C2.1.2 (i.e. the percentage of the normal fee tendered multiplied by the value fee scale *vis-à-vis* the actual cost of construction) calculated separately for each professional Service comprising the Service Provider. The percentage of the normal fee shall apply to each stage for services provided in stages.

## **C2.2.E Activities for electrical engineers**

C2.2.E.1 The services as defined in C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 3 and as further defined in C3 Scope of Services, as well as additional services as defined in C3 Scope of Services, of this document. (The clause references refer to the corresponding clauses in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees.)

C2.2.E.2 The estimated normal fees have been calculated using the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), by applying the applicable fee scale given in clause 4.2.6 (1) for an engineering project or clause 4.2.7 (1) for a multi-disciplinary project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given in clause 4.2.6 (2) or clause 4.2.7 (2) respectively. The cost of the works and the values used to determine the multiplication factors are defined in C 3.E.2.2.3 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.E.5 'Additional services' that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered in column (h) of C2.2.E.4 'Activity schedule for value based fees for electrical engineers'.

C2.2.E.2 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 4.2.8.

C2.2.E.3 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services.

**ACTIVITY SCHEDULE FOR VALUE BASED FEES FOR ELECTRICAL ENGINEERS**

**Tenderer's Tender for Value Based Fees for Electrical Engineers**

**Fee for Normal Services inclusive of certain additional services as specified in C2.1.3.En.5**

| Latest estimate of the construction cost for the electrical works | (g)<br>Estimated normal fees applicable for stage 5 (25% and for stage 6 (5%)) | Unit | (h)<br>Percentage of normal fees tendered by Tenderer | (g)x(h)<br>Financial Offer by Tenderer for Value Based Fees for Electrical Engineers (VAT excluded) |
|---|--|------|---|---|
| R4 354 461.00   | R176 424.79  | %    | %   | R   |

**Additional Services – C2.1.3.En.5**

| Description | Quantity | Unit | Rate | N/A         |
|-------------|----------|------|------|-------------|
| N/A         | N/A      | N/A  | N/A  | <b>RN/A</b> |

**TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR ELECTRICAL ENGINEERS (VAT EXCLUDED)**

R

- NOTE:**
1. The Total Financial Offer for Value Based Fees for Electrical Engineers (VAT excluded), (10) above, as well as the percentage of normal fees tendered, (h) above, **must be carried over to C2.2.1 Summary Activity Schedule for Value Based Fees for all Professional Services comprising the Service Provider, the total of which must then be carried over to C1.1 Form of Offer and Acceptance.** Failure to carry these over to the above-mentioned respective forms **will render the tender non-responsive.**
  2. Remuneration for value based appointments will be calculated as determined in C2.1.2 (i.e. the percentage of the normal fee tendered multiplied by the value fee scale *vis-à-vis* the actual cost of construction) calculated separately for each professional Service comprising the Service Provider. The percentage of the normal fee shall apply to each stage for services provided in stages.



## **C2.2.M Activities for mechanical engineers**

C2.2.M.1 The services as defined in C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 3 and as further defined in C3 Scope of Services, as well as additional services as defined in C3 Scope of Services, of this document. (The clause references refer to the corresponding clauses in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees.)

C2.2.M.2 The estimated normal fees have been calculated using the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), by applying the applicable fee scale given in clause 4.2.4 (1) for an engineering project or clause 4.2.5 (1) for a multi-disciplinary project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given in clause 4.2.4 (2) or clause 4.2.5 (2) respectively. The cost of the works and the values used to determine the multiplication factors are defined in C 3.M.2.2.3 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.E.5 'Additional services' that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered in column (j) of C2.2.M.4 'Activity schedule for value based fees for mechanical engineers'.

C2.2.M.2 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 4.2.8.

C2.2.M.3 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services.

|  |
|--|
| <b>ACTIVITY SCHEDULE FOR VALUE BASED FEES FOR MECHANICAL ENGINEERS</b> |
|--|

|  |
|--|
| <b>Tenderer's Tender for Value Based Fees for Mechanical Engineers</b> |
|--|

|   |  |  |  |  |
|---|--|--|--|--|
| <b>Fee for Normal Services inclusive of certain additional services as specified in C2.1.3.En.5</b> |  |  |  |  |
|---|--|--|--|--|

| Latest estimate of the construction cost for the mechanical works  | (i)<br>Estimated normal fees applicable for stage 5 (25%) and for stage 6 (5%) | Unit | (j)<br>Percentage of normal fees tendered by Tenderer | (i)x(j)<br>Financial Offer by Tenderer for Value Based Fees for Mechanical Engineers (VAT excluded) |
|--|--|------|---|---|
| R1 472 663.00  | R68 357.36   | %    | %   | R   |
| <b>Additional Services – C2.1.3.En.5</b>   |  |      |   |   |
| Description  | Quantity   | Unit | Rate  | N/A   |
| N/A  | N/A  | N/A  | N/A   | RNA   |
| <b><u>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR MECHANICAL ENGINEERS (VAT EXCLUDED)<sup>(11+12)</sup></u></b> |  |      |   | <b>R</b>  |

- NOTE:** 1. The Total Financial Offer for Value Based Fees for Mechanical Engineers (VAT excluded), (13) above, as well as the percentage of normal fees tendered, (j) above, **must be carried over to C2.2.1 Summary Activity Schedule for Value Based Fees for all Professional Services comprising the Service Provider, the total of which must then be carried over to C1.1 Form of Offer and Acceptance.** Failure to carry these over to the above-mentioned respective forms **will render the tender non-responsive.**
2. Remuneration for value based appointments will be calculated as determined in C2.1.2 (i.e. the percentage of the normal fee tendered multiplied by the value fee scale *vis-à-vis* the actual cost of construction) calculated separately for each professional Service comprising the Service Provider. The percentage of the normal fee shall apply to each stage for services provided in stages.

## **C2.2.S Activities for structural engineers**

C2.2.S.1 The services as defined in C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 3 and as further defined in C3 Scope of Services, as well as additional services as defined in C3 Scope of Services, of this document. (The clause references refer to the corresponding clauses in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees.)

C2.2.S.2 The estimated normal fees have been calculated using the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), by applying the applicable fee scale given in clause 4.2.1 (1)-(2) for an engineering project or clause 4.2.3 (1) for a multi-disciplinary project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given in clause 4.2.1 (4) or clause 4.2.3 (2) respectively. The cost of the works and the values used to determine the multiplication factors are defined in C 3.S.2.2.3 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.E.5 'Additional services' that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered in column (l) of C2.2.S.4 'Activity schedule for value based fees for structural engineers'.

C2.2.S.2 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees(appendix A), clause 4.2.8.

C2.2.S.3 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services.

**C3: SCOPE OF SERVICE**

**C3.1 Principal agent**

C3.1.1 In the event of a construction project manager not being separately appointed, this multi-disciplinary professional services practice will act as the principal agent on this project.

No additional remuneration or any remuneration provided for in the different professions' fee scales will be paid to the Service Provider for providing the services as principal agent. Tenderers must make provision for and include all such costs in their tender when calculating the percentage as described in C2.1.1.2 above.

C3.1.2 Regarding an appointment as principal agent, duties over and above those of the different professions comprising the Service Provider will include *inter alia*:

- receiving of instructions from the departmental project manager and distributing to the relevant parties
- co-ordinating of consultants
- compiling and updating the planning programme
- co-ordinating and arranging site meetings and inspections
- liaising with client department only if specifically so instructed
- close liaising and co-operating with the departmental project manager
- furnishing of monthly project reports
- issuing of written instructions
- receiving notices according to the building contract
- issuing of monthly interim payment certificates, final payment certificates for practical and final completion
- making recommendations in respect of the extension of the building contract period and periods where penalties are applicable
- ensuring that all final accounts will be corrected and handed in on time
- administrating of and supervising the building contract in accordance with the requirements, where applicable, as set out in Manual for Private Architects PW 147, and
- other duties not listed above but which could reasonably be expected of a principal agent as well as those listed in the Tariff of Professional Fees for Architects.

**C3.2 Labour-intensive works**

(a) The Service Provider shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed the NQF level 7 unit standard "Develop and Promote Labour-Intensive Construction Strategies" or equivalent QCTO qualifications (See Appendix C of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP)).

(b) The staff member of the Service Provider who is responsible for the administration of any works contract involving labour-intensive works must have completed the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" or equivalent QCTO qualifications

(See Appendix C of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP)).

The Service Provider must provide the Employer with satisfactory evidence (e.g. letter of competency) that staff members satisfy the requirements of (a) and (b) above.

(c) The Service Provider must design and implement the construction/maintenance works in accordance with the latest version (download at [www.epwp.gov.za](http://www.epwp.gov.za)) of the Guidelines for the Implementation of the Labour-Intensive Projects under the Expanded Public Works Programme (EPWP) published by the Department of Public Works. The Service Provider must sign the undertaking (Appendix E of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP)) confirming they have complied with EPWP requirements at design and implementation stages.

(d) The Service Provider shall, for monitoring purposes, keep monthly records and transmit to the Employer data on the following indicators with regard to the Project:

- Project budget and planned output according to EPWP requirements
- Actual Project Expenditure and actual output according to EPWP requirements
- Planned and achieved labour intensity
- Number of work opportunities created
- Demographics of workers employed (disaggregated by women, youth and persons with disabilities)
- Wage rate earned on project
- Number of person-days of employment created
- Copies of Identity documents of workers
- Number of persons who have attended training including the nature and duration of training provided
- Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M & E Framework
- Services provided or delivered in accordance with indicators in the EPWP M & E Framework

(e) The values for the indicators shall be submitted to the Employer according to agreed time frames on the prescribed reporting template (from the EPWP Unit in the Department of Public Works) and obtainable from [www.epwp.gov.za](http://www.epwp.gov.za).

(f) The Service Provider shall, before certifying a contractor's payment certificate, ensure that the contractor has submitted labour information in a format and timeframe specified by the Employer. If the information submitted by the contractor is inadequate the Service Provider shall not submit the payment certificate to the Employer for payment of the relevant outputs.

(g) The Service Provider shall certify that the works have been completed in accordance with the requirements of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP) and the Contract:

- whenever a payment certificate is presented to the Employer for payment; and
- immediately after the issuing of a practical completion certificate that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

### **C3.C Scope of Services for civil engineers**

#### **C3.C.1 Employer's objectives regarding civil engineering work**

This tender is *inter alia* for:

A Service Provider performing civil engineering work on a multi disciplinary project.

#### **C3.C.2 Description of the Services**

##### **C3.C.2.1 Services**

The general descriptions of the services required are as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees, (appendix A).

Specific services required are set out in C3.C.3 Extent of Services as well as in the most recent publication of the Departmental: Manual for Civil Consulting Engineers. Should there be any discrepancies between this Tender Document and the Manual for Civil Consulting Engineers, the former shall take precedence.

Where a quantity surveyor is included in the project team on a multi-disciplinary project, the quantity surveyor will compile bills of quantities for all work ("all work" shall include *inter alia* electrical, mechanical and any other engineering work).

##### **C3.C.2.2 Project description**

The description of this project includes maintenance and repair of Gemsbok, Nakop, Twee Rivieren and Rietfontein Land Ports of entry buildings, civil, electrical and mechanical infrastructure and operation of the following installation of the project. The maintenance consist of preventative maintenance, corrective maintenance and run to failure maintenance.

##### **C3.C.2.2.1 Scope**

###### **Civil works includes but not limited to the following work**

- Structural & building works
- Plumbing drainage and wet services
- Fencing, cleaning, site keeping and pest control
- Bulk water & external water reticulation
- Road & storm water drainage

##### **C3.C.2.2.2 Location of the Project**

- Gemsbok Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 197km north of Upington (GPS - S 26° 54.32' E 20° 41.45').
- Nakop Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 135km west of Upington (GPS - S 28° 05.49' E 20° 00.73').
- Twee Rivieren Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 238km north of Upington (GPS - S 26° 28.42' E 20° 36.78').
- Rietfontein Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 270km northeast of Upington (GPS - S 26° 45.38' E 19° 60.00'). (Housing: GPS - S 26° 44.55' E 20° 01.74').

#### C3.C.2.2.3 Project Cost Estimate

|                                     |                              |
|-------------------------------------|------------------------------|
| Civil and structural:               | <b>R21 415 892.00</b>        |
| Electrical:                         | <b>R 4 354 461.00</b>        |
| Mechanical:                         | <b>R 1 472 663.00</b>        |
| Total cost estimate (VAT excluding) | <b>R27 243 016.00</b>        |
| Total cost estimate (VAT including) | <b><u>R31 057 038.24</u></b> |

The estimate is subject to change

#### C3.C.2.2.4 Project Programme

**Briefing** of Service Provider: Within 03 calendar days from date of appointment.

#### C3.C.2.2.5 Information available from Employer

Information like site plan layouts and close out report is available in the department and will be made available on request.

All standard PRM forms that are required for the management of the project can be obtained from the Departmental web-site: [www.publicworks.gov.za](http://www.publicworks.gov.za) and all other information can be obtained from the Departmental Project Manager. It is the responsibility of the Service Provider to ensure that all documentation used is the latest.

#### C3.C.2.2.6 Other Contracts on Site

It must be taken into account that other contracts may be implemented before and/or during the 36 months period, therefore special attention must be given to effective liaison; management and co-operation between the different contracts on site.

#### C3.C.2.2.7 Reporting Requirements and Approval Procedure

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the service.

It will be expected from the Service Provider to attend approval meetings on request from the Departmental Project Manager at the Employer's offices.

General procedures and requirements are given in the relevant Departmental manuals for the different professions.

The appointed Service Provider will be required to attend meetings with the Departmental Project Manager, together with the Department's professional team. These meetings will be held at regular intervals during the design up to and to completion of all working drawings and tender documentation; minutes are to be kept and signed by all members of the professional team and submitted to the Departmental Project Manager for monitoring and follow-up.

The Service Provider will be responsible to attend and manage all site meetings, i.e. **Compulsory tenders site inspection meeting** (once off); **site handover meeting** (once off); **technical & general monthly site progress inspection/meetings** (repair phase); **monthly maintenance control inspection/meetings** (maintenance phase); **practical completion inspection/meeting** (once off); **completion & final approval inspection/meeting** (once off) etc.; NB; all engineers must visit the site twice a month for inspection and site monitoring except for the above mentioned meetings.

Occupational Health and Safety meetings must be held by the accredited Safety Agent as prescribed by the OHS Act. The Safety Agent will chair all safety meetings and taking of minutes which must be handed to the Service Provider for distribution thereof as well of any other requirements as set out by the Department as per the tender documentation.

The Service provider will be required to provide financial reports on a monthly basis, or as and when requested by the Departmental Project Manager. The financial reports will be inclusive of design and expected construction cash-flow for the project as well as for the professional team \*based on their specific area of appointment and the value of their scope of works as designed and expected fees.

During the 36 months contract period, the following reports must be compiled and submitted on a monthly basis, by the appointed Service Provider, in compliance with the Department's format:

- **Site Diary** report – Done by the site engineer
- **Progress** report, including a construction program, linked to the expenditure and projected cash-flow.
- **Financial** report for consultant & contractor, including CPA & Retention calculation.
- Progress **payment** report (Contractor and Consultant).
- **Contract** report.
- **Diesel / Fuel** management report.
- **Occupational Health and Safety** report, including toolbox talk minutes.
- **Maintenance** report (Includes: Run to failure maintenance; Corrective maintenance & Preventative maintenance site record keeping)
- **EPWP** report.
- **HIV/AIDS** report.
- **Damage** report.
- **Call-Centre** report.
- **Penalty** report, including calculation for: (1) Late completion; (2) Payment reduction for late closing of logged calls; (3) Score-card deduction; (4) OHS target not reached; (5) EPWP target not reached.

**Note:** The Principal Agent will be responsible to combine all documentation / reports, received from other professional service providers, into one (1) complete / consolidated document / report, before submitting it to the Departmental Project Manager.

**Other reports as per Department's request:**

- Interim Close-out report
- Final Close-out report
- Interim Final account
- Contract Completion Report, including a cost reconciliation report of the project.
- Final account
- Test reports including stress tests.
- Report on work done by others on site.
- Audit reports.
- End of life-cycle reports for machinery / equipment.
- In depth evaluation report of all civil & structural equipment / assets within first 3 months of repair phase.
- Operational & Maintenance manuals.
- Extension of time submission(s)
- Variation order submission(s)
- Certificate of Compliance & Indemnity by Consultants.

The above-mentioned reporting stages are **not** comprehensive and may include other requests from the Department from time to time during the life cycle of the project.

### **C3.C.3 Extent of the Services**

The following services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees, clause 3, are required: (The clause references refer to the corresponding clauses in the Tariff of Fees.)



C3.C.3.1 Normal Services (clause 3.2) including:

Clause 3.2.5 Stage 5 - Contract Administration and Inspection  
Clause 3.2.6 Stage 6 - Close-Out  
Completion of all consulting engineering services.

C3.C.3.2 Additional Services (clause 3.3) including:

C3.C.3.2.1 Clause 3.3.1 Additional Services pertaining to all Stages of the Project

C3.C.3.2.2 Clause 3.3.2 Construction Monitoring (**Not Applicable**)

(i) General

The consultant must make available construction monitoring staff for Level One, (part time), Two Four, (full time), monitoring.

The competence and experience of the tenderer's proposed site personnel shall be an integral part of the Employer's tender evaluation process. On acceptance of their tender by the Employer, the Service Provider shall not be permitted to offer alternative core personnel unless such alternative offer is as a result of a bona fide unforeseen circumstance. In such an event, the Employer shall only accept alternative personnel possessing at least similar qualifications and experience to those persons proposed in the tender.

The Employer shall be entitled to instruct the Service Provider to remove from the Works any person employed by the Service Provider on or about the execution of the Works who, in the opinion of the Employer, misconducts himself or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the Employer, on reasonable grounds, to be undesirable.

(ii) Accommodation

Appropriate housing for the site staff shall be provided by the Service Provider. Site staff shall be housed as near to the location of the Works as may be practically possible. No separate payment will be made for the accommodation of site staff and rates tendered for the relevant site staff shall include full compensation for all accommodation costs.

(iii) Establishment of site office

Provision and maintenance of a site office building, all related services and supply of office furniture will be made under the Works Contract. The Service Provider shall however provide all office equipment and incidentals required for carrying out administration, supervision and inspection of the Works and shall include:

- a) Cell phones, including rental and call charges.
- b) All safety equipment for supervisory staff in accordance with the OHS requirements (e.g. safety jackets, boots, etc).
- c) All equipment including copier rental, fax machine, consumables, stationary, digital camera, etc.
- d) All necessary computer hardware, software, printers and modems and associated consumables.
- e) Any other items necessary for the capture of all relevant data required for administrating the contract and reporting to the Employer.

One landline, including rental and call costs for work related office and fax usage shall be provided through the Works Contract.

(iv) Transport for site staff

The Service Provider shall provide sufficient appropriate vehicles on site for site staff.

C3.C.3.2.3 Clause 3.3.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)  
The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.

It is a firm requirement that in the designs, planning and supervision of the execution of the work done under the contract resulting from this tender, all applicable regulations and stipulations under OHS Act, (Act 85 of 1993) including regulations and codes of practice etc are complied with and that the final product shall be in full compliance with said legislation, standards, etc.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under OHS Act, (Act 85 of 1993).

### **C3: SCOPE OF SERVICES**

#### **C3.1 Employer's objectives**

A Service Provider performing all the duties of the client as the Professional Construction Health and Safety Agent of the Employer in terms of section 4(4) and 4(5) of the Construction Regulations 2014(CR) promulgated under the Occupational Health and Safety Act, 1993(Act 85 of 1993) (OHSA) as well as monitoring compliance by the contractor(s) with the OHSA as captured in the CR and other built environment related acts on the construction site pertaining to the appointment which may result from this tender.

#### **C3.2 Description of Services**

The Service Provider for the project will primarily undertake the duties apportioned by the Construction Regulations(CR) to the Employer for the project to which the intended appointment/actual appointment pertains, but will also include duties in respect of other legislation as listed in C3.6 Applicable legislation and standards. The details of the duties of the Service Provider under the appointment, as set out below, provide a basis for the understanding of the duties, but shall not be deemed to be exhaustive, but will serve to illustrate the intention of the Employer and the Employer's expectation of the functions apportioned to the appointee under the contract.

##### **C3.2.1 Appointment and briefing of professional team (Project Initiation and Briefing)**

**Description:** Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objections, priorities, constraints, assumptions and strategies in consultation with client, and finalization of Project Concept and feasibility.

C3.2.1.1 The Pr. CHSA must attend briefing meetings with the other service providers (the professional team) and brief all on the requirements of the Occupational Health and Safety Act, 1993 (Act 83 of 1993) as well as all the applicable legislation and standards listed under C3.6 below.

##### **Standard Services**

- (a) Demonstrate the Construction Health and Safety Agent competency and resource
- (b) Assist in developing a clear construction project health and safety brief
- (c) Attend the construction project initiation meetings

- (d) Conclude the terms of the agreement with the client
- (e) Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project
- (f) Advise the client on the adequacy of health and safety competency and resources of the other consultants or participants
- (g) Identify construction project health and safety risk profile
- (h) Define the Construction Health and Safety Agent scope of work and services
- (i) Agree on the documentation programme with the principal consultant and other consultants
- (j) Attend design and consultants meetings
- (k) Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants
- (l) Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project
- (m) Advise on preliminary cost estimates/budgets for construction project health and safety

#### **C3.2.1.2 Construction Health and Safety Deliverables: Project Initiation and Briefing**

- a) Construction project health and safety risk profile
- b) Agreed construction project health and safety policy for the project
- c) Construction project baseline risk assessment- CR 4(1)(a)
- d) Construction project health and safety specification- CR 4(1)(b)
- e) Record of appropriate specialists health and safety competency and resource assessments
- f) Schedule of required surveys, tests and other investigations and related reports
- g) Record of construction project health and safety risk communication
- h) Design risk management process
- i) Preliminary cost estimates/budgets for construction project health and safety
- j) Assess and approve the appropriate specialists health and safety plans
- k) Ensure that special importance to the accessibility of the building and facilities to ensure that the design, tender documentation and construction have adequate provision to allow for access and facilities/amenities for the physically disabled.

#### **C3.2.2 Planning stage and preparation of tender documentation (Design Development and Procurement)**

**Description:** Manage, coordinate and integrate the detail design development process within the project scope, time, cost and quality parameters together with the process of establishing and implementing procurement strategies, and procedures, including the preparation of necessary tender documentation for effective and timeous execution of the project.

- C3.2.2.1 Before tenders are invited, the Service Provider shall monitor that the requirements as set during the professional team's briefing meetings have been attended to in the design and documentation (e.g. provision for access and amenities for the disabled, etc.). The final responsibility for the inclusion of adequate provision for the required measures, specifications, etc., however, will remain with the relevant other service provider

##### **Standard Services**

- (a) Review the documentation programme with the principal consultant and the other consultants
- (b) Attend all design and consultants meetings
- (c) Finalise the construction project health and safety risk profile

- (d) Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operation ability of the structure
- (e) Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme
- (f) Monitor the integration of health and safety aspects for constructability, maintainability and operation ability of the structure during the design process and update the construction project baseline risk assessment
- (g) Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications
- (h) Agree on a format for the health and safety file
- (i) Assess and approve necessary construction project health and safety plans for early works
- (j) Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works
- (k) Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets
- (l) Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants
- (m) Assist in developing a clear construction project health and safety procurement process
- (n) Finalize construction project tender health and safety specifications and integrate with procurement documentation (tender documentation)
- (o) Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants
- (p) Prepare construction project health and safety documentation for submission to authorities
- (q) Participate in construction project tender clarification meetings
- (r) Assist the cost consultant (Principal Agent) in the finalization of the construction project health and safety cost estimate/budget
- (s) Assist with the preparation of contract documentation for signature
- (t) Prepare construction project health and safety mobilization and access plans for the construction work
- (u) Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety compliance

#### **C3.2.2.2 Construction Health and Safety Deliverables: Design Development and Procurement**

- (a) Final construction project tender health and safety specifications
- (b) Final construction project health and safety risk profile
- (c) Record of construction project health and safety risk communication
- (d) Final construction project health and safety baseline risk assessment
- (e) Updated draft construction project health and safety specification
- (f) Design risk management records
- (g) Schedule of precautions necessary for construction project health, safety and hygiene control

- (h) Approved early works health and safety plans
- (i) Early works audit reports and records
- (j) Initial schedule of construction project health and safety cost estimates/budgets
- (k) Template for health and safety file
- (l) Records of construction project health and safety procurement process
- (m) Finalised schedule of construction project health and safety cost estimate/budget
- (n) Construction project health and safety mobilisation and access plans
- (o) Design risk management records
- (p) Record of construction project health and safety risk communication

### **C3.2.3 Tender evaluation and awarding of contract**

- C3.2.3.1 The Pr. CHSA must assist the departmental project manager during the tender stage to assess and verify all short listed contractors' competencies, knowledge and resources to carry out the construction works in a safe and healthy manner within two weeks after receiving their names.
- C3.2.3.2 The Pr. CHSA must monitor that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process (CR section).

### **C3.2.4 Appointment, briefing of, and site handover to principal contractor and subcontractors**

#### **Pr. CHSA Standard Services**

- (a) Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans
- (b) Submit necessary construction health and safety documentation to authorities and facilitate **permits** that may be required to commence the construction work
- (c) Attend site handover meetings and lead construction project health and safety mobilization and access plans
- (d) Attend regular site, technical and progress meetings
- (e) Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes
- (f) Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop work orders where necessary
- (g) Monitor design risk management
- (h) Perform incident and accident investigations where necessary
- (i) Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits
- (j) Conduct construction health and safety management system audits
- (k) Facilitate construction health and safety system and plans reviews for continual improvement
- (l) Monitor the compilation of the construction project health and safety file by the contractor(s)

- (m) Prepare and maintain the consolidated health and safety file
- (n) Prepare the structure commissioning health and safety plans

- C3.2.4.1 The Pr. CHSA must attend the site handover meeting with the contractor and brief all on the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as well as all the applicable legislation and standards listed under C3.6 below;
- C3.2.4.2 Provide aspiring subcontractors, who are preparing bids for, or any subcontractors, who have been appointed by the principal contractor to perform construction work for the client, with the documented health and safety specification for construction work.
- C3.2.4.3 Promptly provide the principal contractor and his agent with any information which might affect the health and safety of any person carrying out construction work.
- C3.2.4.4 Discuss and negotiate with the principal contractor the contents of the health and safety plan contemplated in sub-regulation of the CR and thereafter finally approve the health and safety plan for implementation.
- C3.2.4.5 Assess the health and safety plan submitted by the principal contractor and, if found to be acceptable, recommend joint approval to the departmental project manager.

**Pr. CHSA Deliverables**

- (a) Approved contractor(s) construction project health and safety plans, including all construction health and safety appointments
- (b) Permits to commence construction work
- (c) Record of meetings, including all construction health and safety matters to be actioned
- (d) Record of revised changes to the construction project health and safety risk profiles
- (e) Record of revised changes to the construction project health and safety specifications
- (f) Record of revised changes and commissioning of the construction project health and safety plans
- (g) Record of revised construction project health and safety cost estimate/budget
- (h) Records of design risk management
- (i) Record of construction project health and safety audit reports
- (j) Record of contractor(s) construction health and safety performance
- (k) Record of construction project health and safety work stoppage reports
- (l) Record of incident and accident investigations and corrective actions
- (m) Record of interactions with the Compensation Commissioner or similar
- (n) Record of construction health and safety system and plans reviews
- (o) Record of construction project health and safety risk communication
- (p) Structure commissioning health and safety plans

**C3.2.5 Construction phase of contract**

C3.2.5.1 Monitoring functions

C3.2.5.1.1 General

- (a) The Pr. CHSA shall monitor and keep written record of the items listed below from the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) (NBRBSA) as well as all the applicable legislation and standards listed under C3.6 below and shall report on compliance by the relevant party/parties to the departmental project manager on a monthly basis.
- (b) Monitoring measures shall include periodic audits at intervals mutually agreed upon between the Pr. CHSA and principal contractor. Attendance of the periodic (at monthly or shorter intervals) project monitoring meetings with the contractor(s) and other service providers will be required to address issues and operational deficiencies/failure to comply.

#### **C3.2.5.1.2 Application for permit to perform Construction work**

- (a) The Pr. CHSA must apply to the provincial director in writing for a permit to perform construction work at least 14 days before the work is to be carried out on a form similar to Annexure 2 of the Construction Regulations, 2014
- (b) The Pr. CHSA must ensure that no work in connection with the erection or demolition of any building shall commence on the site unless notice, in the form required by the local authority, has been given to such local authority by the owner of such building, stating the date on which such erection or demolition will commence (NBRBSA section A22).

#### **C3.2.5.1.3 Health and safety plans**

The Pr. CHSA must monitor that:

- (a) the principal contractor provide and demonstrate a suitable and sufficiently documented health and safety plan, based on the Service Provider's documented health and safety specification contemplated in CR section 4(1)(m), which shall be applied from the date of commencement and for the full duration of construction work in terms of CR section 7.(1)
- (b) a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor (CR section 5(1) (m))
- (c) the principal contractor obtains from each appointed subcontractor a specific contractor's health and safety plan covering the specific part of the project apportioned to that subcontractor in respect of the Construction Regulations and related operations as integrated with the principal contractor's health and safety plan, and based on the health and safety specification of the client.
- (d) a copy of each subcontractor's health and safety plan, as well as the contractor's health and safety plan contemplated is available on request to an employee, inspector, contractor, client or client's agent.
- (e) the principal contractor ensures that a specific contractor's health and safety plan covering a specific part of the project health and safety plan as determined in CR section 7.(2) is implemented and maintained on the construction site.
- (f) the principal contractor ensures that the collection of health and safety plans covering the various parts of the project is kept updated throughout the project;

#### **C3.2.5.1.4 Risk assessments by contractors**

The Pr. CHSA must monitor that:

- (a) every contractor appointed to perform construction work, shall have a risk assessment performed by a competent person appointed in writing before the commencement of any construction work and during construction work. The risk assessment shall be part of the health and safety plan to be applied on the site.
- (b) a copy of each risk assessment is available on site for inspection by an inspector, client, client's agent, contractor, employee, representative trade union, health and safety representative or any member of the health and safety committee.

#### **C3.2.5.1.5 Appointments to be made by contractor**

The Pr. CHSA must monitor that the principal contractor has appointed all and ensures the appointment of all necessary competent persons in writing; that is (and not limited to)

- (a) The appointment or ensure the appointment of each subcontractor in writing for that part of the project apportioned to the subcontractor in respect of the Construction Regulations; (CR section 5(1) (a) (v))

- (b) The appointment or ensure the appointment of a full-time competent employee designated in writing as the construction, with the duty of supervising the performance of the construction work (CR section 6(1))
- (c) The subcontractor's duty to duly appoint a full-time or part-time construction safety officer in writing to assist in the control of all safety related aspects on site after having considered the size of the project, the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site (CR section 6(6))
- (d) The appointment or ensure the appointment of a competent person(s), responsible for the preparation of a fall protection plan for the entire project and site, to be duly designated in writing (CR 8(1))
- (e) To ensure and appoint in writing the correct number of trained and suitably equipped first aid officials for the site as well as having provided a suitable treatment facility
- (f) To appoint or ensure the appointment in writing a competent person(s) in terms of General Machinery Regulations in the case of working on sites where large installations, the capacity of which exceeds an electrical demand or mechanical energy consumption of 1.2MVA, are involved (General Machinery Regulations)
- (g) Appoint or ensure the appointment in writing a competent person to supervise and inspect all temporary works operations (CR section 10(1))
- (h) Appoint or ensure the appointment a competent person(s) to supervise all excavation work, have each excavation, including all bracing and shoring, inspected and ensure the safety of all excavations on the site, duly appointed in writing (CR section 11(1))
- (i) Appoint or ensure the appointment a competent person in writing to supervise and control all demolition work on site (CR section 12(1))
- (j) The appointment or ensure the appointment a person, competent in the use of explosives for demolition and all relevant work to develop a method statement in accordance with the applicable explosives legislation (CR section 12(11))
- (k) The appointment or ensure the appointment a competent person in writing to ensure that scaffolding complies with the safety standards, to oversee all scaffolding work operations and verify that that all scaffold erectors, team leaders and inspectors are competent (CR 14(1))
- (l) The appointment or ensure the appointment a competent in writing to oversee all suspended platform work operations and to verify that that all suspended platform erectors, operators and inspectors are competent (CR 15(1))
- (m) The appointment or ensure the appointment of a competent person to operate and supervise bulk mixing plant and to keep record of maintenance (CR 18(1))
- (n) The appointment or ensure the appointment of a competent person(s) in writing to examine and clean all explosive actuated fastening devices used on the construction site (CR 19(1))
- (o) The appointment or ensure the appointment of a competent person(s) in writing to be in the control of all temporary electrical installations on the construction site (CR (22))
- (p) The appointment or ensure the appointment of a competent person(s) in writing to supervise all stacking and storage on the construction site (CR 26))
- (q) The appointment or ensure the appointment of a competent person(s) in writing to inspect the equipment required for fire safety and protection on the site in the manner indicated by the manufacturer thereof and having it similarly maintained (CR 27(h))



- (r) The appointment or ensure the appointment of a competent person(s) in writing to ensure that all ladders are complying with the requirement of section 13A of the General Safety Regulations;
- (s) Ensuring that all contractors appointed on the project appoint Health and Safety representatives and convene regular Health and Safety committee meetings (OHSA sections 17 to 19).
- (t) Ensuring that a contractor, in addition to the construction site provisions in the facility regulation 2004 promulgated by Government notice NO. R.924 of 3<sup>rd</sup> of August 2004, provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities. CR 28))

#### **C3.2.5.1.6 Training due before construction work begins or the site entered**

The Pr. CHSA must monitor that the principal contractor has:

- (a) Ensured all employees involved in the construction project to be informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.
- (b) Ensured no employee to be allowed or permitted to enter the construction site, unless such person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry
- (c) Ensure all employees required to work with or to be supported on a suspended platform to have been trained and found to be competent

#### **C3.2.5.1.7 Medical fitness certificates for specific functions**

The Pr. CHSA must monitor that the principal contractor has:

- (a) Ensured all operators required of tower cranes to be in possession of a medical certificate of physical and psychological fitness for such work
- (b) Ensured all employees required to work with or to be supported on a suspended platform to be in possession of a medical certificate of physical and psychological fitness for such work

#### **C3.2.5.1.8 Preventative measures and protection plans**

- (a) The Pr. CHSA must monitor that the principal contractor has caused that:
  - (i) Suitable and sufficient fire-extinguishing equipment have been placed at strategic locations or as may have been recommended by the fire chief or local authority concerned, and that such equipment is maintained kept ready and in good working order
  - (ii) Fire equipment required for fire safety and protection on site is being inspected weekly by the appointed competent person(s)
  - (iii) A sufficient number of workers, as determined by the competent person have been trained in the use of fire-extinguishing equipment
  - (iv) There is an effective evacuation plan for emergency preparedness

#### **C3.2.5.1.9 Notification of controlled installations**

For the following Units/entities, the Pr. CHSA must monitor that the principal contractor ensures:

- (a) Lifts: that he/she or the relevant subcontractor duly notifies the relevant provincial director of the Department of Labour of the intention to do a lift installation on the site of the contract. Due

procedure must be followed to have the installation formally registered with the provincial director of the Department of Labour at completion;

- (b) Boiler installations: that he/she or the relevant subcontractor duly notifies the relevant provincial director of the Department of Labour of the intention to do a boiler installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the provincial director of the Department of Labour at completion;
- (c) X-ray hand luggage and brief case scanners: that he/she or the relevant subcontractor/supplier duly notifies the Department of Health of the intention to do an X-ray hand luggage and brief case scanner installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the Department of Health at completion;
- (d) Incinerators: that he/she or the relevant subcontractor/supplier duly notifies the Department of Environmental Affairs and Tourism of the intention to do an incinerator installation on the site of the contract. The documentation furnished will have to include an Environmental Impact Assessment (EIA) specific to the make and model of incinerator(s) which will be installed, if such has not been included in the original project EIA. Due procedure must be followed to have the installation formally registered with the Department of Environmental Affairs and Tourism at its completion;
- (e) Water works and sewage processing/treatment Plant: that he/she or the relevant subcontractor/supplier duly furnishes all information on the intended water works and/or sewage processing/treatment plant to the departmental project manager and facilitate the process to enable the Employer to successfully register the installations with the Department of Water Affairs and Forestry in accordance with the National Water Act, 1998 (Act 36 of 1998).

#### **C3.2.5.1.10 Provision of information to maintain health and safety on site**

The Pr. CHSA must monitor that:

- (a) Where changes are brought about (by way of variation orders, instructions in respect of additions, deviations, etc.), sufficient health and safety information and appropriate resources are made available to the principal contractor to execute the work safely (CR 4(1)(r))
- (b) in addition to the documentation required in the health and safety file, a comprehensive and updated list of all the subcontractors on site, accountable to the principal contractor, as well as the type of work being done by each is available on site & copies of agreements between the parties.

#### **C3.2.5.1.11 Registration, subscription, etc. of contractors**

- (a) The Pr. CHSA must monitor through the principal contractor, that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer CR 4(1)(i))
- (b) The Pr. CHSA must monitor through the principal contractor, that every contractor is registered and in good standing with the Unemployment Insurance Fund CR 4(1)(j))

#### **C3.2.5.1.12 Access control to and access provision on construction site**

The Pr. CHSA must monitor that the principal contractor:

- (a) Has measures in place to allow access only to persons with direct business on the site (including inspectors of the Department of Labour) but only after having undergone a site safety briefing and while being protected by the various items of personal safety equipment required for each area of the site being accessed;
- (b) Has ensured that there is safe and convenient means of access to be provided to every part of the project site in which persons are required to work, ranging from trenches to scaffolding

### C3.2.5.1.13 Records to be kept by principal contractor during construction phase

The Pr. CHSA must monitor that the principal contractor:

- (a) keeps at the workplace or section of a workplace, as the case may be, a record in the form of Annexure 1 for a period of at least three years, which record shall be open for inspection by an inspector, of all incidents which he or she is required to report in terms of section 24 of the Act and also of any other incident which resulted in the person concerned having had to receive medical treatment other than first aid (General Administrative Regulations (GAR) section 9.(1))
- (b) ensures that every employee on site is in possession of proof of the health and safety induction training as determined in sub-regulation (7(8)), issued by a competent person of the contractor prior to the commencement of construction work and carry the proof contemplated in paragraph for the duration of that project or for the period that the employee will be on the construction site(CR section 7(10) (a))
- (c) Keeps all drawings pertaining to the design of the relevant structure on site and that they are available on request by an inspector, contractors, client, client's agent or employee (CR section 9(3))
- (d) Keeps all drawings pertaining to the design of temporary works structures on the site and that they are available on request by an inspector, contractor, client, client's agent or employee (CR section 10(2)(c))
- (e) Ensures that the records of all suspended platform inspections, performance tests and changes of placement of supports are kept on the construction site for inspection (CR 17(11))
- (f) Ensures that details of the description, location, etc. of all temporary electrical work and the results of the prescribed inspections by the competent person are recorded in a register, countersigned and kept on site for inspection (CR section 22)
- (g) Ensures that every ladder on the construction site is suitable for the purpose for which it is used, complies in construction, materials and condition with the requirements section 13A of General Safety Regulations and is used in compliance with the requirements and prescriptions of said section
- (h) Ensures that all contractors appointed on the project keep records/minutes of their regular Health and Safety committee meetings. (OHS Sections 17 to 19))

### C3.2.5.2 Project Close-out

**Description:** The process of managing and administering the project close out, including preparation and co – ordination of the necessary documentation to facilitate the effective operation of the project

#### **Standard Services**

- (a) Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period
- (b) Cancel all construction project health and safety legal appointments
- (c) Prepare the health and safety operations and maintenance report
- (d) Prepare the consolidated construction project health and safety close - out report

#### **Construction Health and Safety Agent Deliverables**

- (a) Record of audits during the defects liability period
- (b) Record of construction health and safety risk communication
- (c) Report on approved health and safety file
- (d) Health and safety operations and maintenance report
- (e) Consolidated construction project health and safety close-out report

#### **Additional related Services**

- (a) Provide advice to the Client on health and safety competence and resources of up to [number] proposed designers prior to arrangements being made for design work to begin.
- (b) Prepare [number] additional copies of the health and safety file.
- (c) Prepare [number] copies of abstracts of the health and safety file for delivery to tenants by the Client/Owner's (The contents of the abstracts to be determined in consultation with the Client/Owner's legal advisors).
- (d) Seek the co - operation of and co – operate with anyone else involved in a construction project at an adjoining site so far as necessary to enable them to perform their duties under the Construction Regulations.
- (e) Facilitate co – operation and co – ordination in relation to duty holders on adjoining construction sites as it may affect the project; ensuring that suitable arrangements are made and implemented for the co – ordination of health and safety measures during planning and preparation for the construction phase.
- (f) Keep a record of the all health and safety files.
- (g) Convert the health and safety files on other projects to match Client/ Owner's electronic format.
- (h) Carry out necessary inspections at the appropriate stages to verify that the construction of the relevant structure is carried out in accordance with the design.
- (i) To stop any contractor from executing any construction work that is not in accordance with the relevant design's health and safety aspects.
- (j) Assist in the development of maintenance schedules for the Client/Owners completed structure.
- (k) Inspect the structure on behalf of the Client/Owner once every six (6) months for the first two (2) years on completion of the structure and then yearly thereafter, to ensure the structure remains safe for continued use and records are kept of such in the structures health and safety file

### **C3.2.6 Final handover of the project by the principal contractor to the Employer**

C3.2.6.1. The Pr. CHSA must arrange for the principal contractor to hand over a consolidated health and safety file to the Employer upon completion of the construction work and shall, in addition to the documentation referred to in section 7 of the CR, include a record of all drawings, designs, materials used and other similar information concerning the completed structure (CR 5(1) (g))

For the following installations, the Service Provider must monitor that:

C3.2.6.2 Lifts: all documentation in respect of registration of lifts with the Department of Labour, documented proof of all inspections and maintenance done, have been obtained by the principal contractor from the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.3 Boiler installations: all documentation in respect of registration of boiler installations with the Department of Labour and all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.4 Electrical installations: the principal contractor ensures that all certificates of compliance required for the electrical work/installations on the project are completed correctly by an accredited electrician and are duly issued by the relevant contractor/subcontractor to him and that all certificates are handed over to the to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.5 X-ray scanning machines for hand luggage/brief cases: all documentation in respect of registration of the X-ray scanning machines with the Department of Health, all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor/supplier and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.6 Incinerators: all documentation in respect of registration of incinerator installations with the Department of Environmental Affairs and Tourism, all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant

contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.7 Fuel gas installations: all documentation in respect of registration of fuel gas installations with the relevant local authority and its fire department, all the necessary inspection and test certificates are obtained by the principal contractor from the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping.

C3.C.3.2.4 Clause 3.3.4 Quality Assurance System

The appointed Service Provider shall ensure that all designs; drawings; specifications; calculations and any other documents, produced for the contract, are formally signed off by the registered (ECSA) Professional Engineer or Professional Engineering Technologist in the relevant fields.

C3.C.3.2.5 Clause 3.3.5 Lead Consulting Engineer

N/A

C3.C.3.2.6 Clause 3.3.6 Principal Agent of the Client  
The principal agent is named in C3.3.2.1.

C3.C.3.3 Additional Services (Other)

C3.C.3.3.1 Environmental Impact Assessment

The Service Provider is required to lodge an application on behalf of the Employer in compliance with the Environmental Impact Assessment Regulations: Regulations 1182 and 1183 of the Environmental Conservation Act, 1989 (Act 73 of 1989) for the proposed construction of the project. The Service Provider is furthermore required to compile a specification setting out the minimum requirements regarding the Environmental Management Plan (EMP) for the construction process, evaluate and approve the contractor's EMP and monitor his adherence thereto.

C3.C.3.3.2 The Employer may order duties that fall outside the scope of the project as tendered. Any such additional services that may be required will be remunerated as set out in C2 Pricing Data.

### **C3.E Scope of Services for electrical engineers**

#### **C3.E.1 Employer's objectives regarding electrical engineering work**

This tender is *inter alia* for:

A Service Provider performing electrical engineering work on a multi disciplinary project.

#### **C3.E.2 Description of the Services**

##### **C3.E.2.1 Services**

The general descriptions of the services required are as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees.

Specific services required are set out in C3.E.3 Extent of Services as well as in the most recent publication of the Departmental: Manual for Electrical/Electronic and Mechanical Consulting Engineers. Should there be any discrepancies between this tender document and the Manual for Electrical/Electronic and Mechanical Consulting Engineers, the former shall take precedence.

Where a quantity surveyor is included in the project team on a multi-disciplinary project, the quantity surveyor will compile bills of quantities for all work ("all work" shall include *inter alia* electrical, mechanical and any other engineering work).

##### **C3.E.2.2 Project description**

The description of this project includes maintenance and repair of Gemsbok, Nakop, Twee Rivieren and Rietfontein Land Ports of entry buildings, civil, electrical and mechanical infrastructure and operation of the following installation of the project. The maintenance consist of preventative maintenance, corrective maintenance and run to failure maintenance.

##### **C3.E.2.2.1 Scope**

###### **Electrical Work includes but not limited to the following work:**

- Building electrical
- External lighting & medium & low voltage
- Power generation

##### **C3.E.2.2.2 Location of the Project**

- Gemsbok Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 197km north of Upington (GPS - S 26° 54.32' E 20° 41.45').
- Nakop Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 135km west of Upington (GPS - S 28° 05.49' E 20° 00.73').
- Twee Rivieren Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 238km north of Upington (GPS - S 26° 28.42' E 20° 36.78').
- Rietfontein Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 270km northeast of Upington (GPS - S 26° 45.38' E 19° 00.00'). (Housing: GPS - S 26° 44.55' E 20° 01.74').

#### C3.E.2.2.3 Project Cost Estimate

|                                     |                              |
|-------------------------------------|------------------------------|
| Civil and structural:               | <b>R21 415 892.00</b>        |
| Electrical:                         | <b>R 4 354 461.00</b>        |
| Mechanical:                         | <b>R 1 472 663.00</b>        |
| Total cost estimate (VAT excluding) | <b>R27 243 016.00</b>        |
| Total cost estimate (VAT including) | <b><u>R31 057 038.24</u></b> |

The estimate is subject to change

#### C3.E.2.2.4 Project Programme

**Briefing** of Service Provider: Within 03 calendar days from date of appointment.

#### C3.E.2.2.5 Information available from Employer

Information like drawings is available in the Department's archives and will be made available on request.

All standard PRM forms that are required for the management of the project can be obtained from the Departmental web-site: [www.publicworks.gov.za](http://www.publicworks.gov.za) and all other information can be obtained from the Departmental Project Manager. It is the responsibility of the Service Provider to ensure that all documentation used is the latest.

#### C3.E.2.2.6 Other Contracts on Site

It must be taken into account that other contracts may be implemented before and/or during the 36 months period, therefore special attention must be given to effective liaison; management and co-operation between the different contracts on site

#### C3.E.2.2.7 Reporting Requirements and Approval Procedure

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the service.

It will be expected from the Service Provider to attend approval meetings on request from the Departmental Project Manager at the Employer's offices.

General procedures and requirements are given in the relevant Departmental manuals for the different professions.

The appointed Service Provider will be required to attend meetings with the Departmental Project Manager, together with the Department's professional team. These meetings will be held at regular intervals during the design up to and to completion of all working drawings and tender documentation; minutes are to be kept and signed by all members of the professional team and submitted to the Departmental Project Manager for monitoring and follow-up.

The Service Provider will be responsible to attend and manage all site meetings, i.e. **Compulsory tenders site inspection meeting** (once off); **site handover meeting** (once off); **technical & general monthly site progress inspection/meetings** (repair phase); **monthly maintenance control inspection/meetings** (maintenance phase); **practical completion inspection/meeting** (once off); **completion & final approval inspection/meeting** (once off) etc.; NB; all engineers must visit the site twice a month for inspection and site monitoring except for the above mentioned meetings.

Occupational Health and Safety meetings must be held by the accredited Safety Agent as prescribed by the OHS Act. The Safety Agent will chair all safety meetings and taking of minutes which must be handed to the Service Provider for distribution thereof as well of any other requirements as set out by the Department as per the tender documentation.

The Service provider will be required to provide financial reports on a monthly basis, or as and when requested by the Departmental Project Manager. The financial reports will be inclusive of design and expected construction cash-flow for the project as well as for the professional team \*based on their specific area of appointment and the value of their scope of works as designed and expected fees.

During the 36 months contract period, the following reports must be compiled and submitted on a monthly basis, by the appointed Service Provider, in compliance with the Department's format:

- **Site Diary** report – Done by the site engineer
- **Progress** report, including a construction program, linked to the expenditure and projected cash-flow.
- **Financial** report for consultant & contractor, including CPA & Retention calculation.
- Progress **payment** report (Contractor and Consultant).
- **Contract** report.
- **Diesel / Fuel** management report.
- **Occupational Health and Safety** report, including toolbox talk minutes.
- **Maintenance** report (Includes: Run to failure maintenance; Corrective maintenance & Preventative maintenance site record keeping)
- **EPWP** report.
- **HIV/AIDS** report.
- **Damage** report.
- **Call-Centre** report.
- **Penalty** report, including calculation for: (1) Late completion; (2) Payment reduction for late closing of logged calls; (3) Score-card deduction; (4) OHS target not reached; (5) EPWP target not reached.

**Note:** The Principal Agent will be responsible to combine all documentation / reports, received from other professional service providers, into one (1) complete / consolidated document / report, before submitting it to the Departmental Project Manager.

**Other reports as per Department's request:**

- Interim Close-out report
- Final Close-out report
- Interim Final account
- Contract Completion Report, including a cost reconciliation report of the project.
- Final account
- Test reports including stress tests.
- Report on work done by others on site.
- Audit reports.
- End of life-cycle reports for machinery / equipment.
- In depth evaluation report of all civil & structural equipment / assets within first 3 months of repair phase.
- Operational & Maintenance manuals.
- Extension of time submission(s)
- Variation order submission(s)
- Certificate of Compliance & Indemnity by Consultants.

The above-mentioned reporting stages are **not** comprehensive and may include other requests from the Department from time to time during the life cycle of the project.



### C3.E.3 Extent of the Services

The following services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees, clause 3, are required: (The clause references refer to the corresponding clauses in the Tariff of Fees.)

#### C3.E.3.1 Normal Services (clause 3.2) including:

Clause 3.2.5 Stage 5 - Contract Administration and Inspection

Clause 3.2.6 Stage 6 - Close-Out

Completion of all consulting engineering services

#### C3.E.3.2 Additional Services (clause 3.3) including:

##### C3.E.3.2.1 Clause 3.3.1 Additional Services pertaining to all Stages of the Project

##### C3.E.3.2.2 Clause 3.3.2 Construction Monitoring (**Not applicable**)

###### (i) General

The consultant must make available construction monitoring staff for Level One, (part time), Level Two, (full time), monitoring.

The competence and experience of the tenderer's proposed site personnel shall be an integral part of the Employer's tender evaluation process. On acceptance of their tender by the Employer, the Service Provider shall not be permitted to offer alternative core personnel unless such alternatively offer is as a result of a bona fide unforeseen circumstance. In such an event, the Employer shall only accept alternative personnel possessing at least similar qualifications and experience to those persons proposed in the tender.

The Employer shall be entitled to instruct the Service Provider to remove from the Works any person employed by the Service Provider on or about the execution of the Works who, in the opinion of the Employer, misconducts himself or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the Employer, on reasonable grounds, to be undesirable.

###### (ii) Accommodation

Appropriate housing for the site staff shall be provided by the Service Provider. Site staff shall be housed as near to the location of the Works as may be practically possible. No separate payment will be made for the accommodation of site staff and rates tendered for the relevant site staff shall include full compensation for all accommodation costs.

###### (iii) Establishment of site office

Provision and maintenance of a site office building, all related services and supply of office furniture will be made under the Works Contract. The Service Provider shall however provide all office equipment and incidentals required for carrying out administration, supervision and inspection of the Works and shall include:

- a) Cell phones, including rental and call charges.
- b) All safety equipment for supervisory staff in accordance with the OHS requirements (e.g. safety jackets, boots, etc).
- c) All equipment including copier rental, fax machine, consumables, stationary, digital camera, etc.
- d) All necessary computer hardware, software, printers and modems and associated consumables.
- e) Any other items necessary for the capture of all relevant data required for administering the contract and reporting to the Employer.

One landline, including rental and call costs for work related office and fax usage shall be provided through the Works Contract.

(iv) Transport for site staff

The Service Provider shall provide sufficient appropriate vehicles on site for site staff.

C3.E.3.2.3 Clause 3.3.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.

It is a firm requirement that in the designs, planning and supervision of the execution of the work done under the contract resulting from this tender, all applicable regulations and stipulations under OHS Act, (Act 85 of 1993) including regulations and codes of practice, etc. are complied with and that the final product shall be in full compliance with said legislation, standards etc.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under OHS Act, (Act 85 of 1993).

**C3: SCOPE OF SERVICES**

**C3.1 Employer's objectives**

A Service Provider performing all the duties of the client as the Professional Construction Health and Safety Agent of the Employer in terms of section 4(4) and 4(5) of the Construction Regulations 2014(CR) promulgated under the Occupational Health and Safety Act, 1993(Act 85 of 1993) (OHSA) as well as monitoring compliance by the contractor(s) with the OHSA as captured in the CR and other built environment related acts on the construction site pertaining to the appointment which may result from this tender.

**C3.2 Description of Services**

The Service Provider for the project will primarily undertake the duties apportioned by the Construction Regulations(CR) to the Employer for the project to which the intended appointment/actual appointment pertains, but will also include duties in respect of other legislation as listed in C3.6 Applicable legislation and standards. The details of the duties of the Service Provider under the appointment, as set out below, provide a basis for the understanding of the duties, but shall not be deemed to be exhaustive, but will serve to illustrate the intention of the Employer and the Employer's expectation of the functions apportioned to the appointee under the contract.

**C3.2.1 Appointment and briefing of professional team (Project Initiation and Briefing)**

**Description:** Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objections, priorities, constraints, assumptions and strategies in consultation with client, and finalisation of Project Concept and feasibility.

**C3.2.1.1** The Pr. CHSA must attend briefing meetings with the other service providers (the professional team) and brief all on the requirements of the Occupational Health and Safety Act, 1993 (Act 83 of 1993) as well as all the applicable legislation and standards listed under C3.6 below.

### **Standard Services**

- (n) Demonstrate the Construction Health and Safety Agent competency and resource
- (o) Assist in developing a clear construction project health and safety brief
- (p) Attend the construction project initiation meetings
- (q) Conclude the terms of the agreement with the client
- (r) Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project
- (s) Advise the client on the adequacy of health and safety competency and resources of the other consultants or participants
- (t) Identify construction project health and safety risk profile
- (u) Define the Construction Health and Safety Agent scope of work and services
- (v) Agree on the documentation programme with the principal consultant and other consultants
- (w) Attend design and consultants meetings
- (x) Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants
- (y) Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project
- (z) Advise on preliminary cost estimates/budgets for construction project health and safety

#### **C3.2.1.2 Construction Health and Safety Deliverables: Project Initiation and Briefing**

- l) Construction project health and safety risk profile
- m) Agreed construction project health and safety policy for the project
- n) Construction project baseline risk assessment- CR 4(1)(a)
- o) Construction project health and safety specification- CR 4(1)(b)
- p) Record of appropriate specialists health and safety competency and resource assessments
- q) Schedule of required surveys, tests and other investigations and related reports
- r) Record of construction project health and safety risk communication
- s) Design risk management process
- t) Preliminary cost estimates/budgets for construction project health and safety
- u) Assess and approve the appropriate specialists health and safety plans
- v) Ensure that special importance to the accessibility of the building and facilities to ensure that the design, tender documentation and construction have adequate provision to allow for access and facilities/amenities for the physically disabled.

#### **C3.2.2 Planning stage and preparation of tender documentation (Design Development and Procurement)**

**Description:** Manage, coordinate and integrate the detail design development process within the project scope, time, cost and quality parameters together with the process of establishing and implementing procurement strategies, and procedures, including the preparation of necessary tender documentation for effective and timeous execution of the project.

- C3.2.2.1 Before tenders are invited, the Service Provider shall monitor that the requirements as set during the professional team's briefing meetings have been attended to in the design and documentation (e.g. provision for access and amenities for the disabled, etc.). The final responsibility for the inclusion of adequate provision for the required measures, specifications, etc., however, will remain with the relevant other service provider

### **Standard Services**

- (v) Review the documentation programme with the principal consultant and the other consultants
- (w) Attend all design and consultants meetings
- (x) Finalise the construction project health and safety risk profile
- (y) Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure
- (z) Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme
- (aa) Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process and update the construction project baseline risk assessment
- (bb) Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications
- (cc) Agree on a format for the health and safety file
- (dd) Assess and approve necessary construction project health and safety plans for early works
- (ee) Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works
- (ff) Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets
- (gg) Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants
- (hh) Assist in developing a clear construction project health and safety procurement process
- (ii) Finalize construction project tender health and safety specifications and integrate with procurement documentation (tender documentation)
- (jj) Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants
- (kk) Prepare construction project health and safety documentation for submission to authorities
- (ll) Participate in construction project tender clarification meetings
- (mm) Assist the cost consultant (Principal Agent) in the finalization of the construction project health and safety cost estimate/budget
- (nn) Assist with the preparation of contract documentation for signature
- (oo) Prepare construction project health and safety mobilization and access plans for the construction work
- (pp) Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety compliance

#### **C3.2.2.2 Construction Health and Safety Deliverables: Design Development and Procurement**

- (q) Final construction project tender health and safety specifications
- (r) Final construction project health and safety risk profile
- (s) Record of construction project health and safety risk communication

- (t) Final construction project health and safety baseline risk assessment
- (u) Updated draft construction project health and safety specification
- (v) Design risk management records
- (w) Schedule of precautions necessary for construction project health, safety and hygiene control
- (x) Approved early works health and safety plans
- (y) Early works audit reports and records
- (z) Initial schedule of construction project health and safety cost estimates/budgets
- (aa) Template for health and safety file
- (bb) Records of construction project health and safety procurement process
- (cc) Finalised schedule of construction project health and safety cost estimate/budget
- (dd) Construction project health and safety mobilisation and access plans
- (ee) Design risk management records
- (ff) Record of construction project health and safety risk communication

### **C3.2.3 Tender evaluation and awarding of contract**

- C3.2.3.1 The Pr. CHSA must assist the departmental project manager during the tender stage to assess and verify all short listed contractors' competencies, knowledge and resources to carry out the construction works in a safe and healthy manner within two weeks after receiving their names.
- C3.2.3.2 The Pr. CHSA must monitor that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process (CR section).

### **C3.2.4 Appointment, briefing of, and site handover to principal contractor and subcontractors**

#### **Pr. CHSA Standard Services**

- (o) Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans
- (p) Submit necessary construction health and safety documentation to authorities and facilitate **permits** that may be required to commence the construction work
- (q) Attend site handover meetings and lead construction project health and safety mobilization and access plans
- (r) Attend regular site, technical and progress meetings
- (s) Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes
- (t) Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop work orders where necessary
- (u) Monitor design risk management
- (v) Perform incident and accident investigations where necessary

- (w) Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits
- (x) Conduct construction health and safety management system audits
- (y) Facilitate construction health and safety system and plans reviews for continual improvement
- (z) Monitor the compilation of the construction project health and safety file by the contractor(s)
- (aa) Prepare and maintain the consolidated health and safety file
- (bb) Prepare the structure commissioning health and safety plans

- C3.2.4.1 The Pr. CHSA must attend the site handover meeting with the contractor and brief all on the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as well as all the applicable legislation and standards listed under C3.6 below;
- C3.2.4.2 Provide aspiring subcontractors, who are preparing bids for, or any subcontractors, who have been appointed by the principal contractor to perform construction work for the client, with the documented health and safety specification for construction work.
- C3.2.4.3 Promptly provide the principal contractor and his agent with any information which might affect the health and safety of any person carrying out construction work.
- C3.2.4.4 Discuss and negotiate with the principal contractor the contents of the health and safety plan contemplated in sub-regulation of the CR and thereafter finally approve the health and safety plan for implementation.
- C3.2.4.5 Assess the health and safety plan submitted by the principal contractor and, if found to be acceptable, recommend joint approval to the departmental project manager.

**Pr. CHSA Deliverables**

- (q) Approved contractor(s) construction project health and safety plans, including all construction health and safety appointments
- (r) Permits to commence construction work
- (s) Record of meetings, including all construction health and safety matters to be actioned
- (t) Record of revised changes to the construction project health and safety risk profiles
- (u) Record of revised changes to the construction project health and safety specifications
- (v) Record of revised changes and commissioning of the construction project health and safety plans
- (w) Record of revised construction project health and safety cost estimate/budget
- (x) Records of design risk management
- (y) Record of construction project health and safety audit reports
- (z) Record of contractor(s) construction health and safety performance
- (aa) Record of construction project health and safety work stoppage reports
- (bb) Record of incident and accident investigations and corrective actions
- (cc) Record of interactions with the Compensation Commissioner or similar
- (dd) Record of construction health and safety system and plans reviews
- (ee) Record of construction project health and safety risk communication
- (ff) Structure commissioning health and safety plans

**C3.2.5 Construction phase of contract**

C3.2.5.1 Monitoring functions

C3.2.5.1.1 General

- (a) The Pr. CHSA shall monitor and keep written record of the items listed below from the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) (NBRBSA) as well as all the applicable

legislation and standards listed under C3.6 below and shall report on compliance by the relevant party/parties to the departmental project manager on a monthly basis.

- (b) Monitoring measures shall include periodic audits at intervals mutually agreed upon between the Pr. CHSA and principal contractor. Attendance of the periodic (at monthly or shorter intervals) project monitoring meetings with the contractor(s) and other service providers will be required to address issues and operational deficiencies/failure to comply.

#### **C3.2.5.1.2 Application for permit to perform Construction work**

- (a) The Pr. CHSA must apply to the provincial director in writing for a permit to perform construction work at least 14 days before the work is to be carried out on a form similar to Annexure 2 of the Construction Regulations, 2014
- (b) The Pr. CHSA must ensure that no work in connection with the erection or demolition of any building shall commence on the site unless notice, in the form required by the local authority, has been given to such local authority by the owner of such building, stating the date on which such erection or demolition will commence (NBRBSA section A22).

#### **C3.2.5.1.3 Health and safety plans**

The Pr. CHSA must monitor that:

- (a) the principal contractor provide and demonstrate a suitable and sufficiently documented health and safety plan, based on the Service Provider's documented health and safety specification contemplated in CR section 4(1)(m), which shall be applied from the date of commencement and for the full duration of construction work in terms of CR section 7.(1)
- (b) a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor (CR section 5(1) (m))
- (c) the principal contractor obtains from each appointed subcontractor a specific contractor's health and safety plan covering the specific part of the project apportioned to that subcontractor in respect of the Construction Regulations and related operations as integrated with the principal contractor's health and safety plan, and based on the health and safety specification of the client.
- (d) a copy of each subcontractor's health and safety plan, as well as the contractor's health and safety plan contemplated is available on request to an employee, inspector, contractor, client or client's agent.
- (g) the principal contractor ensures that a specific contractor's health and safety plan covering a specific part of the project health and safety plan as determined in CR section 7.(2) is implemented and maintained on the construction site.
- (f) the principal contractor ensures that the collection of health and safety plans covering the various parts of the project is kept updated throughout the project;

#### **C3.2.5.1.4 Risk assessments by contractors**

The Pr. CHSA must monitor that:

- (a) every contractor appointed to perform construction work, shall have a risk assessment performed by a competent person appointed in writing before the commencement of any construction work and during construction work. The risk assessment shall be part of the health and safety plan to be applied on the site.
- (b) a copy of each risk assessment is available on site for inspection by an inspector, client, client's agent, contractor, employee, representative trade union, health and safety representative or any member of the health and safety committee.

### C3.2.5.1.5 Appointments to be made by contractor

The Pr. CHSA must monitor that the principal contractor has appointed all and ensures the appointment of all necessary competent persons in writing; that is (and not limited to)

- (a) The appointment or ensure the appointment of each subcontractor in writing for that part of the project apportioned to the subcontractor in respect of the Construction Regulations; (CR section 5(1) (a) (v))
- (b) The appointment or ensure the appointment of a full-time competent employee designated in writing as the construction, with the duty of supervising the performance of the construction work (CR section 6(1))
- (c) The subcontractor's duty to duly appoint a full-time or part-time construction safety officer in writing to assist in the control of all safety related aspects on site after having considered the size of the project, the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site (CR section 6(6))
- (d) The appointment or ensure the appointment of a competent person(s), responsible for the preparation of a fall protection plan for the entire project and site, to be duly designated in writing (CR 8(1))
- (e) To ensure and appoint in writing the correct number of trained and suitably equipped first aid officials for the site as well as having provided a suitable treatment facility
- (f) To appoint or ensure the appointment in writing a competent person(s) in terms of General Machinery Regulations in the case of working on sites where large installations, the capacity of which exceeds an electrical demand or mechanical energy consumption of 1.2MVA, are involved (General Machinery Regulations)
- (g) Appoint or ensure the appointment in writing a competent person to supervise and inspect all temporary works operations (CR section 10(1))
- (h) Appoint or ensure the appointment a competent person(s) to supervise all excavation work, have each excavation, including all bracing and shoring, inspected and ensure the safety of all excavations on the site, duly appointed in writing (CR section 11(1))
- (i) Appoint or ensure the appointment a competent person in writing to supervise and control all demolition work on site (CR section 12(1))
- (j) The appointment or ensure the appointment a person, competent in the use of explosives for demolition and all relevant work to develop a method statement in accordance with the applicable explosives legislation (CR section 12(11))
- (k) The appointment or ensure the appointment a competent person in writing to ensure that scaffolding complies with the safety standards, to oversee all scaffolding work operations and verify that that all scaffold erectors, team leaders and inspectors are competent (CR 14(1))
- (l) The appointment or ensure the appointment a competent in writing to oversee all suspended platform work operations and to verify that that all suspended platform erectors, operators and inspectors are competent (CR 15(1))
- (m) The appointment or ensure the appointment of a competent person to operate and supervise bulk mixing plant and to keep record of maintenance (CR 18(1))
- (n) The appointment or ensure the appointment of a competent person(s) in writing to examine and clean all explosive actuated fastening devices used on the construction site (CR 19(1))
- (o) The appointment or ensure the appointment of a competent person(s) in writing to be in the control of all temporary electrical installations on the construction site (CR (22))



- (p) The appointment or ensure the appointment of a competent person(s) in writing to supervise all stacking and storage on the construction site (CR 26))
- (q) The appointment or ensure the appointment of a competent person(s) in writing to inspect the equipment required for fire safety and protection on the site in the manner indicated by the manufacturer thereof and having it similarly maintained (CR 27(h))
- (r) The appointment or ensure the appointment of a competent person(s) in writing to ensure that all ladders are complying with the requirement of section 13A of the General Safety Regulations;
- (s) Ensuring that all contractors appointed on the project appoint Health and Safety representatives and convene regular Health and Safety committee meetings (OHSa sections 17 to 19).
- (t) Ensuring that a contractor, in addition to the construction site provisions in the facility regulation 2004 promulgated by Government notice NO. R.924 of 3<sup>rd</sup> of August 2004, provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities. CR 28))

#### **C3.2.5.1.6 Training due before construction work begins or the site entered**

The Pr. CHSA must monitor that the principal contractor has:

- (a) Ensured all employees involved in the construction project to be informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.
- (b) Ensured no employee to be allowed or permitted to enter the construction site, unless such person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry
- (c) Ensure all employees required to work with or to be supported on a suspended platform to have been trained and found to be competent

#### **C3.2.5.1.7 Medical fitness certificates for specific functions**

The Pr. CHSA must monitor that the principal contractor has:

- (a) Ensured all operators required of tower cranes to be in possession of a medical certificate of physical and psychological fitness for such work
- (b) Ensured all employees required to work with or to be supported on a suspended platform to be in possession of a medical certificate of physical and psychological fitness for such work

#### **C3.2.5.1.8 Preventative measures and protection plans**

- (a) The Pr. CHSA must monitor that the principal contractor has caused that:
  - (i) Suitable and sufficient fire-extinguishing equipment have been placed at strategic locations or as may have been recommended by the fire chief or local authority concerned, and that such equipment is maintained kept ready and in good working order
  - (ii) Fire equipment required for fire safety and protection on site is being inspected weekly by the appointed competent person(s)
  - (iii) A sufficient number of workers, as determined by the competent person have been trained in the use of fire-extinguishing equipment

- (iv) There is an effective evacuation plan for emergency preparedness

#### **C3.2.5.1.9 Notification of controlled installations**

For the following Units/entities, the Pr. CHSA must monitor that the principal contractor ensures:

- (a) Lifts: that he/she or the relevant subcontractor duly notifies the relevant provincial director of the Department of Labour of the intention to do a lift installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the provincial director of the Department of Labour at completion;
- (b) Boiler installations: that he/she or the relevant subcontractor duly notifies the relevant provincial director of the Department of Labour of the intention to do a boiler installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the provincial director of the Department of Labour at completion;
- (c) X-ray hand luggage and brief case scanners: that he/she or the relevant subcontractor/supplier duly notifies the Department of Health of the intention to do an X-ray hand luggage and brief case scanner installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the Department of Health at completion;
- (d) Incinerators: that he/she or the relevant subcontractor/supplier duly notifies the Department of Environmental Affairs and Tourism of the intention to do an incinerator installation on the site of the contract. The documentation furnished will have to include an Environmental Impact Assessment (EIA) specific to the make and model of incinerator(s) which will be installed, if such has not been included in the original project EIA. Due procedure must be followed to have the installation formally registered with the Department of Environmental Affairs and Tourism at its completion;
- (e) Water works and sewage processing/treatment Plant: that he/she or the relevant subcontractor/supplier duly furnishes all information on the intended water works and/or sewage processing/treatment plant to the departmental project manager and facilitate the process to enable the Employer to successfully register the installations with the Department of Water Affairs and Forestry in accordance with the National Water Act, 1998 (Act 36 of 1998).

#### **C3.2.5.1.10 Provision of information to maintain health and safety on site**

The Pr. CHSA must monitor that:

- (a) Where changes are brought about (by way of variation orders, instructions in respect of additions, deviations, etc.), sufficient health and safety information and appropriate resources are made available to the principal contractor to execute the work safely (CR 4(1)(r))
- (b) in addition to the documentation required in the health and safety file, a comprehensive and updated list of all the subcontractors on site, accountable to the principal contractor, as well as the type of work being done by each is available on site & copies of agreements between the parties.

#### **C3.2.5.1.11 Registration, subscription, etc. of contractors**

- (d) The Pr. CHSA must monitor through the principal contractor, that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer CR 4(1)(i))
- (e) The Pr. CHSA must monitor through the principal contractor, that every contractor is registered and in good standing with the Unemployment Insurance Fund CR 4(1)(j))

#### **C3.2.5.1.12 Access control to and access provision on construction site**

The Pr. CHSA must monitor that the principal contractor:

- (a) Has measures in place to allow access only to persons with direct business on the site (including inspectors of the Department of Labour) but only after having undergone a site safety briefing and while being protected by the various items of personal safety equipment required for each area of the site being accessed;
- (b) Has ensured that there is safe and convenient means of access to be provided to every part of the project site in which persons are required to work, ranging from trenches to scaffolding

#### C3.2.5.1.13 Records to be kept by principal contractor during construction phase

The Pr. CHSA must monitor that the principal contractor:

- (b) keeps at the workplace or section of a workplace, as the case may be, a record in the form of Annexure 1 for a period of at least three years, which record shall be open for inspection by an inspector, of all incidents which he or she is required to report in terms of section 24 of the Act and also of any other incident which resulted in the person concerned having had to receive medical treatment other than first aid (General Administrative Regulations (GAR) section 9.(1))
- (b) ensures that every employee on site is in possession of proof of the health and safety induction training as determined in sub-regulation (7(8)), issued by a competent person of the contractor prior to the commencement of construction work and carry the proof contemplated in paragraph for the duration of that project or for the period that the employee will be on the construction site(CR section 7(10) (a))
- (f) Keeps all drawings pertaining to the design of the relevant structure on site and that they are available on request by an inspector, contractors, client, client's agent or employee (CR section 9(3))
- (d) Keeps all drawings pertaining to the design of temporary works structures on the site and that they are available on request by an inspector, contractor, client, client's agent or employee (CR section 10(2)(c))
- (e) Ensures that the records of all suspended platform inspections, performance tests and changes of placement of supports are kept on the construction site for inspection (CR 17(11))
- (h) Ensures that details of the description, location, etc. of all temporary electrical work and the results of the prescribed inspections by the competent person are recorded in a register, countersigned and kept on site for inspection (CR section22)
- (g) Ensures that every ladder on the construction site is suitable for the purpose for which it is used, complies in construction, materials and condition with the requirements section 13A of General Safety Regulations and is used in compliance with the requirements and prescriptions of said section
- (i) Ensures that all contractors appointed on the project keep records/minutes of their regular Health and Safety committee meetings. (OHS Sections 17 to 19))

#### C3.2.5.2 Project Close-out

**Description:** The process of managing and administering the project close out, including preparation and co – ordination of the necessary documentation to facilitate the effective operation of the project

##### **Standard Services**

- (e) Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period
- (f) Cancel all construction project health and safety legal appointments
- (g) Prepare the health and safety operations and maintenance report
- (h) Prepare the consolidated construction project health and safety close - out report

### **Construction Health and Safety Agent Deliverables**

- (f) Record of audits during the defects liability period
- (g) Record of construction health and safety risk communication
- (h) Report on approved health and safety file
- (i) Health and safety operations and maintenance report
- (j) Consolidated construction project health and safety close-out report

### **Additional related Services**

- (l) Provide advice to the Client on health and safety competence and resources of up to [number] proposed designers prior to arrangements being made for design work to begin.
- (m) Prepare [number] additional copies of the health and safety file.
- (n) Prepare [number] copies of abstracts of the health and safety file for delivery to tenants by the Client/Owner's (The contents of the abstracts to be determined in consultation with the Client/Owner's legal advisors).
- (o) Seek the co - operation of and co – operate with anyone else involved in a construction project at an adjoining site so far as necessary to enable them to perform their duties under the Construction Regulations.
- (p) Facilitate co – operation and co – ordination in relation to duty holders on adjoining construction sites as it may affect the project; ensuring that suitable arrangements are made and implemented for the co – ordination of health and safety measures during planning and preparation for the construction phase.
- (q) Keep a record of the all health and safety files.
- (r) Convert the health and safety files on other projects to match Client/ Owner's electronic format.
- (s) Carry out necessary inspections at the appropriate stages to verify that the construction of the relevant structure is carried out in accordance with the design.
- (t) To stop any contractor from executing any construction work that is not in accordance with the relevant design's health and safety aspects.
- (u) Assist in the development of maintenance schedules for the Client/Owners completed structure.
- (v) Inspect the structure on behalf of the Client/Owner once every six (6) months for the first two (2) years on completion of the structure and then yearly thereafter, to ensure the structure remains safe for continued use and records are kept of such in the structures health and safety file

### **C3.2.6 Final handover of the project by the principal contractor to the Employer**

C3.2.6.1. The Pr. CHSA must arrange for the principal contractor to hand over a consolidated health and safety file to the Employer upon completion of the construction work and shall, in addition to the documentation referred to in section 7 of the CR, include a record of all drawings, designs, materials used and other similar information concerning the completed structure (CR 5(1) (g))

For the following installations, the Service Provider must monitor that:

C3.2.6.2 Lifts: all documentation in respect of registration of lifts with the Department of Labour, documented proof of all inspections and maintenance done, have been obtained by the principal contractor from the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.3 Boiler installations: all documentation in respect of registration of boiler installations with the Department of Labour and all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.4 Electrical installations: the principal contractor ensures that all certificates of compliance required for the electrical work/installations on the project are completed correctly by an accredited electrician and are duly issued by the relevant contractor/subcontractor to him and that all certificates are handed over to the to the Employer's relevant departmental regional office for safekeeping;

- C3.2.6.5 X-ray scanning machines for hand luggage/brief cases: all documentation in respect of registration of the X-ray scanning machines with the Department of Health, all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor/supplier and are handed over to the Employer's relevant departmental regional office for safekeeping;
- C3.2.6.6 Incinerators: all documentation in respect of registration of incinerator installations with the Department of Environmental Affairs and Tourism, all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;
- C3.2.6.7 Fuel gas installations: all documentation in respect of registration of fuel gas installations with the relevant local authority and its fire department, all the necessary inspection and test certificates are obtained by the principal contractor from the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping.

C3.E.3.2.4 Clause 3.3.4 Quality Assurance System

The appointed Service Provider shall ensure that all designs; drawings; specifications; calculations and any other documents, produced for the contract, are formally signed off by the registered (ECSA) Professional Engineer or Professional Engineering Technologist in the relevant fields.

C3.E.3.2.5 Clause 3.3.5 Lead Consulting Engineer

N/A

C3.E.3.2.6 Clause 3.3.6 Principal Agent of the Client  
The principal agent is named in C3.3.2.1.

C3.E.3.3 Additional Services (Other)

C3.E.3.3.1 Environmental Impact Assessment

The Service Provider is required to lodge an application on behalf of the Employer in compliance with the Environmental Impact Assessment Regulations: Regulations 1182 and 1183 of the Environmental Conservation Act, 1989 (Act 73 of 1989) for the proposed construction of the project. The Service Provider is furthermore required to compile a specification setting out the minimum requirements regarding the Environmental Management Plan (EMP) for the construction process, evaluate and approve the contractor's EMP and monitor his adherence thereto.

C3.E.3.3.2 The Employer may order duties that fall outside the scope of the project as tendered. Any such additional services that may be required will be remunerated as set out in C2 Pricing Data.

### **C3.M Scope of Services for mechanical engineers**

#### **C3.M.1 Employer's objectives regarding mechanical engineering work**

This tender is *inter alia* for:

A Service Provider performing mechanical engineering work on a multi-disciplinary project.

#### **C3.M.2 Description of the Services**

##### **C3.M.2.1 Services**

The general descriptions of the services required are as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees.

Specific services required are set out in C3.M.3 Extent of Services as well as in the most recent publication of the Departmental: Manual for Electrical/Electronic and Mechanical Consulting Engineers. Should there be any discrepancies between this Tender Document and the Manual for Electrical/Electronic and Mechanical Consulting Engineers, the former shall take precedence.

Where a quantity surveyor is included in the project team on a multi-disciplinary project, the quantity surveyor will compile bills of quantities for all work ("all work" shall include *inter alia* electrical, mechanical and any other engineering work).

##### **C3.M.2.2 Project description**

The description of this project includes maintenance and repair of Gemsbok, Nakop, Twee Rivieren and Rietfontein Land Ports of entry buildings, civil, electrical and mechanical infrastructure and operation of the following installation of the project. The maintenance consist of preventative maintenance, corrective maintenance and run to failure maintenance.

##### **C3.M.2.2.1 Scope**

###### **Mechanical Work includes but not limited to the following work:**

- Heating, ventilation and air conditioning system
- Conventional firefighting equipment
- Incinerator at Nakop LPOE

##### **C3.M.2.2.2 Location of the Project**

- Gemsbok Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 197km north of Upington (GPS - S 26° 54.32' E 20° 41.45').
- Nakop Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 135km west of Upington (GPS - S 28° 05.49' E 20° 00.73').
- Twee Rivieren Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 238km north of Upington (GPS - S 26° 28.42' E 20° 36.78').
- Rietfontein Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 270km northeast of Upington (GPS - S 26° 45.38' E 19° 60.00'). (Housing: GPS - S 26° 44.55' E 20° 01.74').

### C3.M.2.2.3 Project Cost Estimate

|                                     |                              |
|-------------------------------------|------------------------------|
| Civil and structural:               | <b>R21 415 892.00</b>        |
| Electrical:                         | <b>R 4 354 461.00</b>        |
| Mechanical:                         | <b>R 1 472 663.00</b>        |
| Total cost estimate (VAT excluding) | <b>R27 243 016.00</b>        |
| Total cost estimate (VAT including) | <b><u>R31 057 038.24</u></b> |

The estimate is subject to change

### C3.M.2.2.4 Project Programme

**Briefing** of Service Provider: Within 03 calendar days from date of appointment.

### C3.M.2.2.5 Information available from Employer

Information like drawings is available in the Department's archives and will be made available on request.

All standard PRM forms that are required for the management of the project can be obtained from the Departmental web-site: [www.publicworks.gov.za](http://www.publicworks.gov.za) and all other information can be obtained from the Departmental Project Manager. It is the responsibility of the Service Provider to ensure that all documentation used is the latest.

### C3.M.2.2.6 Other Contracts on Site

It must be taken into account that other contracts may be implemented before and/or during the 36 months period, therefore special attention must be given to effective liaison; management and co-operation between the different contracts on site.

### C3.M.2.2.7 Reporting Requirements and Approval Procedure

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the service.

It will be expected from the Service Provider to attend approval meetings on request from the Departmental Project Manager at the Employer's offices.

General procedures and requirements are given in the relevant Departmental manuals for the different professions.

The appointed Service Provider will be required to attend meetings with the Departmental Project Manager, together with the Department's professional team. These meetings will be held at regular intervals during the design up to and to completion of all working drawings and tender documentation; minutes are to be kept and signed by all members of the professional team and submitted to the Departmental Project Manager for monitoring and follow-up.

The Service Provider will be responsible to attend and manage all site meetings, i.e. **Compulsory tenders site inspection meeting** (once off); **site handover meeting** (once off); **technical & general monthly site progress inspection/meetings** (repair phase); **monthly maintenance control inspection/meetings** (maintenance phase); **practical completion inspection/meeting** (once off); **completion & final approval inspection/meeting** (once off) etc.; NB; all engineers must visit the site twice a month for inspection and site monitoring except for the above mentioned meetings.

Occupational Health and Safety meetings must be held by the accredited Safety Agent as prescribed by the OHS Act. The Safety Agent will chair all safety meetings and taking of minutes

which must be handed to the Service Provider for distribution thereof as well of any other requirements as set out by the Department as per the tender documentation.

The Service provider will be required to provide financial reports on a monthly basis, or as and when requested by the Departmental Project Manager. The financial reports will be inclusive of design and expected construction cash-flow for the project as well as for the professional team \*based on their specific area of appointment and the value of their scope of works as designed and expected fees.

During the 36 months contract period, the following reports must be compiled and submitted on a monthly basis, by the appointed Service Provider, in compliance with the Department's format:

- **Site Diary** report – Done by the site engineer
- **Progress** report, including a construction program, linked to the expenditure and projected cash-flow.
- **Financial** report for consultant & contractor, including CPA & Retention calculation.
- **Progress payment** report (Contractor and Consultant).
- **Contract** report.
- **Diesel / Fuel** management report.
- **Occupational Health and Safety** report, including toolbox talk minutes.
- **Maintenance** report (Includes: Run to failure maintenance; Corrective maintenance & Preventative maintenance site record keeping)
- **EPWP** report.
- **HIV/AIDS** report.
- **Damage** report.
- **Call-Centre** report.
- **Penalty** report, including calculation for: (1) Late completion; (2) Payment reduction for late closing of logged calls; (3) Score-card deduction; (4) OHS target not reached; (5) EPWP target not reached.

**Note:** The Principal Agent will be responsible to combine all documentation / reports, received from other professional service providers, into one (1) complete / consolidated document / report, before submitting it to the Departmental Project Manager.

**Other reports as per Department's request:**

- Interim Close-out report
- Final Close-out report
- Interim Final account
- Contract Completion Report, including a cost reconciliation report of the project.
- Final account
- Test reports including stress tests.
- Report on work done by others on site.
- Audit reports.
- End of life-cycle reports for machinery / equipment.
- In depth evaluation report of all civil & structural equipment / assets within first 3 months of repair phase.
- Operational & Maintenance manuals.
- Extension of time submission(s)
- Variation order submission(s)
- Certificate of Compliance & Indemnity by Consultants.

The above-mentioned reporting stages are **not** comprehensive and may include other requests from the Department from time to time during the life cycle of the project.



### C3.M.3 Extent of the Services

The following services as defined in the 2016 NDPW - Scope of Engineering Services and Tariff of Fees, clause 3, are required: (The clause references refer to the corresponding clauses in the Tariff of Fees.)

#### C3.M.3.1 Normal Services (clause 3.2) including:

Clause 3.2.5 Stage 5 - Contract Administration and Inspection  
Clause 3.2.6 Stage 6 - Close-Out  
Completion of all consulting engineering services.

#### C3.M.3.2 Additional Services (clause 3.3) including:

##### C3.M.3.2.1 Clause 3.3.1 Additional Services pertaining to all Stages of the Project

##### C3.M.3.2.2 Clause 3.3.2 Construction Monitoring (**Not applicable**)

###### (i) General

The consultant must make available construction monitoring staff for Level One, (part time), Level Two, (full time), monitoring.

The competence and experience of the tenderer's proposed site personnel shall be and integral part of the Employer's tender evaluation process. On acceptance of their tender by the Employer, the Service Provider shall not be permitted to offer alternative core personnel unless such alternatively offer is as a result of a bona fide unforeseen circumstance. In such an event, the Employer shall only accept alternative personnel possessing at least similar qualifications and experience to those persons proposed in the tender.

The Employer shall be entitled to instruct the Service Provider to remove from the Works any person employed by the Service Provider on or about the execution of the Works who, in the opinion of the Employer, misconducts himself or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the Employer, on reasonable grounds, to be undesirable.

###### (ii) Accommodation

Appropriate housing for the site staff shall be provided by the Service Provider. Site staff shall be housed as near to the location of the Works as may be practically possible. No separate payment will be made for the accommodation of site staff and rates tendered for the relevant site staff shall include full compensation for all accommodation costs.

###### (iii) Establishment of site office

Provision and maintenance of a site office building, all related services and supply of office furniture will be made under the Works Contract. The Service Provider shall however provide all office equipment and incidentals required for carrying out administration, supervision and inspection of the Works and shall include:

- a) Cell phones, including rental and call charges.
- b) All safety equipment for supervisory staff in accordance with the OHS requirements (e.g. safety jackets, boots, etc).
- c) All equipment including copier rental, fax machine, consumables, stationary, digital camera, etc.
- d) All necessary computer hardware, software, printers and modems and associated consumables.
- e) Any other items necessary for the capture of all relevant data required for administrating the contract and reporting to the Employer.

One landline, including rental and call costs for work related office and fax usage shall be provided through the Works Contract.

(iv) Transport for site staff

The Service Provider shall provide sufficient appropriate vehicles on site for site staff.

C3.M.3.2.3 Clause 3.3.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.

It is a firm requirement that in the designs, planning and supervision of the execution of the work done under the contract resulting from this tender, all applicable regulations and stipulations under OHS Act, (Act 85 of 1993) including regulations and codes of practice, etc. are complied with and that the final product shall be in full compliance with said legislation, standards, etc.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under OHS Act, (Act 85 of 1993).

**C3: SCOPE OF SERVICES**

**C3.1 Employer's objectives**

A Service Provider performing all the duties of the client as the Professional Construction Health and Safety Agent of the Employer in terms of section 4(4) and 4(5) of the Construction Regulations 2014(CR) promulgated under the Occupational Health and Safety Act, 1993(Act 85 of 1993) (OHSA) as well as monitoring compliance by the contractor(s) with the OHSA as captured in the CR and other built environment related acts on the construction site pertaining to the appointment which may result from this tender.

**C3.2 Description of Services**

The Service Provider for the project will primarily undertake the duties apportioned by the Construction Regulations(CR) to the Employer for the project to which the intended appointment/actual appointment pertains, but will also include duties in respect of other legislation as listed in C3.6 Applicable legislation and standards. The details of the duties of the Service Provider under the appointment, as set out below, provide a basis for the understanding of the duties, but shall not be deemed to be exhaustive, but will serve to illustrate the intention of the Employer and the Employer's expectation of the functions apportioned to the appointee under the contract.

**C3.2.1 Appointment and briefing of professional team (Project Initiation and Briefing)**

**Description:** Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objections, priorities, constraints, assumptions and strategies in consultation with client, and Finalisation of Project Concept and feasibility.

- C3.2.1.1 The Pr. CHSA must attend briefing meetings with the other service providers (the professional team) and brief all on the requirements of the Occupational Health and Safety Act, 1993 (Act 83 of 1993) as well as all the applicable legislation and standards listed under C3.6 below.

**Standard Services**

- (aa) Demonstrate the Construction Health and Safety Agent competency and resource
- (bb) Assist in developing a clear construction project health and safety brief
- (cc) Attend the construction project initiation meetings
- (dd) Conclude the terms of the agreement with the client
- (ee) Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project
- (ff) Advise the client on the adequacy of health and safety competency and resources of the other consultants or participants
- (gg) Identify construction project health and safety risk profile
- (hh) Define the Construction Health and Safety Agent scope of work and services
- (ii) Agree on the documentation programme with the principal consultant and other consultants
- (jj) Attend design and consultants meetings
- (kk) Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants
- (ll) Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project
- (mm) Advise on preliminary cost estimates/budgets for construction project health and safety

**C3.2.1.2 Construction Health and Safety Deliverables: Project Initiation and Briefing**

- w) Construction project health and safety risk profile
- x) Agreed construction project health and safety policy for the project
- y) Construction project baseline risk assessment- CR 4(1)(a)
- z) Construction project health and safety specification- CR 4(1)(b)
- aa) Record of appropriate specialists health and safety competency and resource assessments
- bb) Schedule of required surveys, tests and other investigations and related reports
- cc) Record of construction project health and safety risk communication
- dd) Design risk management process
- ee) Preliminary cost estimates/budgets for construction project health and safety
- ff) Assess and approve the appropriate specialists health and safety plans
- gg) Ensure that special importance to the accessibility of the building and facilities to ensure that the design, tender documentation and construction have adequate provision to allow for access and facilities/amenities for the physically disabled.

**C3.2.2 Planning stage and preparation of tender documentation (Design Development and Procurement)**

**Description:** Manage, coordinate and integrate the detail design development process within the project scope, time, cost and quality parameters together with the process of establishing and implementing procurement strategies, and procedures, including the preparation of necessary tender documentation for effective and timeous execution of the project.

- C3.2.2.1 Before tenders are invited, the Service Provider shall monitor that the requirements as set during the professional team's briefing meetings have been attended to in the design and documentation (e.g. provision for access and amenities for the disabled, etc.). The final responsibility for the

inclusion of adequate provision for the required measures, specifications, etc., however, will remain with the relevant other service provider

### **Standard Services**

- (qq) Review the documentation programme with the principal consultant and the other consultants
- (rr) Attend all design and consultants meetings
- (ss) Finalise the construction project health and safety risk profile
- (tt) Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure
- (uu) Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme
- (vv) Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process and update the construction project baseline risk assessment
- (ww) Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications
- (xx) Agree on a format for the health and safety file
- (yy) Assess and approve necessary construction project health and safety plans for early works
- (zz) Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works
- (aaa) Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets
- (bbb) Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants
- (ccc) Assist in developing a clear construction project health and safety procurement process
- (ddd) Finalize construction project tender health and safety specifications and integrate with procurement documentation (tender documentation)
- (eee) Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants
- (fff) Prepare construction project health and safety documentation for submission to authorities
- (ggg) Participate in construction project tender clarification meetings
- (hhh) Assist the cost consultant (Principal Agent) in the finalization of the construction project health and safety cost estimate/budget
- (iii) Assist with the preparation of contract documentation for signature
- (jjj) Prepare construction project health and safety mobilization and access plans for the construction work
- (kkk) Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety compliance

#### **C3.2.2.2 Construction Health and Safety Deliverables: Design Development and Procurement**

- (gg) Final construction project tender health and safety specifications

- (hh) Final construction project health and safety risk profile
- (ii) Record of construction project health and safety risk communication
- (jj) Final construction project health and safety baseline risk assessment
- (kk) Updated draft construction project health and safety specification
- (ll) Design risk management records
- (mm) Schedule of precautions necessary for construction project health, safety and hygiene control
- (nn) Approved early works health and safety plans
- (oo) Early works audit reports and records
- (pp) Initial schedule of construction project health and safety cost estimates/budgets
- (qq) Template for health and safety file
- (rr) Records of construction project health and safety procurement process
- (ss) Finalised schedule of construction project health and safety cost estimate/budget
- (tt) Construction project health and safety mobilisation and access plans
- (uu) Design risk management records
- (vv) Record of construction project health and safety risk communication

### **C3.2.3 Tender evaluation and awarding of contract**

- C3.2.3.1 The Pr. CHSA must assist the departmental project manager during the tender stage to assess and verify all short listed contractors' competencies, knowledge and resources to carry out the construction works in a safe and healthy manner within two weeks after receiving their names.
- C3.2.3.2 The Pr. CHSA must monitor that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process (CR section).

### **C3.2.4 Appointment, briefing of, and site handover to principal contractor and subcontractors**

#### **Pr. CHSA Standard Services**

- (cc) Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans
- (dd) Submit necessary construction health and safety documentation to authorities and facilitate **permits** that may be required to commence the construction work
- (ee) Attend site handover meetings and lead construction project health and safety mobilization and access plans
- (ff) Attend regular site, technical and progress meetings
- (gg) Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes
- (hh) Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop work orders where necessary

- (ii) Monitor design risk management
- (jj) Perform incident and accident investigations where necessary
- (kk) Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits
- (ll) Conduct construction health and safety management system audits
- (mm) Facilitate construction health and safety system and plans reviews for continual improvement
- (nn) Monitor the compilation of the construction project health and safety file by the contractor(s)
- (oo) Prepare and maintain the consolidated health and safety file
- (pp) Prepare the structure commissioning health and safety plans

- C3.2.4.1 The Pr. CHSA must attend the site handover meeting with the contractor and brief all on the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as well as all the applicable legislation and standards listed under C3.6 below;
- C3.2.4.2 Provide aspiring subcontractors, who are preparing bids for, or any subcontractors, who have been appointed by the principal contractor to perform construction work for the client, with the documented health and safety specification for construction work.
- C3.2.4.3 Promptly provide the principal contractor and his agent with any information which might affect the health and safety of any person carrying out construction work.
- C3.2.4.4 Discuss and negotiate with the principal contractor the contents of the health and safety plan contemplated in sub-regulation of the CR and thereafter finally approve the health and safety plan for implementation.
- C3.2.4.5 Asses the health and safety plan submitted by the principal contractor and, if found to be acceptable, recommend joint approval to the departmental project manager.

**Pr. CHSA Deliverables**

- (gg) Approved contractor(s) construction project health and safety plans, including all construction health and safety appointments
- (hh) Permits to commence construction work
- (ii) Record of meetings, including all construction health and safety matters to be actioned
- (jj) Record of revised changes to the construction project health and safety risk profiles
- (kk) Record of revised changes to the construction project health and safety specifications
- (ll) Record of revised changes and commissioning of the construction project health and safety plans
- (mm) Record of revised construction project health and safety cost estimate/budget
- (nn) Records of design risk management
- (oo) Record of construction project health and safety audit reports
- (pp) Record of contractor(s) construction health and safety performance
- (qq) Record of construction project health and safety work stoppage reports
- (rr) Record of incident and accident investigations and corrective actions
- (ss) Record of interactions with the Compensation Commissioner or similar
- (tt) Record of construction health and safety system and plans reviews
- (uu) Record of construction project health and safety risk communication
- (vv) Structure commissioning health and safety plans

**C3.2.5 Construction phase of contract**

C3.2.5.1 Monitoring functions

C3.2.5.1.1 General

- (a) The Pr. CHSA shall monitor and keep written record of the items listed below from the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) (NBRBSA) as well as all the applicable legislation and standards listed under C3.6 below and shall report on compliance by the relevant party/parties to the departmental project manager on a monthly basis.
- (b) Monitoring measures shall include periodic audits at intervals mutually agreed upon between the Pr. CHSA and principal contractor. Attendance of the periodic (at monthly or shorter intervals) project monitoring meetings with the contractor(s) and other service providers will be required to address issues and operational deficiencies/failure to comply.

#### **C3.2.5.1.2 Application for permit to perform Construction work**

- (a) The Pr. CHSA must apply to the provincial director in writing for a permit to perform construction work at least 14 days before the work is to be carried out on a form similar to Annexure 2 of the Construction Regulations, 2014
- (b) The Pr. CHSA must ensure that no work in connection with the erection or demolition of any building shall commence on the site unless notice, in the form required by the local authority, has been given to such local authority by the owner of such building, stating the date on which such erection or demolition will commence (NBRBSA section A22).

#### **C3.2.5.1.3 Health and safety plans**

The Pr. CHSA must monitor that:

- (a) the principal contractor provide and demonstrate a suitable and sufficiently documented health and safety plan, based on the Service Provider's documented health and safety specification contemplated in CR section 4(1)(m), which shall be applied from the date of commencement and for the full duration of construction work in terms of CR section 7.(1)
- (b) a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor (CR section 5(1) (m))
- (c) the principal contractor obtains from each appointed subcontractor a specific contractor's health and safety plan covering the specific part of the project apportioned to that subcontractor in respect of the Construction Regulations and related operations as integrated with the principal contractor's health and safety plan, and based on the health and safety specification of the client.
- (d) a copy of each subcontractor's health and safety plan, as well as the contractor's health and safety plan contemplated is available on request to an employee, inspector, contractor, client or client's agent.
- (i) the principal contractor ensures that a specific contractor's health and safety plan covering a specific part of the project health and safety plan as determined in CR section 7.(2) is implemented and maintained on the construction site.
- (f) the principal contractor ensures that the collection of health and safety plans covering the various parts of the project is kept updated throughout the project;

#### **C3.2.5.1.4 Risk assessments by contractors**

The Pr. CHSA must monitor that:

- (a) every contractor appointed to perform construction work, shall have a risk assessment performed by a competent person appointed in writing before the commencement of any construction work and during construction work. The risk assessment shall be part of the health and safety plan to be applied on the site.

- (b) a copy of each risk assessment is available on site for inspection by an inspector, client, client's agent, contractor, employee, representative trade union, health and safety representative or any member of the health and safety committee.

#### **C3.2.5.1.5 Appointments to be made by contractor**

The Pr. CHSA must monitor that the principal contractor has appointed all and ensures the appointment of all necessary competent persons in writing; that is (and not limited to)

- (a) The appointment or ensure the appointment of each subcontractor in writing for that part of the project apportioned to the subcontractor in respect of the Construction Regulations; (CR section 5(1) (a) (v))
- (b) The appointment or ensure the appointment of a full-time competent employee designated in writing as the construction, with the duty of supervising the performance of the construction work (CR section 6(1))
- (c) The subcontractor's duty to duly appoint a full-time or part-time construction safety officer in writing to assist in the control of all safety related aspects on site after having considered the size of the project, the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site (CR section 6(6))
- (d) The appointment or ensure the appointment of a competent person(s), responsible for the preparation of a fall protection plan for the entire project and site, to be duly designated in writing (CR 8(1))
- (e) To ensure and appoint in writing the correct number of trained and suitably equipped first aid officials for the site as well as having provided a suitable treatment facility
- (f) To appoint or ensure the appointment in writing a competent person(s) in terms of General Machinery Regulations in the case of working on sites where large installations, the capacity of which exceeds an electrical demand or mechanical energy consumption of 1.2MVA, are involved (General Machinery Regulations)
- (g) Appoint or ensure the appointment in writing a competent person to supervise and inspect all temporary works operations (CR section 10(1))
- (h) Appoint or ensure the appointment a competent person(s) to supervise all excavation work, have each excavation, including all bracing and shoring, inspected and ensure the safety of all excavations on the site, duly appointed in writing (CR section 11(1))
- (i) Appoint or ensure the appointment a competent person in writing to supervise and control all demolition work on site (CR section 12(1))
- (j) The appointment or ensure the appointment a person, competent in the use of explosives for demolition and all relevant work to develop a method statement in accordance with the applicable explosives legislation (CR section 12(11))
- (k) The appointment or ensure the appointment a competent person in writing to ensure that scaffolding complies with the safety standards, to oversee all scaffolding work operations and verify that that all scaffold erectors, team leaders and inspectors are competent (CR 14(1))
- (l) The appointment or ensure the appointment a competent in writing to oversee all suspended platform work operations and to verify that that all suspended platform erectors, operators and inspectors are competent (CR 15(1))
- (m) The appointment or ensure the appointment of a competent person to operate and supervise bulk mixing plant and to keep record of maintenance (CR 18(1))



- (n) The appointment or ensure the appointment of a competent person(s) in writing to examine and clean all explosive actuated fastening devices used on the construction site (CR 19(1))
- (o) The appointment or ensure the appointment of a competent person(s) in writing to be in the control of all temporary electrical installations on the construction site (CR (22))
- (p) The appointment or ensure the appointment of a competent person(s) in writing to supervise all stacking and storage on the construction site (CR 26))
- (q) The appointment or ensure the appointment of a competent person(s) in writing to inspect the equipment required for fire safety and protection on the site in the manner indicated by the manufacturer thereof and having it similarly maintained (CR 27(h))
- (r) The appointment or ensure the appointment of a competent person(s) in writing to ensure that all ladders are complying with the requirement of section 13A of the General Safety Regulations;
- (s) Ensuring that all contractors appointed on the project appoint Health and Safety representatives and convene regular Health and Safety committee meetings (OHSA sections 17 to 19).
- (t) Ensuring that a contractor, in addition to the construction site provisions in the facility regulation 2004 promulgated by Government notice NO. R.924 of 3<sup>rd</sup> of August 2004, provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities. CR 28))

#### **C3.2.5.1.6 Training due before construction work begins or the site entered**

The Pr. CHSA must monitor that the principal contractor has:

- (a) Ensured all employees involved in the construction project to be informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.
- (b) Ensured no employee to be allowed or permitted to enter the construction site, unless such person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry
- (c) Ensure all employees required to work with or to be supported on a suspended platform to have been trained and found to be competent

#### **C3.2.5.1.7 Medical fitness certificates for specific functions**

The Pr. CHSA must monitor that the principal contractor has:

- (a) Ensured all operators required of tower cranes to be in possession of a medical certificate of physical and psychological fitness for such work
- (b) Ensured all employees required to work with or to be supported on a suspended platform to be in possession of a medical certificate of physical and psychological fitness for such work

#### **C3.2.5.1.8 Preventative measures and protection plans**

- (a) The Pr. CHSA must monitor that the principal contractor has caused that:
  - (i) Suitable and sufficient fire-extinguishing equipment have been placed at strategic locations or as may have been recommended by the fire chief or local authority concerned, and that such equipment is maintained kept ready and in good working order

- (ii) Fire equipment required for fire safety and protection on site is being inspected weekly by the appointed competent person(s)
- (iii) A sufficient number of workers, as determined by the competent person have been trained in the use of fire-extinguishing equipment
- (iv) There is an effective evacuation plan for emergency preparedness

#### **C3.2.5.1.9 Notification of controlled installations**

For the following Units/entities, the Pr. CHSA must monitor that the principal contractor ensures:

- (a) Lifts: that he/she or the relevant subcontractor duly notifies the relevant provincial director of the Department of Labour of the intention to do a lift installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the provincial director of the Department of Labour at completion;
- (b) Boiler installations: that he/she or the relevant subcontractor duly notifies the relevant provincial director of the Department of Labour of the intention to do a boiler installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the provincial director of the Department of Labour at completion;
- (c) X-ray hand luggage and brief case scanners: that he/she or the relevant subcontractor/supplier duly notifies the Department of Health of the intention to do an X-ray hand luggage and brief case scanner installation on the site of the contract. Due procedure must be followed to have the installation formally registered with the Department of Health at completion;
- (d) Incinerators: that he/she or the relevant subcontractor/supplier duly notifies the Department of Environmental Affairs and Tourism of the intention to do an incinerator installation on the site of the contract. The documentation furnished will have to include an Environmental Impact Assessment (EIA) specific to the make and model of incinerator(s) which will be installed, if such has not been included in the original project EIA. Due procedure must be followed to have the installation formally registered with the Department of Environmental Affairs and Tourism at its completion;
- (e) Water works and sewage processing/treatment Plant: that he/she or the relevant subcontractor/supplier duly furnishes all information on the intended water works and/or sewage processing/treatment plant to the departmental project manager and facilitate the process to enable the Employer to successfully register the installations with the Department of Water Affairs and Forestry in accordance with the National Water Act, 1998 (Act 36 of 1998).

#### **C3.2.5.1.10 Provision of information to maintain health and safety on site**

The Pr. CHSA must monitor that:

- (a) Where changes are brought about (by way of variation orders, instructions in respect of additions, deviations, etc.), sufficient health and safety information and appropriate resources are made available to the principal contractor to execute the work safely (CR 4(1)(r))
- (b) in addition to the documentation required in the health and safety file, a comprehensive and updated list of all the subcontractors on site, accountable to the principal contractor, as well as the type of work being done by each is available on site & copies of agreements between the parties.

#### **C3.2.5.1.11 Registration, subscription, etc. of contractors**

- (g) The Pr. CHSA must monitor through the principal contractor, that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer CR 4(1)(i))

- (h) The Pr. CHSA must monitor through the principal contractor, that every contractor is registered and in good standing with the Unemployment Insurance Fund CR 4(1)(j))

#### **C3.2.5.1.12 Access control to and access provision on construction site**

The Pr. CHSA must monitor that the principal contractor:

- (a) Has measures in place to allow access only to persons with direct business on the site (including inspectors of the Department of Labour) but only after having undergone a site safety briefing and while being protected by the various items of personal safety equipment required for each area of the site being accessed;
- (b) Has ensured that there is safe and convenient means of access to be provided to every part of the project site in which persons are required to work, ranging from trenches to scaffolding

#### **C3.2.5.1.13 Records to be kept by principal contractor during construction phase**

The Pr. CHSA must monitor that the principal contractor:

- (c) keeps at the workplace or section of a workplace, as the case may be, a record in the form of Annexure 1 for a period of at least three years, which record shall be open for inspection by an inspector, of all incidents which he or she is required to report in terms of section 24 of the Act and also of any other incident which resulted in the person concerned having had to receive medical treatment other than first aid (General Administrative Regulations (GAR) section 9.(1))
- (b) ensures that every employee on site is in possession of proof of the health and safety induction training as determined in sub-regulation (7(8)), issued by a competent person of the contractor prior to the commencement of construction work and carry the proof contemplated in paragraph for the duration of that project or for the period that the employee will be on the construction site(CR section 7(10) (a))
- (i) Keeps all drawings pertaining to the design of the relevant structure on site and that they are available on request by an inspector, contractors, client, client's agent or employee (CR section 9(3))
- (d) Keeps all drawings pertaining to the design of temporary works structures on the site and that they are available on request by an inspector, contractor, client, client's agent or employee (CR section 10(2)(c))
- (e) Ensures that the records of all suspended platform inspections, performance tests and changes of placement of supports are kept on the construction site for inspection (CR 17(11))
- (j) Ensures that details of the description, location, etc. of all temporary electrical work and the results of the prescribed inspections by the competent person are recorded in a register, countersigned and kept on site for inspection (CR section 22)
- (g) Ensures that every ladder on the construction site is suitable for the purpose for which it is used, complies in construction, materials and condition with the requirements section 13A of General Safety Regulations and is used in compliance with the requirements and prescriptions of said section
- (j) Ensures that all contractors appointed on the project keep records/minutes of their regular Health and Safety committee meetings. (OHSA Sections 17 to 19))

#### **C3.2.5.2 Project Close-out**

**Description:** The process of managing and administering the project close out, including preparation and co – ordination of the necessary documentation to facilitate the effective operation of the project

### **Standard Services**

- (i) Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period
- (j) Cancel all construction project health and safety legal appointments
- (k) Prepare the health and safety operations and maintenance report
- (l) Prepare the consolidated construction project health and safety close - out report

### **Construction Health and Safety Agent Deliverables**

- (k) Record of audits during the defects liability period
- (l) Record of construction health and safety risk communication
- (m) Report on approved health and safety file
- (n) Health and safety operations and maintenance report
- (o) Consolidated construction project health and safety close-out report

### **Additional related Services**

- (w) Provide advice to the Client on health and safety competence and resources of up to [number] proposed designers prior to arrangements being made for design work to begin.
- (x) Prepare [number] additional copies of the health and safety file.
- (y) Prepare [number] copies of abstracts of the health and safety file for delivery to tenants by the Client/Owner's (The contents of the abstracts to be determined in consultation with the Client/Owner's legal advisors).
- (z) Seek the co - operation of and co – operate with anyone else involved in a construction project at an adjoining site so far as necessary to enable them to perform their duties under the Construction Regulations.
- (aa) Facilitate co – operation and co – ordination in relation to duty holders on adjoining construction sites as it may affect the project; ensuring that suitable arrangements are made and implemented for the co – ordination of health and safety measures during planning and preparation for the construction phase.
- (bb) Keep a record of the all health and safety files.
- (cc) Convert the health and safety files on other projects to match Client/ Owner's electronic format.
- (dd) Carry out necessary inspections at the appropriate stages to verify that the construction of the relevant structure is carried out in accordance with the design.
- (ee) To stop any contractor from executing any construction work that is not in accordance with the relevant design's health and safety aspects.
- (ff) Assist in the development of maintenance schedules for the Client/Owners completed structure.
- (gg) Inspect the structure on behalf of the Client/Owner once every six (6) months for the first two (2) years on completion of the structure and then yearly thereafter, to ensure the structure remains safe for continued use and records are kept of such in the structures health and safety file

### **C3.2.6 Final handover of the project by the principal contractor to the Employer**

C3.2.6.1. The Pr. CHSA must arrange for the principal contractor to hand over a consolidated health and safety file to the Employer upon completion of the construction work and shall, in addition to the documentation referred to in section 7 of the CR, include a record of all drawings, designs, materials used and other similar information concerning the completed structure (CR 5(1) (g))

For the following installations, the Service Provider must monitor that:

C3.2.6.2 Lifts: all documentation in respect of registration of lifts with the Department of Labour, documented proof of all inspections and maintenance done, have been obtained by the principal contractor from the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

C3.2.6.3 Boiler installations: all documentation in respect of registration of boiler installations with the Department of Labour and all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;

- C3.2.6.4 Electrical installations: the principal contractor ensures that all certificates of compliance required for the electrical work/installations on the project are completed correctly by an accredited electrician and are duly issued by the relevant contractor/subcontractor to him and that all certificates are handed over to the to the Employer's relevant departmental regional office for safekeeping;
- C3.2.6.5 X-ray scanning machines for hand luggage/brief cases: all documentation in respect of registration of the X-ray scanning machines with the Department of Health, all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor/supplier and are handed over to the Employer's relevant departmental regional office for safekeeping;
- C3.2.6.6 Incinerators: all documentation in respect of registration of incinerator installations with the Department of Environmental Affairs and Tourism, all the necessary inspection and test certificates issued by inspection authorities are obtained by the principal contractor via the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping;
- C3.2.6.7 Fuel gas installations: all documentation in respect of registration of fuel gas installations with the relevant local authority and its fire department, all the necessary inspection and test certificates are obtained by the principal contractor from the relevant contractor/subcontractor and are handed over to the Employer's relevant departmental regional office for safekeeping.

#### C3.M.3.2.4 Clause 3.3.4 Quality Assurance System

The appointed Service Provider shall ensure that all designs; drawings; specifications; calculations and any other documents, produced for the contract, are formally signed off by the registered (ECSA) Professional Engineer or Professional Engineering Technologist in the relevant fields.

#### C3.M.3.2.5 Clause 3.3.5 Lead Consulting Engineer

N/A

#### C3.M.3.2.6 Clause 3.3.6 Principal Agent of the Client

The principal agent is named in C3.3.2.1.

#### C3.M.3.3 Additional Services (Other)

##### C3.M.3.3.1 Environmental Impact Assessment

The Service Provider is required to lodge an application on behalf of the Employer in compliance with the Environmental Impact Assessment Regulations: Regulations 1182 and 1183 of the Environmental Conservation Act, 1989 (Act 73 of 1989) for the proposed construction of the project. The Service Provider is furthermore required to compile a specification setting out the minimum requirements regarding the Environmental Management Plan (EMP) for the construction process, evaluate and approve the contractor's EMP and monitor his adherence thereto.

##### C3.M.3.3.2 The Employer may order duties that fall outside the scope of the project as tendered. Any such additional services that may be required will be remunerated as set out in C2 Pricing Data.

### **C3.3 General for all professions**

#### **C3.3.1 Use of reasonable skill and care**

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the Service Provider's documents may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by Others. In the event of mal performance, default or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.

During assessment of any existing facilities, which may have a direct bearing on the Project, the Service Provider shall determine deficiencies with such facilities in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify those during the project execution phase.

The departmental project manager shall be notified by the Service Provider and his personnel of any transgression of *inter alia* the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and environmental legislation during the Service Provider's operation pertaining to the Contract regardless of who may be involved.

#### **C3.3.2 Co-operation with other services providers**

It will be required of the Service Provider to co-operate with the following:

##### **C3.3.2.1 Service Providers**

Service Providers from the following professions are/will be appointed on the Project to form the professional team:

**Civil Engineers**

**Electrical Engineers**

**Mechanical Engineers**

and other service providers as may from time to time be deemed necessary.

The above-mentioned Civil Engineers will act as principal agent.

The required professional services will be executed by the professional team under the control and management of the designated departmental project manager who, at the time of invitation to perform professional services, will be the person mentioned in T1.1.6. The Employer reserves the right to replace the mentioned departmental project manager with another member of its staff or any individual/firm from the private sector should it be deemed necessary at any stage during the execution of the Project.

##### **C3.3.2.2 Occupational Health and Safety Act, 1993 (Act 85 of 1993)**

The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations in the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this Contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such

persons to the appointment, to all aspects of all applicable regulations and stipulations under the act.

- C3.3.2.3 Other role players  
Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

**C3.3.3 Brief**

- C3.3.3.1 Target dates and times  
The Service Provider will be expected throughout to give preference to the execution of the work involved in this commission.

The work of all Service Providers will be co-ordinated by the principal agent. All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 3.15 of the Contract Data (and/or PEP according to the same clause, if applicable).

During the construction phase of the Project it will be expected of the principal agent to obtain a construction programme from the main contractor, to continuously monitor his progress against that programme for compliance and to take whichever steps have been described in the relevant manual and the Working Guideline for Project Managers. This should be done in collaboration with the rest of the professional team, should the progress not be according to the said programme.

- C3.3.3.2 Reporting requirements  
Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the Services.

- C3.3.3.3 Local content  
It is the policy of the Employer to give preference to materials and equipment of South African manufacture. The Service Provider is to ensure that, wherever feasible, designs are based on locally manufactured equipment and materials which can meet requirements at competitive prices.

- C3.3.3.4 Design innovation  
Given the need for energy efficiency and environmental sustainability in the built environment, each member of the professional team is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the Service towards "green" design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, *inter alia* but not limited to:
- (a) sustainable development  
e.g. in building form, material choice, construction detailing and methods, recycling ability;
  - (b) energy efficiency  
e.g.
    - (i) passive design methods towards energy conservation and consumption: building orientation, exploitation of nature's inherent energy sources);
    - (ii) energy efficient solutions and installations for lighting, ventilation, cooling, heating, etc. (e.g. energy efficient light fittings);
    - (iii) alternative or renewable energy sources where practical/feasible/economical;
  - (c) water conservation/saving/re-use methods and
  - (d) environmental friendliness (e.g. respect for natural habitat, blending of building with site/environment/surrounding fabric, positioning of buildings, consideration of neighbouring sites' access to sun, wind, view, etc).

- C3.3.3.5 Final disposal of documents  
Upon approval and finalisation of the final account of projects requiring a security clearance, it is a requirement that the Service Provider forward to the Employer all documents relating to this service. The same may also be requested on projects not requiring a security clearance.

**C3.3.4 Reference data**

C3.3.4.1 Space norms  
Space norms are not applicable on this service.

The space norms of the Department of Public Works, space norms as may be published in the government gazette, norms determined by the Employer, when applicable to this/these Project(s), are the norms as set hereunder and shall not be exceeded without prior written approval. Any re-planning resulting from the norms as set, being exceeded, shall be for the Service Provider's account.

The professional team must apply cost control and submit elemental estimates at each stage, reduced to a common date. The Service Provider must set appropriate procedures in place with the other members of the professional team to ensure compliance in this regard.

Space must be controlled and reconciled with the approved norm(s). All planning units are to be provided and if not, this must be pointed out.

The Employer must, at least at completion of each work stage, be provided by the principal agent with certificates which specify that the space norms are not being exceeded, before the next stage may be proceeded with.

The space norm(s) is/are not applicable:

(a) SPACE NORM(S):

ASM/GSM \_\_\_\_\_ m<sup>2</sup>

**C3.3.5 Applicable legislation and standards**

This section applies to legislation emanating from national and provincial governments as well as that of any local authorities in whose area of jurisdiction the subject of the appointment falls and which has a bearing on the activities and facilities under this appointment.

All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary. (Refer *inter alia* to Section 41 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)).

Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the departmental project manager.

The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the facilities to be affected by the Service shall be in accordance with all relevant legislation and upon delivery, will function as required by said relevant legislation. The Service Provider's actions and the outcome thereof will in no way be detrimental to the health and safety of the occupants or persons present therein or in the vicinity thereof. Similarly it must not be detrimental to any aspects of the environment in its structure or operation if operated as specified in operation manual(s). The relevant legislation meant herein, as amended, consist of *inter alia* the following, but not limited to:

- Architectural Profession Act, 2000 (Act 444 of 2000);
- Atmospheric Pollution Prevention Act, 1965 (Act 45 of 1965);
- Construction Industry Development Board Act, 2000 (Act 38 of 2000);
- Council for the Built Environment Act, 2000 (Act 43 of 2000);



- Electricity Act, 1987 (Act 41 of 1987);
- Engineering Profession Act, 2000 (Act 46 of 2000);
- Environmental Conservation Act, 1989 (Act 73 of 1989);
- Fire Brigade Services Act, 1987 (Act 99 of 1987);
- Local Government Municipal Systems Act, 2000 (Act 32 of 2000), municipal by-laws and any special requirements of the local service supply authority;
- National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);
- National Environmental Management Act, 1998 (Act 107 of 1998);
- National Heritage Resources Act, 1999 (Act 25 of 1999);
- National Water Act, 1998 (Act 36 of 1998);
- Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- Project and Construction Management Profession Act, 2000 (Act 48 of 2000);
- Quantity Surveying Profession Act, 2000 (Act 49 of 2000);
- Telecommunications Act, 1996 (Act 103 of 1996);
- Water Services Act, 1997 (Act 108 of 1997) and general authorizations;
- the latest issue of SANS 10142: "Code of Practice for the Wiring of Premises";
- the Regulations of the local Gas Board, where applicable and
- all regulations promulgated under the above Acts.

Although the more salient legislation has been referred to above, the *onus* remains on the Service Provider to adhere to, and apply, any and all Acts and/or Regulations not specifically mentioned in the list above but which will have an effect on the Project.

This will be a continuous process throughout the appointment, which will manifest itself during the following phases:

- development of plans and documentation;
- supervision of any Service Provider under the appointment;
- ensuring compliance of the end product;
- compiling and issuing of Instruction/Operational Manuals indicating *inter alia* what the legal and safety requirements entail for the user(s)/operator(s) of the facilities;
- providing instruction to the intended users/operators.

The Service Provider accepts full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for his acts and omissions as well as those of his employees and indemnifies the Employer against any legal action in this regard.

The Service Provider undertakes to ensure that the requirements of the Occupational Health and Safety Act, 1993 will similarly apply to the agreement with any sub service providers inclusive of indemnifying the Employer against any legal action regarding the actions and/or omissions by them.

### **C3.3.6 Access to land/buildings/sites**

Access to the land/buildings/sites shall be negotiated in consultation with the departmental project manager.

### **C3.3.7 Software application for programming**

The Service Provider must avail himself of software to be used in the Project documentation for compatibility with other Service Providers as well as the Employer. Specific requirements for compatibility are specified in the relevant manuals.

### **C3.3.8 Security clearance**

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring security clearance, be kept to a

minimum and that such persons will not object to being submitted to a security clearance, if the Employer so requires.

If the latter is applicable, the necessary forms will accompany this tender or be provided to the Service Provider at any stage thereafter. These forms must be completed, if attached, and returned with the tender. It is important to furnish information which is complete in every respect.

Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained by any of the staff members of the Service Provider, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the Project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained.

The Employer will not accept liability for any costs in this regard.

**FINGER PRINTS (except Defence projects)**

Persons of whom security clearance is required can obtain a finger print form SAP 91(a) from any police station. Kindly ensure that the police official responsible for taking the finger prints certifies the form since non-certification will result in the form being unacceptable.

### **C3.3.9 Forms for contract administration**

All forms required during contract administration, called PRM forms, are obtainable on the Employer's website at <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 14. The agreement and conditions of contract to be entered into with the main contractor shall be the most recent version of the JBCC, if it is a multi-disciplinary contract, or GCC, if it is an engineering contract, **as approved and in use by the National Department of Public Works.**

### **C3.3.10 Condition to accept unregistered persons with suitable built environment qualifications on secondment**

It is an express term of the contract that the Service Provider, after award of tender, accept unregistered, suitably qualified (built environment) persons in his office for the purpose of exposing the latter to the full extent of professional work, or as may be required according to specific circumstances, in order to gain experience which can be presented to the relevant Council for consideration towards professional registration. The secondment of such unregistered persons will be negotiated with the Service Provider in terms of numbers, periods of training and extent of professional work opportunity to be afforded. The conditions of secondment will be the subject of a separate Memorandum of Understanding with the Service Provider which will serve as an annexure hereto. Any secondment arrangements will cease upon the professional registration of the seconded person or as agreed on and so included in the aforesaid Memorandum of Understanding. The responsibility for salaries of seconded persons will remain with the Employer, but responsibility for operational expenses, necessary for the execution of the work, will vest with the Service Provider, all of which will be dealt with in the Memorandum of Understanding.

**C4: SITE INFORMATION**

(Refer to the heading “Description of the Services”, sub-heading “Information available from Employer” under C3 above for each professional Service comprising the Service Provider.)

- Gemsbok Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 197km north of Upington (GPS - S 26° 54.32' E 20° 41.45').
- Nakop Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 135km west of Upington (GPS - S 28° 05.49' E 20° 00.73').
- Twee Rivieren Port of entry is a border post bordering Botswana and RSA located at Northern Cape Province approximately 238km north of Upington (GPS - S 26° 28.42' E 20° 36.78').
- Rietfontein Port of entry is a border post bordering Namibia and RSA located at Northern Cape Province approximately 270km northeast of Upington (GPS - S 26° 45.38' E 19° 60.00'). (Housing: GPS - S 26° 44.55' E 20° 01.74').

# **Appendix A**

**PROFESSIONAL FEES IN RESPECT OF AN ENGINEER'S APPOINTMENT (ALL DISCIPLINES)**

**National Department of Public Works  
Scope of Engineering Services and Tariff of Fees  
for Persons Registered in terms of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)**

**1 April 2016**

**2016 NDPW - Scope of Engineering Services and Tariff of Fees**

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**National Department of Public Works  
Scope of Engineering Services and Tariff of Fees  
for Persons Registered in terms of the  
Engineering Profession Act, 2000,  
(Act No.46 of 2000)**

**The commencement date of this document**

**shall be**

**1 April 2016**



# 2016 National Department of Public Works: Scope of Engineering Services and Tariff of Fees for Registered Professionals

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## 1. PREAMBLE

This document is based on the “Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000)” determined by the Engineering Council of South Africa under Section 34(2) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) and published under Government Gazette No 34875 Board Notice 206 of 20 December 2011 (ECSA Guideline Fee Scales).

Changes have been made to the ECSA Guideline Fee Scales to reflect the specific requirements of the National Department of Public Works for professional engineering appointments/contracts. The **services** to be provided by the **consulting engineer** and the corresponding remuneration have been set out herein for projects implemented by or on behalf of the National Department of Public Works and were determined with consideration of the factors put forward in the ECSA Guideline Fee Scales.

The Scope of Services and Tariff of Fees described herein are generally applicable and are referred to in the **agreement**. Specific requirements with regards to the Scope of Services and the Tariff of Fees shall be set out in the **agreement** and should any requirement of the **agreement** be in conflict with the requirement of this document, the requirement of the Agreement shall prevail.

Any amount mentioned in or fee calculated in terms of this document is exclusive of Value Added Tax.

This document allows for four different methods of remuneration namely:

- (1) Fees for Normal Services (percentage fee based on the cost of works),
- (2) Fees for Additional Services (fees for services additional to those provided for in the Normal Services),
- (3) Time based fees and
- (4) Expenses and costs.

Words or expressions in bold font are defined in clause 2.2.

## 2. GENERAL PROVISIONS

### 2.1 Generality of Terms

In this document, except where the context otherwise requires or indicates:

- (1) the masculine includes the feminine,
- (2) the singular includes the plural, and
- (3) any reference to a natural person includes a juristic person.

### 2.2 Definitions

In this Schedule, any word or expression defined in **the Act** has that meaning, unless the context otherwise indicates:

- (1) **Agreement** means the Letter of Appointment/Acceptance or the Professional Services Contract.
- (2) **Client** means any juristic person or organ of the State engaging a **consulting engineer** for services on a **project**.
- (3) **Construction monitoring** means the process of administering the construction contract and over-seeing and/or inspecting the works, to the extent of the **consulting engineer's** engagement, for the purpose of verification that the works are being completed in accordance with the requirements of the contract that the designs are being correctly interpreted and that appropriate construction techniques are being utilized. **Construction monitoring**, to whatever extent, shall not diminish the **contractor's** responsibility for executing and completing the works in accordance with his contract.

- (4) **Consulting engineer** for purposes of these rules only, means any professional registered in terms of **the Act**, or a juristic person who employs such professional, engaged by a **client** on a **project**.
- (5) **Contractor** means any person or a juristic person under contract to a **client** to perform the **works** or part of it on a **project**, including a subcontractor under contract to such **contractor**.
- (6) **Cost of the works** means the total amount, exclusive of value added tax, certified or which would normally be certifiable for payment to **contractor(s)** (irrespective of who actually carries out the works) in respect of the **works** designed, specified or administered by the **consulting engineer**, before deduction of liquidated damages or penalties, including –
  - a *pro rata* portion of all preliminary and general items applicable to the **works** and
  - the costs of new materials, goods or equipment, or a fair evaluation, of such material, goods or equipment as if new whether supplied new or otherwise by, or to, the **client** and including the cost or a fair evaluation of the cost of installation. The sourcing, inspection and testing of such will comprise additional **services** by the **consulting engineer**.
- (7) **Electronic Engineering Services** means **services** related to the provision of electronic systems and detailing the terminations, signals and interconnections of electronic components as distinct from conventional electrical HV, MV and LV systems and related reticulation.
- (8) **Engineering Project** means a project of which the scope comprises mainly engineering work of one discipline only and all financial and administrative matters are dealt with by the **consulting engineer** or where the **consulting engineer** will act as **principal agent** where other disciplines are also involved.
- (9) **Multi-disciplinary Project** means a project comprising building work, together with its associated engineering work, where the engineer is subject to the authority of another professional acting as the Principal Agent while financial and administrative matters are dealt with by another professional.
- (10) **Normal services** means the **services** set out in clause 3.2.
- (11) **Principal Agent** means the Professional Service Provider appointed as such.
- (12) **Project** means any total scheme envisaged by a **client**, including all the **works** and **services** concerned.
- (13) **Services** means the services contemplated in clause 3 on a **project** for which a **consulting engineer** is engaged.
- (14) **Stage** means a stage of **normal services** set out in clause 3.2.
- (15) **The Act** means the Engineering Profession Act, 2000 (Act No. 46 of 2000).
- (16) **Total annual cost of employment** means the total annual cost of employment as defined in clause 4.4(4).
- (17) **Works** means the activities on a **project** for which **contractor(s)** are under contract to the **client** to perform or are intended to be performed, including the supply of goods and equipment.

## 2.3 Short Title

This document is called the “2016 NDPW – Scope of Engineering Services and Tariff of Fees”.

## 3. SCOPE OF SERVICES

### 3.1 Planning, Studies, Investigations and Assessments Reports

These services, as indicated below, relate to carrying out studies and investigations as well as the preparation and submission of reports embodying preliminary proposals or initial feasibility studies and will normally be remunerated on a time and cost basis.

- (1) Consultation with the **client** or **client's** authorized representative.
- (2) Inspection of the site of the **project**.
- (3) Preliminary investigation, route location, planning and a level of design appropriate to allow decisions on feasibility.
- (4) Consultation with authorities having rights or powers of sanction as well as consultation with the public and stakeholder groups.
- (5) Advice to the **client** as to regulatory and statutory requirements, including environmental management and the need for surveys, analyses, tests and site or other investigations, as well



as approvals, where such are required for the completion of the report, and arranging for these to be carried out at the **client's** expense.

- (6) Searching for, obtaining, investigating and collating available data, drawings and plans relating to the **works**.
- (7) Investigating financial and economic implications relating to the proposals, feasibility studies and/or option analysis and recommendations.
- (8) Clause 3.1(7) does not normally apply to civil and structural **services** on **multi-disciplinary projects**, except as far as the interpretation of cost figures for civil and structural **services** are concerned.

**Deliverables:**

- Submission of a report for consideration by the **client**, including all or any of the above, with emphasis on the following:
  - Collation of information.
  - Reports on technical and financial feasibility and related implications.
  - List of consents and approvals.
  - Schedule of required surveys, tests, analyses, site and other investigations.
  - Comparison of **project** options, including life cycle costing and recommendations where required.

## 3.2 Normal Services

These services are applicable to projects where the nature, form and function of the facility has been defined through previous investigations and reports and the engineering services are required to take the **project** through to successful completion of construction.

### 3.2.1 Stage 1 – Inception

(Defined as: Establish **client** requirements and preferences, assess user needs and options, appointment of necessary consultants, and establish the **project** brief including **project** objectives, priorities, constraints, assumptions aspirations and strategies.)

- (1) Assist in developing a clear **project** brief.
- (2) Attend **project** initiation meetings.
- (3) Advise on procurement policy for the **project**.
- (4) Advise on the rights, constraints, consents and approvals.
- (5) Define the scope of **services** and scope of work required.
- (6) Conclude the terms of the **agreement** with the **client**.
- (7) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for **Stage 2** including the availability and location of infrastructure and services.
- (8) Determine the availability of data, drawings and plans relating to the **project**.
- (9) Advise on criteria that could influence the **project** life cycle cost significantly.
- (10) Provide necessary information within the agreed scope of the **project** to other consultants involved.

**Deliverables:**

- Submission of a report for consideration by the **client**, including all or any of the above, with emphasis on the following:
  - Agreed scope of **services** and scope of work.
  - Signed **agreement**.
  - Report on **project**, site and functional requirements.
  - Schedule of required surveys, tests, analyses, site and other investigations.
  - Schedule of consents and approvals.

### 3.2.2 Stage 2 – Preliminary Design: Concept and Viability

(Defined as: Prepare and finalise the **project** concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability study/assessment of the **project**.)

Following the **client's** instructions to proceed with the development of preliminary proposals or the basic planning of the **project**, comprising all or any of the following:

- (1) Agree documentation programme with principal consultant and other consultants involved.
- (2) Attend design and consultants' meetings.
- (3) Establish the concept design criteria.
- (4) Prepare initial concept design and related documentation.
- (5) Advice to the **client** as to the regulatory and statutory requirements, including environmental management and the need for any further surveys, analyses, tests and site or other investigations, as well as approvals, which may be required and arranging for these to be carried out at the **client's** expense. This advice is to be presented by the **consulting engineer** based on the interpretation of the results of these tests and investigations including geotechnical and/or foundation investigations, in a report containing recommendations to be applied to and incorporated in designs. The **consulting engineer** will also take the environmental management plan into account for the full life cycle of the **project**.
- (6) Preparation and submission to the **client** of any preliminary plans, drawings and estimates required for seeking the approval of statutory authorities and the **client**.
- (7) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- (8) Establish access, utilities, services and connections required for the design of the **project**.
- (9) Coordinate design interfaces with other consultants involved.
- (10) Prepare process designs (where required), preliminary designs including preliminary drawings and plans, and related documentation for approval by authorities and **client**, including costing of the aforementioned.
- (11) Provide cost estimates and life cycle costs including financial implications and preliminary programmes.
- (12) Liaise, co-operate and provide necessary information to the **client**, principal consultant and other consultants involved.

#### Deliverables:

- Submission of a report for consideration by the **client**, including all or any of the above, with emphasis on the following:
  - Concept design report.
  - Schedule of required surveys, tests and other investigations and related reports.
  - Process design report.
  - Preliminary design report.
  - Cost estimates, concept and viability reports which include all or any of the above.

### 3.2.3 Stage 3 – Detail Design

(Defined as: Finalise the design, outline specifications, cost plan, financial viability and programme for the **project**.)

- (1) Review documentation programme with principal consultant and other consultants involved.
- (2) Attend design and consultants' meetings.
- (3) Incorporate **client's** and authorities' detailed requirements into the design.
- (4) Incorporate other consultant's designs and requirements into the design.
- (5) Prepare design development drawings including draft technical details and specifications.
- (6) Prepare detail designs, and design drawings including draft technical details and specifications:
  - In the case of reinforced concrete **works**, drawings must include bending schedules.

- In the case of structural steel **works**, drawings and details provided by the **consulting engineer** must include full information, dimensions and specifications on all sections, connections, plates, fasteners, bolts and welding, to such an extent that no further designs by **contractor(s)** or other parties are required. The **consulting engineer** need not provide shop drawings for the manufacture of the structural steel **works**.
- (7) Review and evaluate design, specifications and estimates of the **cost of works** in order to finalise the detail design **stage**.
- (8) Advice to the **client** on any alternative designs and tenders, but excluding detailed inspection, reviewing and checking of alternative designs and drawings not prepared by the **consulting engineer** and submitted by any **contractor** or potential **contractor**.
- (9) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- (10) Submit the necessary design documentation to local and other authorities for approval and obtain said approval or alternatively for record purposes where approval is not required by Building Regulations.
- (11) Accommodate services design.

**Deliverables:**

- Submission of a report for consideration by the **client**, including all or any of the above, with emphasis on the following:
  - Detail design drawings.
  - Outline specifications.
  - Local and other authority submission drawings, reports and approvals.
  - Detailed estimates of construction costs.

### 3.2.4 Stage 4 – Documentation and Procurement

(Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the **project**.)

- (1) Attend design and consultants' meetings.
- (2) Prepare and finalise specifications, schedule of quantities and preambles for the **works**.
- (3) Submission of detailed estimates, capital and life cycle costs, financial implications and programmes for implementation of the **works**.
- (4) Reaffirm detailed cost estimates and adjust designs and documents if necessary to remain within approved budget.
- (5) Prepare and finalise the procurement strategy for **contractor(s)** or assist the principal consultant where relevant.
- (6) Prepare documentation for **contractor** procurement.
- (7) Assist in calling for tenders/bids and/or negotiation of prices and/or assist the principal consultant where relevant.
- (8) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- (9) Assist in the evaluation of tenders/bids.
- (10) Assist with the preparation of contract documentation for signature.
- (11) Assess samples and products for compliance and design intent.
- (12) Advice to the **client** on any alternative designs and tenders, but excluding detailed inspection, reviewing and checking of alternative designs and drawings not prepared by the **consulting engineer** and submitted by any **contractor** or potential **contractor**.
- (13) Placing orders for the **works** on behalf of the **client**.

**Deliverables:**

- Submission of a report for consideration by the **client**, including all or any of the above, with emphasis on the following:
  - Finalised Specifications.
  - Service co-ordination.

- 
- Detail design drawings.
  - Tender/bid documentation.
  - Tender/bid evaluation and report.
  - Tender/bid recommendation.
  - Priced contract documentation.

### 3.2.5 Stage 5 – Contract Administration and Inspection

(Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the **works**.)

- (1) Attend site handover.
- (2) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- (3) Execute the contract administration in terms of the contract between the **client** and the **contractor**.
- (4) Prepare schedules of predicted cash flow.
- (5) Prepare pro-active estimates of proposed variations for **client** decision making.
- (6) Preparation of and issuing variation orders on behalf of and after consultation with the **client**.
- (7) Attend regular site, technical and progress meetings.
- (8) Inspect **works** for conformity to contract documentation.
- (9) Adjudicate and resolve financial claims by **contractor(s)**.
- (10) Assist in the resolution of contractual claims by the **contractor**.
- (11) Assist the **client** in the resolution of disputes or differences that may arise between the **client** and the **contractor**, except mediation, arbitration and/or litigation.
- (12) Establish and maintain a financial control system.
- (13) Clarify details and descriptions during construction as required.
- (14) Assist and/or prepare valuations for payment certificates to be issued by the **principal agent**.
- (15) Witness and review of all tests and mock ups carried out both on and off site.
- (16) Check and approve **contractor** drawings for design intent.
- (17) Update and issue drawings and drawings register.
- (18) Issue contract instructions as and when required.
- (19) Agreeing and verifying final quantities during construction with the **contractor**.
- (20) Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- (21) Inspect the **works** and issue practical completion certificates and defects lists.
- (22) Arranging for the delivery of all test certificates, including the Electrical Certificate of Compliance, statutory and other approvals, as built drawings and operating manuals.
- (23) Advice to the **client** on any further alternative designs, but excluding detailed inspection, reviewing and checking of alternative designs and drawings not prepared by the **consulting engineer** and submitted by any **contractor**.

#### Deliverables:

- Submission of a report for consideration by the **client**, including all or any of the above, with emphasis on the following:
  - Schedules of predicted cash flow.
  - Construction documentation.
  - Register of drawings issued.
  - Estimates for proposed variations.
  - Contract instructions.
  - Financial control reports.
  - Valuations for payment certificates.
  - Progressive and draft final account(s).
  - Practical completion and defects list.
  - Electrical Certificate of Compliance.

Where a quantity surveyor is included in the project team in Multi-Disciplinary works, items 4, 5, 9 and 12 will not be required from the engineer.

### 3.2.6 Stage 6 – Close-Out

(Defined as: Fulfil and complete the **project** close-out including necessary documentation to facilitate effective completion, handover and operation of the **project**).

- (1) Inspect and verify the rectification of defects.
- (2) Prepare comments for relevant payment valuations and completion certificates.
- (3) Prepare and/or procure operations and maintenance manuals, guarantees and warranties.
- (4) Prepare and/or procure as-built drawings and documentation.
- (5) Agreeing final quantities with **contractor(s)**, compiling final accounts and issuing final payment certificates.

#### Deliverables:

- Valuations for payment certificates.
- Works and final completion lists.
- Operations and maintenance manuals, guarantees and warranties.
- As-built drawings and documentation.
- Final accounts.

### 3.2.7 Targeted (Preferential) Procurement

Should the **client** during any **stage** of the **project**, require the **consulting engineer** to perform work or **services** pertaining to targeted procurement, such work and or **services** could entail, but are not limited to, any or all of the following:

- (1) incorporation of any targeted (preferential) participation goals;
- (2) the measuring of key participation indicators;
- (3) the selection, appointment and administration of participation and;
- (4) auditing compliance to the above by any **contractor s** and/or professional consultant.

### 3.3 Additional Services

The following **services** are additional to the **normal services** provided by the **consulting engineer**, unless specifically agreed otherwise between the **consulting engineer** and the **client**. The **agreement** on the scope of **services** and remuneration shall be in writing and should, if at all possible, be concluded before such **services** are rendered.

#### 3.3.1 Additional Services pertaining to all Stages of the Project

- (1) Enquiries not directly concerned with the **works** and its subsequent utilisation.
- (2) Valuation for purchase, sale or leasing of plant, equipment, material, systems, land or buildings or arranging for such valuation.
- (3) Making arrangements for way leaves, servitudes or expropriations.
- (4) Negotiating and arranging for the provision or diversion of services not forming part of the **works**.
- (5) Additional work in obtaining the formal approval of the appropriate Government Departments or Public Authorities, including the making of such revisions as may be required as a result of decisions of such Departments or Authorities arising out of changes in policy, undue delay, or other causes beyond the **consulting engineer's** control.
- (6) Topographical and environmental surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out or procured on behalf of the **client**.
- (7) Setting out or staking out the **works** and indicating any boundary beacons and other reference marks.



- (8) Preparation of drawings for manufacture and installation or detailed checking of such for erection or installation fit.
- (9) Detailed inspection, reviewing and checking of designs and drawings not prepared by the **consulting engineer** and submitted by any **contractor** or potential **contractor** as alternative to those embodied in tender or similar documents prepared by the **consulting engineer**.
- (10) Preparing and setting out particulars and calculations in a special form required by any relevant authority.
- (11) Abnormal additional **services** by or costs to the **consulting engineer** due to the failure of a **contractor** or others to perform their required duties adequately and on time.
- (12) Executing or arranging for the periodic monitoring and adjustment of the **works**, after final handover and completion of construction and commissioning, in order to optimise or maintain proper functioning of any process or system.
- (13) Investigating or reporting on tariffs or charges leviable by or to the **client**.
- (14) Advance ordering or reservation of materials and obtaining licenses and permit.
- (15) Additional **services**, duties and/or work resulting from project scope changes, alterations and/or instructions by the **client**, or his duly authorized agents, requiring the **consulting engineer** to advice upon, review, adapt and/or alter his completed designs and/or any other documentation and/or change the scope of his **services** and/or duties. Such additional **services** are subject to **agreement** in writing between the **consulting engineer** and the **client** prior to the execution thereof.
- (16) Exceptional arrangements, communication, facilitation and agreements with any stakeholders other than the **client** and **contractor(s)** appointed for the **works** on which the **consulting engineer** provides **services**.
- (17) Any other additional **services**, of whatever nature, specifically agreed to in writing between the **consulting engineer** and the **client** prior to the execution thereof.

### 3.3.2 Construction Monitoring

- (1) If the **construction monitoring**, as set out in clause 3.2.5(3), is deemed to be insufficient by the **consulting engineer**, the **consulting engineer** may, with prior written approval having been obtained from the **client**, appoint or make available additional staff for such **construction monitoring** as are necessary to undertake additional **construction monitoring** on site to the extent specifically defined and agreed with the **client**. The functions in respect of additional **construction monitoring** are to be limited to detailed inspections and exclude those mentioned under clause 3.2.5.

Applications for additional staff must be made on the department's prescribed format, together with which the **consulting engineer** must submit a proper motivation, containing *inter alia*, a schedule indicating the envisaged time to be spent on additional **construction monitoring** as applied for, as well as the envisaged time to be spent on normal **construction monitoring** as set out in clause 3.2.5(3).

- (2) Alternatively, the **client** may appoint or make available staff, as intended in clause 3.3.2(1), subject to approval by the **consulting engineer**.
- (3) Staff, as intended in clauses 3.3.2(1) and 3.3.2(2), shall report to and take instructions from the **consulting engineer** or an authorized representative of the **consulting engineer** only and shall be deemed to be in the employ of the **consulting engineer**.
- (4) Should any change regarding the persons utilized for additional on-site monitoring or their remuneration or duration of services be necessary, the utilization of such persons and/or their remuneration must be agreed to in writing with the **client** prior to the implementation thereof.
- (5) If, for any reason, no additional staff or inadequate staff for **construction monitoring** is appointed, the **consulting engineers** shall provide additional **services**, including additional site visits, as required and agreed to in writing with the **client** prior to commencement thereof.
- (6) Where provided for in the **agreement**, the duties of the **consulting engineer** for the following defined levels of **construction monitoring**, respectively, are as follows:

(a) **Level 1:**

The **construction monitoring** staff shall:-

- 
- (i) Maintain a part-time presence on site as agreed with the **client** to review random samples and review important completed work prior to enclosure or on completion as appropriate.
  - (ii) Where the **consulting engineer** is the sole consultant or **principal agent**, carry out such administration of the **project** as is necessary on behalf of the **client**.
  - (iii) Where the **principal agent**, other than the **consulting engineer**, has been appointed for the **project**, provide such information as to enable the **principal agent** to fulfil his responsibilities.
  - (iv) Be available to provide the **contractor** with technical interpretation of the plans and specifications.

(b) **Level 2:**

The **construction monitoring** staff shall:-

- (i) Maintain a full time presence on site to constantly review –
  - (a) Work procedures
  - (b) Construction materialsfor compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion as appropriate.
- (ii) Where the **consulting engineer** is the sole consultant or **principal agent**, carry out such administration of the **project** as is necessary on behalf of the **client**.
- (iii) Where the **principal agent**, other than the **consulting engineer** has been appointed for the **project**, provide such information as to enable the **principal agent** to fulfil his responsibilities.
- (iv) Be available to provide the **contractor** with technical interpretation of the plans and specifications.

### 3.3.3 Occupational Health and Safety Act, 1993 (Act No.85 of 1993)

Should the **client** require the **consulting engineer** to undertake duties falling under the Occupational Health and Safety Act, 1993 (Act No.85 of 1993) and the Construction Regulations in terms thereof, on behalf of the **client**, the additional **services** may include the following:

- (1) The **consulting engineer** must arrange, formally and in writing, for the **contractor** to provide documentary evidence of compliance with all the requirements of the Occupational Health and Safety Act, 1993 (Act No.85 of 1993).
- (2) The **consulting engineer** must execute the duties of the **client**, as his appointed agent, as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act No.85 of 1993).

### 3.3.4 Quality Assurance System

Where the **client** requires that a quality management system or quality assurance services, over and above **construction monitoring** services, be applied to the **project**, these are in addition to **normal services** provided by the **consulting engineer** and to be specifically defined and separately agreed in writing prior to commencement thereof.

### 3.3.5 Lead Consulting Engineer

Should the **client** require the **consulting engineer** to assume the leadership of a joint venture, consortium or team of consulting engineers, of the same discipline, prescribed or requested by the **client**, the additional **services** may include the following:

- (1) Responsibility for the overall administration of all sections of the **services**, including those portions of the **services**, which fall within the ambit of the other consulting engineers.
- (2) Responsibility for the overall co-ordination, programming of design and financial control of all the **works** included in the **services**.
- (3) Processing certificates or recommendations for payment of **contractor(s)**.

### 3.3.6 Principal Agent of the Client

When a **consulting engineer** is, in addition to his normal functions as **consulting engineer**, appointed as the **principal agent** of the **client** on a project, the **consulting engineer** will also be responsible for the following:

- (1) Leadership of the professional team.
- (2) Submission of preliminary and developed proposals in the form of consolidated reports, drawings and specifications together with estimates of time required and **cost of the works**.
- (3) The overall administration of all sections of the **project** including those, which fall within the ambit of the other professional members in the team.
- (4) The overall coordination, programming of design and financial control of the **project**.
- (5) Resolving differences that may arise between the **client** and the **contractor(s)**, excluding mediation, arbitration or litigation.
- (6) Approval of certificates for payment to **contractor(s)** issued by the other professional members in the team before their presentation to the **client** for settlement.
- (7) Making arrangements to provide the **client**, on completion of the **works**, with such record drawings as may be required for a proper record of the **works** as constructed and such manuals as may be required for the operation and maintenance of the relevant parts of the **works**.
- (8) Approval of the final contract account and provision of a close out report for the **project**.
- (9) Manage targeted procurement **services** as indicated in clause 3.2.7.

### 3.3.7 Mediation, Arbitration and Litigation proceedings and similar Services

Where the **client** requires the **consulting engineer** to, on his behalf, perform the **services** listed hereunder or similar work, the extent thereof and remuneration therefore is subject to agreement between the **client** and the **consulting engineer**:

- (1) Dealing with matters of law, obtaining parliamentary or other statutory approval, licenses or permits.
- (2) Assisting with or participating in contemplated or actual mediation, arbitration or litigation proceedings.
- (3) Officiating at or attending courts and commissions of enquiry, select committees and similar bodies convened by statute, regulation or decree.

## 4. TARIFF OF FEES

### 4.1 Application of Tariff of Fees

- (1) The tariff of fees contained in this Schedule applies in respect of the **services** set out in clause 3 "Scope of Services".
- (2) The **client** shall remunerate the **consulting engineer**, for the **services** rendered, on the basis of clauses 4.2 and 4.5. In cases where the **client** and **consulting engineer** have agreed that clauses 4.2 and 4.3 are not applicable, payment should be on the basis of clause 4.4 or as agreed according to clause 4.1(4).
- (3) The **client** shall reimburse the **consulting engineer** for all expenses and costs incurred in terms of clause 4.5 in performing his **services**, irrespective of whether fees are charged in terms of clauses 4.2 and 4.3 or clause 4.4 as well as for all costs incurred on behalf, and with the approval of the **client**.
- (4) While the tariff of fees contained in this document can be applied to many projects the factors that influence the fees to be paid for **services** are complex and depend on a number of contributing factors. These contributing factors that should be taken into account may include, inter alia, all or any of the following:



- 
- (a) **Project complexity:** Projects may range from relatively simple projects where it is based on well established, common practices to more complex projects where it calls for the application of new, unusual or untried practices.
- (b) **Cost of the works:** This may range from a situation where the **cost of the works** is abnormally high relative to the **services** being rendered to a project where the **cost of the works** is abnormally low relative to the **services** required from the **consulting engineer**.
- (c) **Time duration:** This may involve projects where the **works** are executed over appreciably shorter or longer periods than would normally be expected for any of the **stages** defined in 3 “Scope of Services”.
- (d) **Level of responsibility, liability and risk:** These may range from relatively low levels of responsibility and/or risks to projects with unusually high responsibilities and/or risks that are expected to be carried by the **consulting engineer**.
- (e) **Level of expertise, qualifications, skills and experience:** Some works do not require a high degree of expertise while other works may require more specialized expertise or substantial skills and experience that cost more to develop and retain.
- (f) **Level of technology** required and changes in technology that may influence the costs of the **services** provided.
- (g) Whether aspects related to labour intensive works need to be considered in the design.
- (5) Combinations of one or more of the above factors may require an adjustment of the tariffs to fairly compensate the **consulting engineer** and this adjustment should be negotiated in good faith by both parties.
- (6) Agreement on any adjustment of or special fees should be reached at the time of the engagement of the **consulting engineer** or as soon after circumstances warrant such as practically possible, but in all cases prior to the **consulting engineer** rendering **services** which may be affected.
- (7) Where the **normal services** relate to more than one of the disciplines of consulting engineering contemplated in clauses 4.2.1 to 4.2.7 namely civil, structural, mechanical, electrical and **electronic engineering services**, a separate fee for **services** in each discipline should be calculated in accordance with the relevant clause. Where a **consulting engineer** is appointed for either or both electronic and electrical services, his payment shall be according to the electrical fee scales based on the combined value of these **services**.
- (8) Where at the instance and with the consent of the **client** the **works** are undertaken on separate non-contiguous sites, continuity is interrupted or are unusually fragmented or are constructed as separately documented phases or sections, the fee for **normal services** is:
- (a) The sum of the fees calculated separately for each site, contract, phase or section as if they were separate works; or
- (b) A fee agreed to between the **client** and the **consulting engineer** and which fee lies between the fee calculated on the total **cost of the works** and the sum of the fees contemplated in clause 4.1(8)(a) above.
- (9) For the calculation of fees, “duplication of works” is defined as the re-use of designs, drawings and details done by a consultant to duplicate a complete unit (e.g. a building or bridge).
- (10) The following fees may be claimed after each **stage** of **services** or monthly or as agreed between the **consulting engineer** and the **client**:
- (a) Percentage fees determined on the basis of the **cost of the works** prevailing at the time of the fee calculation and *pro rata* to the completed **services**, or a portion of the total fee based on completion of the **stages** along the lines indicated in 4.2.8.
- (b) Time based fees applicable when the **services** were rendered.
- (11) Disbursements as set out in clause 4.1(3) may be claimed monthly.



## 4.2 Fees for Normal Services

### 4.2.1 Civil and Structural Engineering Services pertaining to Engineering Projects

- (1) The basic fee for **normal services** in the disciplines of civil and structural engineering, pertaining to **engineering projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the **services** were rendered on the **project**.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R 0                      | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R 74,800                 | 12,5% on the balance over R 598 000    |
| R 1,419,000                   | R 6,985,000         | R 177,400                | 10,0% on the balance over R 1 419 000  |
| R 6,985,000                   | R 14,248,000        | R 734,000                | 9,0% on the balance over R 6,985,000   |
| R 14,248,000                  | R 35,480,000        | R 1,387,600              | 8,0% on the balance over R 14,248,000  |
| R 35,480,000                  | R 70,961,000        | R 3,086,200              | 6,0% on the balance over R 35,480,000  |
| R 70,961,000                  | R 427,427,000       | R 5,215,100              | 5,5% on the balance over R 70,961,000  |
| R 427,427,000                 |                     | R 24,820,700             | 5,0% on the balance over R 427,427,000 |

- (2) The following additional fee shall be applicable to the value of the reinforced concrete and structural steel portions of the **works**, inclusive of the costs of concrete, reinforcing, formwork, structural steel work and any *pro rata* preliminary and general amounts. Where structures of identical design are repeated on the same **project**, the combined costs shall be cumulated for the determination of the cost of the reinforced concrete and structural steel works.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R 0                      | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R 29,900                 | 5,0% on the balance over R 598,000     |
| R 1,419,000                   | R 6,985,000         | R 71,000                 | 4,5% on the balance over R 1,419,000   |
| R 6,985,000                   | R 14,248,000        | R 321,400                | 4,0% on the balance over R 6,985,000   |
| R 14,248,000                  | R 35,480,000        | R 611,900                | 3,0% on the balance over R 14,248,000  |
| R 35,480,000                  | R 70,961,000        | R 1,248,900              | 2,0% on the balance over R 35,480,000  |
| R 70,961,000                  | R 427,427,000       | R 1,958,500              | 1,5% on the balance over R 70,961,000  |
| R 427,427,000                 |                     | R 7,305,500              | 1,5% on the balance over R 427,427,000 |

- (3) To calculate the fee for railway track work in terms of this item, 50 per cent of the cost of the permanent way materials is excluded from the **cost of the works**, but the full cost of ballast and equipment specially designed by the **consultant** is included in the **cost of the works**.
- (4) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.1(1) and 4.2.1(2) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved, except for the fee for targeted procurement.



- (5) These factors do not apply when fees are a lump sum or on a time basis.
- (6) In the case of road works, where the road traverses both rural and urban areas, an adjustment *pro rata* to the length of road in rural and urban area should be made.
- (7) In the case of road rehabilitation a combination of factors applies depending on the situation of the road (rural or urban) and the category factor for alterations to existing works.

| Description of the Works   | Factor by which basic fee is multiplied |
|--|---|
| Rural roads (single carriageways), excluding bridges   | 0,85                                    |
| Rural freeways and dual carriageways, excluding bridges  | 0,95                                    |
| Freeways and dual carriageways through existing peri-urban areas, excluding bridges  | 1,00                                    |
| Single Carriageways through existing urban areas   | 1,00                                    |
| Freeways and dual carriageways through existing urban areas  | 1,25                                    |
| Gravel roads: Primary roads  | 1,25                                    |
| Secondary roads  | 1,00                                    |
| Informal roads   | 0,75                                    |
| Water and waste water treatment works  | 1,25                                    |
| Services (Excluding roads for existing informal settlements including roads and to reduced standards or supplies)  | 1,25                                    |
| Water and sanitation in rural areas  | 1,35                                    |
| Alterations to existing works<br>(Only applicable to the fees on the portion or section of <b>works</b> affected)  | 1,25                                    |
| Mass concrete foundations, brickwork and cladding designed and detailed by the <b>consulting engineer</b><br>(Only applicable to the design portion of the fees on such <b>works</b> ) | 0,33                                    |
| Duplication of works<br>(Only applicable to the design portion of the fees on duplicated works)  | 0,25                                    |
| Targeted procurement<br>(Additional fee based on the basic fees before the application of any of the other factors. Only applicable where specifically appointed for service)          | 0,07                                    |



#### 4.2.2 Civil Engineering Services pertaining to Multi-disciplinary Projects

- (1) The basic fee for **normal services** in the discipline of civil engineering, pertaining to **multi-disciplinary projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the **services** were rendered on the **project**.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R 0                      | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R 74,800                 | 12,5% on the balance over R 598,000    |
| R 1,419,000                   | R 6,985,000         | R 177,400                | 10,0% on the balance over R 1,419,000  |
| R 6,985,000                   | R 14,248,000        | R 734,000                | 9,0% on the balance over R 6,985,000   |
| R 14,248,000                  | R 35,480,000        | R 1,387,600              | 8,0% on the balance over R 14,248,000  |
| R 35,480,000                  | R 70,961,000        | R 3,086,200              | 7,0% on the balance over R 35,480,000  |
| R 70,961,000                  | R 427,427,000       | R 5,569,900              | 7,0% on the balance over R 70,961,000  |
| R 427,427,000                 |                     | R 30,522,500             | 7,0% on the balance over R 427,427,000 |

- (2) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.2(1) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved.

These factors do not apply when fees are a lump sum or on a time basis.

| Description of the Works  | Factor by which basic fee is multiplied |
|---|---|
| Alterations to existing works<br>(Only applicable to the fees on the portion or section of <b>works</b> affected) | 1,25                                    |
| Internal water and drainage for buildings upon specific agreement with the <b>client</b> to render such services  | 1,25                                    |
| Duplication of works<br>(Only applicable to the design portion of the fees on duplicated <b>works</b> )           | 0,25                                    |

### 4.2.3 Structural Engineering Services pertaining to Multi-disciplinary Projects

- (1) The basic fee for **normal services** in the discipline of structural engineering, pertaining to **multi-disciplinary projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the **services** were rendered on the project.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R 0                      | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R 74,800                 | 12,5% on the balance over R 598,000    |
| R 1,419,000                   | R 6,985,000         | R 177,400                | 10,0% on the balance over R 1,419,000  |
| R 6,985,000                   | R 14,248,000        | R 734,000                | 9,0% on the balance over R 6,985,000   |
| R 14,248,000                  | R 35,480,000        | R 1,387,600              | 8,0% on the balance over R 14,248,000  |
| R 35,480,000                  | R 70,961,000        | R 3,086,000              | 7,0% on the balance over R 35,480,000  |
| R 70,961,000                  | R 427,427,000       | R 5,570,000              | 7,0% on the balance over R 70,961,000  |
| R 427,427,000                 |                     | R 30,523,000             | 7,0% on the balance over R 427,427,000 |

- (2) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.3(1) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved.

These factors do not apply when fees are a lump sum or on a time basis.

| Description of the Works   | Factor by which basic fee is multiplied |
|--|---|
| Alterations to existing works<br>(Only applicable to the fees on the portion or section of <b>works</b> affected)  | 1,25                                    |
| Mass concrete foundations and brickwork designed and cladding designed and detailed by the <b>consulting engineer</b><br>(Only applicable to the design portion of the fees on such works) | 0,33                                    |
| Duplication of works<br>(Only applicable to the design portion of the fees on duplicated <b>works</b> )  | 0,25                                    |



#### 4.2.4 Mechanical Engineering Services pertaining to Engineering Projects

- (1) The basic fee for **normal services** in the discipline of mechanical engineering, pertaining to **engineering projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the **services** were rendered on the **project**.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R0                       | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R74,800                  | 12,5% on the balance over R 571 000    |
| R 1,419,000                   | R 6,985,000         | R177,400                 | 10,0% on the balance over R 1 353 000  |
| R 6,985,000                   | R 14,248,000        | R734,000                 | 8,0% on the balance over R 6 659 000   |
| R 14,248,000                  | R 35,480,000        | R1,315,000               | 7,0% on the balance over R 13 582 000  |
| R 35,480,000                  | R 70,961,000        | R2,801,300               | 6,0% on the balance over R 33 824 000  |
| R 70,961,000                  | R 427,427,000       | R4,930,100               | 5,5% on the balance over R 67 648 000  |
| R 427,427,000                 |                     | R24,535,700              | 5,5% on the balance over R 407 474 000 |

- (2) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.4(1) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved, except for the fee for targeted procurement.

These factors do not apply when fees are a lump sum or on a time basis.

| Description of the Works   | Factor by which basic fee is multiplied |
|--|---|
| Alterations to existing <b>works</b><br>(Only applicable to the fees on the portion or section of <b>works</b> affected)   | 1,25                                    |
| Duplication of <b>works</b><br>(Only applicable to the design portion of the fees on duplicated <b>works</b> )   | 0,25                                    |
| Targeted procurement<br>(Additional fee based on the basic fees before the application of any of the other factors.<br>Only applicable where specifically appointed for service) | 0,07                                    |

#### 4.2.5 Mechanical Engineering services pertaining to Multi-disciplinary Projects

- (1) The basic fee for **normal services** in the discipline of mechanical engineering or wet services, pertaining to **multi-disciplinary projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the **services** were rendered on the **project**.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R0                       | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R89,700                  | 15,0% on the balance over R 571 000    |
| R 1,419,000                   | R 6,985,000         | R212,900                 | 12,5% on the balance over R 1 353 000  |
| R 6,985,000                   | R 14,248,000        | R908,600                 | 10,5% on the balance over R 6 659 000  |
| R 14,248,000                  | R 35,480,000        | R1,671,200               | 9,5% on the balance over R 13 582 000  |
| R 35,480,000                  | R 70,961,000        | R3,688,300               | 9,0% on the balance over R 33 824 000  |
| R 70,961,000                  | R 427,427,000       | R6,881,500               | 8,5% on the balance over R 67 648 000  |
| R 427,427,000                 |                     | R37,181,200              | 8,5% on the balance over R 407 474 000 |

- (2) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.5(1) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved, except for the fee for targeted procurement.

These factors do not apply when fees are a lump sum or on a time basis.

| Description of the Works  | Factor by which basic fee is multiplied |
|---|---|
| Multi-tenant installations: <i>The Multi-tenant factor only becomes applicable if substantial fragmentation of services, which would otherwise not be divided, occurs as a result of the multi-tenant application. Normal multi-zoning, even if applied in multi-tenant accommodation, does not qualify for the application of the Multi-tenant factor.</i> | 1,25                                    |
| <b>Alterations to existing works</b><br>(Only applicable to the fees on the portion or section of <b>works</b> affected)  | 1,25                                    |
| <b>Duplication of works</b><br>(Only applicable to the design portion of the fees on duplicated <b>works</b> )  | 0,25                                    |
| For <b>projects</b> where the <b>cost of the works</b> exceeds R 572,000 and where bills of quantities are not required from the <b>consulting engineer</b> and all financial, tender and contractual matters are dealt with by the Quantity Surveyor or other parties  | 0,75                                    |
| Targeted procurement<br>(Additional fee based on the basic fees before the application of any of the other factors. Only applicable where specifically appointed for service)   | 0,07                                    |



#### 4.2.6 Electrical and Electronic Engineering Services pertaining to Engineering Projects

- (1) The basic fee for **normal services** in the discipline of electrical and electronic engineering, pertaining to **engineering projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the services were rendered on the **project**.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R0                       | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R74,800                  | 12,5% on the balance over R 571 000    |
| R 1,419,000                   | R 6,985,000         | R177,400                 | 10,0% on the balance over R 1 353 000  |
| R 6,985,000                   | R 14,248,000        | R734,000                 | 8,0% on the balance over R 6 659 000   |
| R 14,248,000                  | R 35,480,000        | R1,315,000               | 7,0% on the balance over R 13 582 000  |
| R 35,480,000                  | R 70,961,000        | R2,801,300               | 6,0% on the balance over R 33 824 000  |
| R 70,961,000                  | R 427,427,000       | R4,930,100               | 5.5% on the balance over R 67 648 000  |
| R 427,427,000                 |                     | R24,535,700              | 5.5% on the balance over R 407 474 000 |

- (2) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.6(1) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved, except for the fee for targeted procurement.

These factors do not apply when fees are a lump sum or on a time basis.

| Description of the Works  | Factor by which basic fee is multiplied |
|---|---|
| Alterations to existing <b>works</b><br>(Only applicable to the fees on the portion or section of <b>works</b> affected)  | 1,25                                    |
| Duplication of <b>works</b><br>(Only applicable to the design portion of the fees on duplicated <b>works</b> )  | 0,25                                    |
| Targeted procurement<br>(Additional fee based on the basic fees before the application of any of the other factors. Only applicable where specifically appointed for service) | 0,07                                    |





## 4.2.7 Electrical and Electronic Engineering services pertaining to Multi-disciplinary Projects

- (1) The basic fee for **normal services** in the discipline of electrical and electronic engineering, pertaining to **multi-disciplinary projects**, is determined from the table below. The fee is the sum of the primary fee and the secondary fee applicable to the specific **cost of the works** in respect of which the **services** were rendered on the **project**.

| Cost of the Works             |                     | Basis of Fee Calculation |  |
|-------------------------------|---------------------|--------------------------|--|
| Where the costs of the works: |                     | Primary Fee              | Secondary fee                          |
| Exceeds                       | But does not exceed |                          |  |
| R 0                           | R 598,000           | R0                       | A Lump Sum or on Time Basis            |
| R 598,000                     | R 1,419,000         | R89,700                  | 15,0% on the balance over R 571 000    |
| R 1,419,000                   | R 6,985,000         | R212,900                 | 12,5% on the balance over R 1 353 000  |
| R 6,985,000                   | R 14,248,000        | R908,600                 | 10,5% on the balance over R 6 659 000  |
| R 14,248,000                  | R 35,480,000        | R1,671,200               | 9,5% on the balance over R 13 582 000  |
| R 35,480,000                  | R 70,961,000        | R3,688,300               | 9,0% on the balance over R 33 824 000  |
| R 70,961,000                  | R 427,427,000       | R6,881,500               | 8,5% on the balance over R 67 648 000  |
| R 427,427,000                 |                     | R37,181,200              | 8,5% on the balance over R 407 474 000 |

- (2) For **normal services** relating to a description of the **works** mentioned in the first column of the following table, the proportion of the basic fee relating to the specific item calculated in terms of clause 4.2.7(1) is multiplied by the category factor mentioned against that description in the second column of the table. In case more than one of the descriptions below applies, the effective factor will be the product of the factors involved, except for the fee for targeted procurement.

These factors do not apply when fees are a lump sum or on a time basis.

| Description of the Works  | Factor by which basic fee is multiplied |
|---|---|
| Multi-tenant installations: <i>The Multi-tenant factor only becomes applicable if substantial fragmentation of services, which would otherwise not be divided, occurs as a result of the multi-tenant application. Normal multi-zoning, even if applied in multi-tenant accommodation, does not qualify for the application of the Multi-tenant factor.</i> | 1,25                                    |
| Alterations to existing <b>works</b><br>(Only applicable to the fees on the portion or section of <b>works</b> affected)  | 1,25                                    |
| Duplication of <b>works</b><br>(Only applicable to the design portion of the fees on duplicated <b>works</b> )  | 0,25                                    |
| For <b>projects</b> where the <b>cost of the works</b> exceeds R 572,000 and where bills of quantities are not required from the <b>consulting engineer</b> and all financial, tender and contractual matters are dealt with by the Quantity Surveyor or other parties.   | 0,75                                    |
| Targeted procurement<br>(Additional fee based on the basic fees before the application of any of the other factors. Only applicable where specifically appointed for service)   | 0,07                                    |

#### 4.2.8 Services provided partially or in Stages

- (1) The following table shall be used for proportioning the basic fee for **normal services** over the various **stages** of the **services**.

| Stage of Services  | Percentage points for each stage |
|--|----------------------------------|
| <b>Civil: Engineering Projects:</b> <ul style="list-style-type: none"> <li>• Inception</li> <li>• Preliminary Design: Concept and Viability</li> <li>• Detail Design</li> <li>• Documentation and Procurement</li> <li>• Contract Administration and Inspection</li> <li>• Close-Out</li> </ul>                    | 5<br>20<br>30<br>15<br>25<br>5   |
| <b>Structural: Engineering Projects:</b> <ul style="list-style-type: none"> <li>• Inception</li> <li>• Preliminary Design: Concept and Viability</li> <li>• Detail Design</li> <li>• Documentation and Procurement</li> <li>• Contract Administration and Inspection</li> <li>• Close-Out</li> </ul>               | 5<br>20<br>30<br>15<br>25<br>5   |
| <b>Civil: Multi-disciplinary Projects:</b> <ul style="list-style-type: none"> <li>• Inception</li> <li>• Preliminary Design: Concept and Viability</li> <li>• Detail Design</li> <li>• Documentation and Procurement</li> <li>• Contract Administration and Inspection</li> <li>• Close-Out</li> </ul>             | 5<br>20<br>30<br>15<br>25<br>5   |
| <b>Structural: Multi-disciplinary Projects:</b> <ul style="list-style-type: none"> <li>• Inception</li> <li>• Preliminary Design: Concept and Viability</li> <li>• Detail Design</li> <li>• Documentation and Procurement</li> <li>• Contract Administration and Inspection</li> <li>• Close-Out</li> </ul>        | 5<br>20<br>30<br>15<br>25<br>5   |
| <b>Mechanical, electrical and electronic projects:</b> <ul style="list-style-type: none"> <li>• Inception</li> <li>• Preliminary Design: Concept and Viability</li> <li>• Detail Design</li> <li>• Documentation and Procurement</li> <li>• Contract Administration and Inspection</li> <li>• Close-Out</li> </ul> | 5<br>20<br>30<br>15<br>25<br>5   |

- (2) Where not all the **stages** of the **normal services** are provided by the **consulting engineer**, the fee is, subject to clause 4.1(7), calculated as a percentage of the total fee calculated in terms of this clause, which percentage is the sum of the percentage points appropriate to each **stage** as set out in the above table against those **stages** of the **services** provided by the **consulting engineer**.

## 4.2.9 Cancellation or Abandonment

Should instructions having been given by the **client** to the **consulting engineer** to proceed with any of the **stages** of **services** set out in clause 4.2.8(1) and the whole or part of the **works** is cancelled or abandoned or postponed for a period of more than six months, the **consulting engineer** shall be remunerated for **services** performed, plus a surcharge equal to such losses (excluding future profits) and expenses as may have been caused by such termination of the **agreement** as can be substantiated by the **consulting engineer**.

## 4.3 Fees for Additional Services

- (1) Subject to clauses 4.2.8(2), 4.3(2), 4.3(3), 4.3(4), 4.3(5), 4.3(6) and 4.3(7), the fees for additional **services**, contemplated in clause 2.2, are agreed to between the **client** and the **consulting engineer** as set out in clause 4.1.
- (2) For additional **services** as a result of the resumption of such **services** or the alteration or modification of designs on the instructions of the **client**, the **consulting engineer** is entitled to time based fees and actual costs incurred.
- (3) For the provision of a **construction monitoring** service, as contemplated in clause 3.3.2, the **consulting engineer** is entitled to recover from the **client** the fees as agreed between the **consulting engineer** and the **client**:
  - (a) for part time **construction monitoring** staff costs, the amount payable to such staff shall be at the hourly rates contemplated in clause 4.4(3);
  - (b) for full time **construction monitoring** service the fee shall be based on the **total annual cost of employment** plus a surcharge of twelve percentage points (12%);
  - (c) a maximum of 50 hours may be applied for part time **construction monitoring** per month. Time spent on site in excess hereof will be without further remuneration; and
  - (d) distances for travelling applied for may not be exceeded without prior written approval of the departmental project manager. Remuneration of travelling will be calculated according to actual distances per month at the applicable rate of the time of travel.
- (4) For all other costs, as set out in clause 4.5, the actual expenses incurred.
- (5) For duties under the Occupational Health and Safety Act, 1993 (Act No.85 of 1993), as contemplated in clause 3.3.3, the **consulting engineer** shall, if so appointed by the **client**, be remunerated on a time and cost basis as agreed with the **client**.
- (6) For assuming the leadership of a joint venture, a consortium or team of consulting engineers, as contemplated in clause 3.3.5, the fee for the lead **consulting engineer** shall be ten percentage points (10%), which is not an additional fee but is that portion of the fee for **services** rendered by the team, which shall be allocated to the lead **consulting engineer**. The apportionment of the fee to **services** is as stated in clause 4.2.8(1).
- (7) For **services** as **principal agent** of the **client**, as contemplated in clause 3.3.6, the **consulting engineer** is entitled to an additional fee calculated at one percentage point (1%) of the total **cost of the works** comprising the **project**. The **consulting engineer** is not entitled to any fees for **principal agent** if he is not explicitly appointed as such.

## 4.4 Time Based Fees

- (1)
  - (a) Time based fees are all-inclusive fees, including allowances for overhead charges incurred by the **consulting engineer** as part of normal business operations, including the cost of management, as well as payments to administrative, clerical and secretarial staff used to support professional and technical staff in general and not on a specific project only.
  - (b) Time based fees are calculated by multiplying the hourly rate contemplated in clause 4.4(3), which is applicable to the **consulting engineer** for professional and any other technical staff employed by the **consulting engineer**, with the actual time spent by such staff in rendering the **services** required by the **client**.
  - (c) Professional and technical staff include all staff performing work directly related to the execution of the **services** the **consulting engineer** is engaged for by the **client** and excludes all administrative, clerical and secretarial staff used to support professional and

technical staff in general and not on a specific project only, but includes the typing of letters, minutes, reports and documents for **projects**.

- (2) To determine the time based fee rates the professional and technical staff concerned is divided into:-
- (a) **Category A**, in respect of a private consulting practice in engineering, shall mean a top practitioner whose expertise and relevant experience is nationally or internationally recognized and who provides advice at a level of specialization where such advice is recognized as that of an expert.
  - (b) **Category B**, in respect of a private consulting practice in engineering, shall mean a partner, a sole proprietor, a director, or a member who, jointly or severally with other partners, co-directors or co-members, bears the risks of the business or takes full responsibility for the projects and related liabilities of such practice and where his/her level of expertise and relevant experience is commensurate with the position performs work of a conceptual nature in engineering design and development, provides strategic guidance in planning and executing a project and/or carries responsibility for quality management pertaining to a project.
  - (c) **Category C**, in respect of a private consulting practice in engineering, shall mean all salaried professional staff with adequate expertise and relevant experience performing work of an engineering nature and who carry the direct technical responsibility for one or more specific activities related to a project. A person referred to in Category B may also fall in this category if such person performs work of an engineering nature at this level.
  - (d) **Category D**, in respect of a private consulting practice in engineering, shall mean all other salaried technical staff with adequate expertise and relevant experience performing work of an engineering nature with direction and control provided by any person contemplated in *categories A, B or C*.
- (3) The scale of fees on a time basis, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand:
- (a) for a person in *category A* and *B*: 18.75 cents for each R100 of the total annual remuneration package (lowest notch) attached to a Director's grading (level 13) in the Public Service;
  - (b) for a person in *category C*: 17,5 cents for each R100 of the total annual remuneration package (lowest notch) attached to a Deputy Director's grading (level 12) in the Public Service;
  - (c) for a person in *category D*: 16,5 cents for each R100 of his/her **total annual cost of employment**; provided that this hourly rate shall not exceed 16,5 cents for each R100 of the total annual remuneration package (lowest notch) attached to an Assistant Director's grading (level 11) in the Public Service.

Hourly rates calculated in terms of (a), (b) and (c) above shall be deemed to include overheads and charges in respect of time expended by clerical personnel, which shall, therefore, not be chargeable separately.

Unless otherwise specifically agreed in writing, remuneration for the time expended by *Category B persons* in terms of (a) above on a project shall be limited to 5 per cent of the total time expended on the **project**. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (b) or (c) above.

Notwithstanding the above, where work is of such a nature that personnel as described in paragraph (c) above are capable of performing such work, it shall be remunerated at that level and not at the rates described in paragraphs (a) and (b) above, irrespective of who in fact executed the work.

The salaries referred to in (a) to (c) above can change from time to time, which will, therefore, change the rates applicable. These rates will, however, only be adjusted on the first day of each calendar year irrespective of any changes in salary ranges during the relevant year. The



rate as set out in Table 8 of the "Rates for Reimbursable Expenses", as amended from time to time may be used as bases for relevant claims.

- (4) For the purposes of clause 4.4(3)(c), the **total annual cost of employment** (gross annual remuneration) of a person contemplated in clause 4.4(2) means the total amount borne by an employer in respect of the employment of such a person per year, calculated at the amounts applicable to such a person at the time of appointment of the person.

## 4.5 Expenses and Costs

All expenses and costs shall be claimed for in accordance with the provisions of the **agreement** subject to the submission of substantiating documentation.

# Appendix B

## 2015 NDPW - Scope of Architectural Services and Tariff of Fees

2015 NDPW - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in terms of section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)

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**National Department of Public Works  
Scope of Architectural Services and Tariff of Fees  
in respect of services rendered by a person registered  
in terms of section 19(2) of the Architectural Profession Act, 2000  
(Act No. 44 of 2000)**

**The commencement date of this document shall be**

**1 October 2015**

This document is hereafter referred to as the  
"2015 NDPW - Scope of Architectural Services and Tariff of Fees"

2015 NDPW - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in terms of section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)

## NATIONAL DEPARTMENT OF PUBLIC WORKS

### A Professional Fees for Architects 2015

#### PROJECT COST-BASED FEE

| Cost Bracket | Value of Works (excl. VAT) |                 | Primary Fee  | Plus Secondary Fee |                 |
|--------------|----------------------------|-----------------|--------------|--------------------|-----------------|
|              | From                       | To              |              | Add %              | On Balance Over |
|              | A                          | B               | C            | D                  | E               |
| 1            | R 1                        | R 200 000       | R 18 000     | 14.00%             | R 1             |
| 2            | R 200 001                  | R 650 000       | R 46 000     | 13.50%             | R 200 001       |
| 3            | R 650 001                  | R 2 000 000     | R 106 750    | 12.00%             | R 650 001       |
| 4            | R 2 000 001                | R 4 000 000     | R 268 750    | 10.50%             | R 2 000 001     |
| 5            | R 4 000 001                | R 6 500 000     | R 478 750    | 10.00%             | R 4 000 001     |
| 6            | R 6 500 001                | R 13 000 000    | R 728 749    | 9.50%              | R 6 500 001     |
| 7            | R 13 000 001               | R 40 000 000    | R 1 346 249  | 9.00%              | R 13 000 001    |
| 8            | R 40 000 001               | R 130 000 000   | R 3 776 249  | 8.50%              | R 40 000 001    |
| 9            | R 130 000 001              | R 260 000 000   | R 11 426 249 | 8.25%              | R 130 000 001   |
| 10           | R 260 000 001              | R 520 000 000   | R 22 151 249 | 8.00%              | R 260 000 001   |
| 11           | R 520 000 001              | R 1 040 000 000 | R 42 951 249 | 7.75%              | R 520 000 001   |
| 12           | R 1 040 000 001            |                 | R 83 251 249 | 7.50%              | R 1 040 000 001 |

#### Formula:

$$\begin{aligned}
 &\text{Professional Fee} \\
 &= \\
 &\text{Primary Fee (C) for applicable Cost Bracket of Value of Works} \\
 &+ \\
 &\text{Secondary Fee for applicable Cost Bracket of Value of Works} \\
 &\text{Calculated as (Applicable Value of Works minus Column E) x \% in terms of Column D}
 \end{aligned}$$

#### Example:

|                       |    |  |
|-----------------------|----|--|
| For Value of Works of |    | R 3 000 000  |
| Primary Fee           | is | R 268 750  |
| Secondary Fee         | is | (R 3 000 000 – R 2 000 001) x 10.50%<br>R 999 999 x 10.50%<br>R 104 999.90 |
| Professional Fee      | =  | Primary Fee + Secondary Fee<br>R 268 750 + R 104 999.90<br>R 373 749.90    |

The project cost based fee in Table A is based on the full scope of standard services being provided.



2015 NDPW - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in terms of section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)

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## **NATIONAL DEPARTMENT OF PUBLIC WORKS**

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### **B Architectural Fees Explanatory Document 2015**

#### **1. FEES DESCRIPTION**

- 1.1 Where the words and phrases are highlighted in the text of this 2015 NDPW - Scope of Architectural Services and Tariff of Fees they shall bear the meaning assigned to them in clause 28.1 and where such words and phrases are not highlighted they shall bear the meaning consistent with the context.
- 1.2 The Department of Public Works (Department) appoints architects either from a nomination process or by way of fees tender/bid system. In both cases the specific appointment for and nature of the work shall be as indicated in the **agreement(s)** entered into by Department with the professional entity.
- 1.3 The general guideline for fees based on work performed shall be as indicated below but with the proviso that the appointment documentation may be more specific in certain areas and shall therefore have preference over this document.
- 1.4 Where the appointment is made on value based remuneration, the basic Value Based Fees as in table A above, shall form the basis for the remuneration of the **architect**. Specific inclusions and exclusions are listed below.
- 1.5 Where the appointment is made on an hourly basis, or a portion of the appointment carries hourly fees, the fee scales for hourly rates, as determined from time to time by the Department and available on the Department's website shall apply, unless different hourly rates were tendered, in which case such rates will apply.
- 1.6 Unless the **agreement** between the Department and the professional entity states differently, disbursements, which are available on the Department's website, will be as determined by the Department from time to time.
- 1.7 The Department appoints architects **registered** as professional architects with **SACAP**. Should the identification of work and/or demarcation of work, as may be gazetted by **SACAP** be accepted by the Department, this document, i.e. 2015 NDPW - Scope of Architectural Services and Tariff of Fees, will be amended to take into account the scope of services as well as the fees attracted by the other categories of registration with respect to the architectural profession. However, unless otherwise clearly stated, this appointment is for firms offering services in the category of registered professional architect. Where services of **architectural professionals registered** with **SACAP** in categories other than professional architect may be employed by the Department, the services to be rendered and functions to be fulfilled are informed by the 'Identification/demarcation of work for Architectural Professionals', as may be separately determined by **SACAP** and as may be reflected in the **agreement** entered into with the Department.
- 1.8 The Department may from time to time request sight of the registration status of an appointed architectural **consultant**, irrespective of the category of registration.

#### **2 DESCRIPTION OF STANDARD SERVICE**

In a standard service the **architect** is appointed to fulfil the obligations provided for in the appointment **agreement**, which in turn is informed by the exposition of the work stages below as well as the inclusions and/or exclusions listed in this document. The Manual for Private Architects PW147 contains further information pertaining to the work and function of the **architect** and must be read with this document.

#### **3 BRIEF EXPOSITION OF WORK STAGES**

2015 NDPW - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in terms of section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)

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The essential functions of each work stage relevant to the service are identified herein as:

### 3.1 STAGE 1: INCEPTION

Receive, appraise and report on the **client's** requirements with regard to:

- (a) The **client's** brief;
- (b) The site, rights and constraints;
- (c) Budgetary constraints;
- (d) The need for **consultants**;
- (e) **Project** programme;
- (f) Methods of contracting.

### 3.2 STAGE 2: CONCEPT AND VIABILITY (CONCEPT DESIGN)

Prepare an initial design and advise on:

- (a) The intended space provisions and planning relationships;
- (b) Proposed materials and intended building services;
- (c) The technical and functional characteristics of the design;
- (d) Check for conformity of the concept with the rights to use the land;
- (e) Review the anticipated costs of the **project**;
- (f) Review the **project** programme.

### 3.3 STAGE 3: DESIGN DEVELOPMENT

- (a) Confirm the scope and complexity;
- (b) Review the design and consult with local and statutory authorities;
- (c) Develop the design, construction system, materials and components;
- (d) Incorporate and co-ordinate all the services and work of the **consultants**;
- (e) Review the design, costing and programme with the **consultants**;
- (f) Obtain the approval of the Sketch Plan Committee in order to obtain approval from the department project manager to continue with stage 4.

### 3.4 STAGE 4: DOCUMENTATION AND PROCUREMENT

#### 3.4.1 Stage 4.1 Prepare documentation sufficient for local authority submission:

- (a) Co-ordinate technical documentation with the **consultants** and complete primary coordination;
- (b) Prepare specification for the **works**;
- (c) Review the costing and programme with the **consultants**;
- (d) Submit documents for comments by the local authority and act on the comments made.

#### 3.4.2 Stage 4.2 Complete **construction documentation** and proceed to call for tenders:

- (a) Obtain the authority of the Departmental project manager to prepare documents to procure offers for the execution of the **works**;
- (b) To obtain offers for the execution of the **works**;
- (c) Evaluate offers and recommend on the award of the building **contract**;
- (d) Prepare the **contract** documentation and arrange the signing of the building **contract**.

### 3.5 STAGE 5: CONSTRUCTION

- (a) Administer the building **contract**;
- (b) Together with the departmental project manager, give possession of the site to the **contractor**;
- (c) Issue construction documentation;
- (d) Initiate and/or check sub-contract design and documentation as appropriate;
- (e) Inspect the **works** for conformity to the **contract** documentation;
- (f) Administer and perform duties and obligations assigned to the **principal agent** in the **JBCC** building agreements, or fulfil the obligations provided for in other forms of **contract**;
- (g) Issue the certificate of **practical completion**;
- (h) Assist the **client** to obtain the certificate of occupation.

### 3.6 STAGE 6: CLOSE-OUT

- (a) Facilitate the **project** close-out including the preparation of the necessary documentation to effect completion, handover and operation of the **project**;
- (b) After the **contractor's** obligations with respect to the building **contract** are fulfilled, the architect shall issue the certificates related to **contract** completion;
- (c) Provide the **client** with as-built drawings.

## 4 ADDITIONAL SERVICES CARRYING ADDITIONAL FEES

The following services are additional to the standard services and rank for additional fees. These services may be added individually or in varying combinations and shall be provided by prior agreement between the Department and the **architectural professional**.

### 4.1 SPECIAL DESIGN SERVICES

The preparation of special designs within or in relation to the facilities which are contemplated in this service, which may include:

- (a) Rational design by other **consultants** – participate in the preparation of rational designs;
- (b) Town planning and/or urban design includes participation in the application for the establishment and/or amendment of regional and local town planning and urban design schemes and the amendment of title conditions, negotiations with interest groups and authorities;
- (c) Master planning – defining and planning the layout of future development of buildings and/or services on the same site;
- (d) Landscape design – participation in landscape planning and construction;
- (e) Interior design – the design or participation in the design of Interiors and the selection of furnishings and fixtures and special finishes;
- (f) Liaison with special designers and specialist **consultants**;
- (g) Purpose-made items – the design and documentation of purpose made items, only to the extent that services in the relation thereto are deemed unreasonable to be regarded as part of standard services. Prior permission in this regard from the departmental project manager is necessary;
- (h) Promotional material and art work – participation in the preparation of;
- (i) Industrial plant operation and production layouts – participation in the definition and layout.

### 4.2 SPECIAL MANAGEMENT SERVICES

- (a) The setting up of a **project** execution plan by the **architect** shall be deemed normal to the duties of the **architect**;
- (b) Cost and valuation services – participation in the administration of costs and payments where a quantity surveyor has not been appointed;
- (c) Special **inspections** – more intensive **inspections** and assessment of the **works** than the norm to assess compliance with specifications.

### 4.3 SPECIAL STUDIES

- (a) Preparation of the **client's** brief – assist the **client** in the preparation of his requirements with regard to the purpose, scope, use of and operation of the **project**;
- (b) Site selection – research the suitability and location of a site for a proposed **project**;
- (c) Feasibility studies – participation in technical and/or economic feasibility studies;
- (d) Environmental studies – participation in environmental studies;
- (e) Energy studies and planning prepared by other **consultants**, but excluding basic architectural design incorporating sound planning for energy efficiency and maintenance;
- (f) Market surveys – participation in market surveys;
- (g) Traffic studies – participation in traffic flow studies.

### 4.4 WORK ON EXISTING PREMISES

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Note: This item to be read in conjunction with items 10 and 11 below.

- (a) Surveys and inspections – inspect, survey, measure and prepare documentation of existing premises, with other **consultants** as needed. In cases where the nature of **projects** calls for repairs/renovation of existing buildings/structures, the cost of surveys and inspections is deemed to be covered by the increase of 30% covered in item 10 below;
- (b) Restorations and renovations – services in connections with work on existing buildings;
- (c) Heritage buildings – services in connection with work on heritage buildings.

#### **4.5 OTHER SERVICES**

- (a) Participation in litigation and dispute resolution (where a concurrent service is rendered);
- (b) Mutually agreed additional services.

### **5 PROJECT VALUE BASED FEES FOR STANDARD AND PARTIAL SERVICES**

- 5.1 The fees consist of a 'base fee' and a percentage of **project** cost; these derive from 'bracketed **project** values'.
- 5.2 The cost of the works:
  - 5.2.1 The "cost of the works" or the "project cost" in respect of this service, shall mean the final value of the contract, including any amount of adjustment under any applicable contract price adjustment provision, of all the buildings in the project/complex included in the Architect's commission less items not regarded as an integral part of the project, or design of the works - refer to exclusions below.
  - 5.2.2 The "cost of the works" or the "project cost" shall exclude any allowances in respect of contingencies.
  - 5.2.3 Where the fees are based on an estimate, the estimate shall be the one accepted by the Department as representing the value of the works (which for purposes of interim payments will be deemed to be 80% of the consultant's estimate). If tenders were received but not awarded, the lowest tender price will be used as base for the calculation of fees, unless acceptable motivation can be provided to prove that such amount is unreasonable.

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**5.3 TABLE OF CATEGORIES OF PROJECT TYPES AND THE CORRESPONDING FEE CALCULATION METHOD APPLICABLE FOR ARCHITECTS**

|   | Project type and definition   | Stage                               | Project cost based fees (base + percentage)         | Additional fee  | Time based fees                                    |
|---|---|-------------------------------------|---|---|--|
| 1   | <u>Construction (new projects)</u><br>Building, assemble, establish fabrication of new buildings, structures, installations.  | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | Not applicable  | Not applicable                                     |
| 2   | <u>Construction new projects using NDPW standard drawings</u>   | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | Reduced fee of 0.75 on each of stages 2 to 4. Full fee on stages 1, 5 & 6 | Not applicable                                     |
| 3   | <u>Additions only</u><br>Build-on, additional, enlarge/extend existing accommodation, add on (increase).  | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | Not applicable  | For remeasuring and draughting existing structures |
| 4   | <u>Repairs and renovations, rehabilitation (non-heritage) and upgrading</u><br>Observable and recognizable damage, deterioration, broken (doors, locks, hinges, taps, etc.), worn, torn, disrepair. | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | Not applicable  | For remeasuring and draughting existing structures |
| 5   | <u>Restoration (heritage)</u><br>Repair, reconstruct, renew, rehabilitate – heritage buildings (historical) structures, objects (specialist knowledge of materials and methods).                    | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | +40%<br>+40%<br>+40%<br>+40%<br>+40%<br>+40%                              | Remeasuring included in the 40% additional fee     |
| 6   | <u>Adaptation</u><br>Change of function, new use  | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | +10%<br>+10%<br>+10%<br>+10%<br>+10%<br>+10%                              | For remeasuring and draughting existing structures |
| 7   | <u>Alterations and additions</u><br>Change, modify, adjust facility (same use).   | 1<br>2<br>3<br>4.1<br>4.2<br>5<br>6 | 5%<br>15%<br>20%<br>20%<br>10%<br>27%<br>3%<br>100% | Not applicable  | For remeasuring and draughting existing structures |
| Note: 1 Repeat fees may be applicable to any/all of the above categories.<br>2 Hourly rates will apply when instructed by the Department. |   |                                     |   |   |  |

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## 6 BUDGET FOR FEE PURPOSES

The **project** value fee for **budget** purposes excludes VAT, contingencies and provision for escalation.

## 7 PROJECT VALUE BASED FEES FOR A REDUCED SERVICE

Where the **architect** is not the **principal agent**:

A reduction of the fee for the work of 10% of the fee for stages 5 and 6 if the appointment was made according to a nomination process.

## 8 APPORTIONMENT OF FEES BETWEEN WORK STAGES

8.1 The fee applicable to each work stage is apportioned according to the table below and shall be current for the duration of the **project**.

8.2 In cases where a **project** was shelved or postponed for longer than two years after the initial appointment, due to reasons not attributable to the **architect**, the appointment is considered to have terminated. In such event, and should the same **architect** be re-appointed, such appointment will constitute a new **agreement** and fee arrangements prevailing at such time shall apply and/or be negotiated with the departmental project manager.

### 8.3 Fees for Work Stages

#### 8.3.1 Table of stages

| WORK STAGE | PROPORTIONAL FEE | CUMULATIVE TOTAL |
|------------|------------------|------------------|
| 1          | 5%               | 5%               |
| 2          | 15%              | 20%              |
| 3          | 20%              | 40%              |
| 4.1        | 20%              | 60%              |
| 4.2        | 10%              | 70%              |
| 5          | 27%              | 97%              |
| 6          | 3%               | 100%             |

## 9 FEES FOR ADDITIONAL SERVICES

Unless otherwise stipulated, the fee for additional services is time based, based on hourly rates as determined by the Department. Whenever these rates are revised the new rates shall apply to work performed after the date of publication of such revision.

## 10 FEES FOR A PROJECT THAT INCLUDES REPEATED BUILDINGS

10.1 For a **project** consisting of a number of repeated buildings erected under a single **buildingcontract**, the fee will be reduced as indicated below provided the parts of the **project** are:

- (a) Built on one site or a series of adjoining or closely related sites;
- (b) Either wholly apart from each other or linked with screen walls, common walls or other similar means;
- (c) Repeats of one or more prototype designs for units, blocks or elements and built from the repeated use of one or more sets of drawings and related documents with nominal or no modification for each re-use.

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- 10.2 Full fee shall prevail for the origination of the first buildings, (known as prototypes) prior to the repeated buildings, thereafter fee adjustment is applied to the repeated buildings.
- 10.3 The reduced fee is 50% of the fee in table 5.3 above applied to work stages 1 through 4 inclusive.
- 10.4 The fee applicable to item 10.3 above is for working drawings/documentation and related documentation and the preparation of site and service plans for each repeated building.
- 10.5 The reduced fee does not apply to work stages 5 and 6. Fees for repeat buildings are therefore 35% + 30% = 65% of 100%.
- 10.6 Adjustment made to prototypical buildings shall attract fees at hourly rates.

## 11 FEES FOR BUILDINGS REPEATED UNDER SEPARATE BUILDING CONTRACTS

The re-use of drawings and documents on other sites for which the original architect is not appointed, will not entitle the original architect to additional fees.

## 12 FEES FOR AN APPOINTMENT WHERE THE ARCHITECT TAKES OVER INCOMPLETE WORK OF ANOTHER PRACTITIONER

The work stage shall be identified and an appropriate **budget** for the **works** shall be set. The fee for the incomplete work stage or the stage in which the service is commenced is subject to an increase of 15%. (Also called familiarization fee).

## 13 FEES FOR INSPECTION AND ADMINISTERING BUILDING CONTRACTS IF APPOINTED FOR THOSE STAGES ONLY

The fee for inspecting and administering **building contracts** (i.e. when only work stages 5 and 6 are required) is 30 per cent of the total fee based on the final cost of each **project**. A familiarization fee at hourly remuneration rates, up to a maximum of 15% of the fee for work stage 4 may be claimed.

## 14 FEES FOR DEPLOYMENT OF EMPLOYEES

Where an employee of the **architectural professional** is deployed on site for extended **inspection** or other appointed purpose, the amount of the reimbursement shall be the total cost of employment X 1.12, plus site associated allowances X 1.1. PRM 033 – 1 shall apply and prior application is to be lodged with the project manager according to the **agreement**.

## 15 EXTENDED INITIAL CONTRACTUAL CONTRACT PERIOD

In the event of the initial **contract** period being exceeded by more than 10 per cent, through no fault of the **architectural professional**, the **architect** is to be remunerated for all additional work over and above the period exceeding the additional 10%, resulting from the extension of time. The hourly rates according to the then current departmental hourly rate together with related reimbursables shall apply.

## 16 ADJUSTMENT OF GUIDELINE FEES AND DISBURSEMENTS

The **architect's** fees and disbursements are based on the following parameters:

- (a) Scope of services;
- (b) Scope of the **project/works**;
- (c) **Project** programme;
- (d) Cost of the **works**;
- (e) Cost of the **project**;

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- (f) Appointment of other **consultants**;
- (g) Appointment of a **contractor(s)**.

Should any material variation to the parameters as stated occur, the fees and disbursements may be adjusted.

Adjustments to the **project** programme, commonly known as 'fast tracking' that require the application of additional resource(s) by the **architect**, may attract additional fees. The **architect** shall submit a proposal to the project manager for approval prior to the commencement of the enhanced service.

## 17 TRAVELLING TIME

Travelling time shall be remunerated as indicated in the **agreement** between the **architect** and the Department.

## 18 FEES ON TERMINATION BY THE CLIENT

Where the **agreement** is terminated, the termination will attract an additional fee equal to 10% of the full fee of the stage in which termination occurs.

## 19 FEES FOR DISPUTE RESOLUTION SERVICES

For acting as expert witness, adjudicator or mediator, the fee will be the time charge fee increased by 50 per cent (150% of the fee).

Where **projects** are referred to dispute resolution, the **architect** retained on that **project** is to be reimbursed for the additional service.

## 20 PAYMENT OF PROFESSIONAL ACCOUNTS

- (a) The **architect's** accounts are due and payable on presentation and are payable within the contractually stipulated period.
- (b) The **architect** shall be entitled to render interim accounts as stipulated in the **agreement**.

## 21 REGULAR INVOICING

Interim payments will be according to the stipulations of the **agreement**.

In addition to the fees set out in this schedule, the Department shall reimburse the **architectural professional** for all disbursements properly incurred according to the stipulations of the **agreement**.

### i. REIMBURSEMENT OF EXPENSES

In addition to the fees set out in this document, the Department shall reimburse the **architectural professional** for disbursements properly incurred according to the stipulations of the **agreement**.

## 23 PROFESSIONAL FEES

- (a) The basic Value Based Fees for architects, as in table A above, shall apply.
- (b) The basic fee shall be the sum of fees set out in columns C and D of the basic Value Based Fees.

## 24 FULL SERVICES SUBMITTED BY TENDER

In the event of a fee proposal being submitted by way of tender, the fee for full services shall be tendered as a percentage of table A above, before apportionment into work stages.



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Where the **architect** is required to perform a portion of the full services only, only the relevant portion of the fee shall be paid.

## 25 EXCLUSIONS

Certain items and services, which are outside of the building(s) and/or which are regarded as items of equipment, irrespective whether these are located outside and/or to the building(s), are not regarded as an integral part of the architectural **project** or design of the **works** and consequently the cost of these items are to be excluded from the value of the **works** on which a percentage architectural fee is calculated.

The **architect** may, upon proof, be entitled to professional fees due to involvement in the design and/or specification of these items. Professional fees claimed on a percentage of the cost of the item exceeding 1% of the cost of the item will not be entertained. Time based fees relating to the items listed below may be submitted for consideration.

## 26 ITEMS NOT INTEGRALLY PART OF THE WORK OF THE ARCHITECT

The following are examples of items regarded as not being an integral part of the architectural project or design of the **works**.

The list of examples below is not exhaustive – should any uncertainties exist in this regard, the onus is on the **architect** to seek a ruling in writing from the departmental project manager. The **architect** may however be specifically appointed in writing to undertake work relating to the items below, in which case fees shall be identified in the appointment documentation. When the **architect** has, upon proof, fulfilled a coordinating and/or planning role in respect of the items listed below, a fee commensurate with the input made by the **architect**, but not exceeding 1% of the value the items, may be claimed.

1. Roads, bridges, pathways, fencing and parking areas designed by the civil engineer. The civil engineer is involved in the detailed design but the **architect** may have inputs in terms of master planning, position, shape, route and landscaping considerations, and so forth, meant to complement the design of the building(s) and link up with the civil engineering work.
2. Layouts of sports fields and gardens other than primary placement when not done by the landscape architect.
3. Municipal connection fees.
4. Main(s) water supply, major water reticulation, reservoirs and water purification plants outside of the building(s).
5. Main electrical supply cables external to the building(s).
6. Electrical transformers, high tension gear, generating plants and uninterrupted power supply plants, irrespective of whether these are internal or external to the building(s).
7. Main collector and outfall sewers and sewage disposal plants external to the building(s).
8. Steam and water boilers specified by the engineer.
9. Pump and pumping equipment specified by the engineer.
10. Fire-fighting equipment specified by the engineer.
11. Projectors, audio visual equipment, television and computer equipment and electronic equipment, with the exception of primary placement.
12. X-ray, other medical equipment, laundry, sterilizing and incinerator equipment.
13. Artwork.
14. Landscaping, when designed by the landscape architect, in respect of Landscaping items, features, furniture etc. designed and/or specified by the landscape architect.
15. The sinking of boreholes including any pumping equipment, when specified by the engineer or persons other than the **architect**.
16. Preparation of the **client's** brief.
17. Site selection, survey and location.

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18. Economic feasibility and market surveys.
19. Traffic engineering.
20. Town planning and urban design.
21. Master site planning and placement of future buildings.
22. Promotional material.
23. Procurement of loose furniture.
24. Procurement of electrical and mechanical plant, operational and production layouts and manuals.
25. Extended detailed **inspection** of the **works** where required by the **client**.
26. Sectional title preparation and documentation.
27. Additional services not contemplated in this document.
28. Provision of revised or supplementary documentation required by the **client**. However, as-built drawings form part and parcel of the basic services rendered to the Department.

## 27 INCLUSIONS

The following are examples of items regarded as being an integral part of the architectural project or design of the **works** on which full **architect's** fees may be calculated.

1. Electrical, water, sewage, steam, gas, IT and communication reticulation systems inside the building(s) except where entirely designed and specified by the engineer.
2. Air-conditioning and ventilation systems.
3. Lifts, escalators, travelators and other means of mechanical conveyance.
4. Fire detection, security systems and sprinkler systems.
5. Hot water generating equipment, e.g. geysers, calorifiers and solar water heaters.
6. Built-in refrigeration facilities and mortuary cabinets.
7. Kitchens and other fittings when designed/laid out by the **architect**.

### i. DEFINITIONS AND INTERPRETATIONS

Where the words and phrases are highlighted in the text of this document they shall bear the meaning assigned to them and where such words and phrases are not highlighted they shall bear the meaning consistent with the context.

#### 28.1 DEFINITIONS

**“Agreement”** means documents listed in the schedules which together form the agreement between the **client** and the **consultant**.

**“Architect”** means a person **registered** as a Professional Architect in terms of the Architectural Profession Act, Act no 44 of 2000, or the Professional Architect's practice constituted as a legal persona appointed to provide the architect's service for the **project**.

**“Architectural professional”** means a person **registered** in terms of the Architects Profession Act, Act no 44 of 2000.

**“Budget”** means the anticipated cost of the **project** and/or **works**; provided that estimates, on which the budget is based, shall be deemed to be valid for a period not exceeding 3 months.

**“Building contract”** means the **JBCC** ‘Principal Building Agreement’ (PBA) or such other building agreement entered into between the **client** and the **contractor**.

**“Client”** means the party appointing the **architectural professional** (here: the Department) to perform the services or any part thereof referred to in this document and referred to as the ‘employer’ in the **JBCC** PBA, or other similar building contract.

**“Consultant”** means professional persons or entities appointed by the **client** to provide services with respect to the **project**.

**“Construction documentation”** means graphic representations, plans, sections, elevations, site plans, specifications, construction details, service co-ordination information, schedules and such other documentation, details and descriptions as are within the reasonable competence of an architect which are sufficient to indicate and specify the scope of the **works**.

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“**Contract**” means an agreement entered into by the **client** with a **contractor** for the execution of the **works** or part thereof. It may also be referred to as “building contract”.

“**Contractor**” means the entity or entities contracting with the **client** for the execution of the **works** or part thereof.

“**Inspection**” means such periodic visits to, or in connection with, the **works** by the **architectural professional** as are necessary to establish conformity of the work to the contract documentation, and to provide on-site clarification and further information during the progress of the work.

“**JBCC**” means the Joint Building Contracts Committee suite of contract documentation, series 2000, code 2101 c July 2007 or subsequent editions thereof, and as amended from time to time.

“**Practical completion**” means the stage of completion where the **works** or a section thereof, as certified by the **principal agent**, is substantially complete and can effectively be used for the purpose intended.

“**Principal agent**” means the person appointed to fulfil the obligations of the JBCC Principal Building Agreement (as currently provided for in clause 5 of the JBCC PBA), or fulfil the similar obligations provided for in other forms of contract.

“**Project**” means the development for which the **architectural professional** and **consultants** are appointed and may not be limited to **works**.

“**Registered**” means a person whose professional competence has been recognized by **SACAP**.

“**SACAP**” means South African Council for the Architectural Profession, the Statutory Council governing the Architectural Profession.

“**Works**” means all work executed or intended to be executed according to the **building contract**.

## 28.2 INTERPRETATIONS

In formal service agreements, unless inconsistent with the context, the words “advise”, “appoint”, “approve”, “authorize”, “certify”, “consent”, “decide”, “delegate”, “designate”, “instruct”, “issue”, “notify”, “object”, “reply”, “request”, and “specify” shall indicate an act required to be carried out in writing.

The masculine gender includes the feminine and neuter genders and *vice versa*, the singular includes the plural and *vice versa* and persons shall include corporate bodies.

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