

09/05/2023



public works  
& infrastructure

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

Private Bag X65, Pretoria, 0001, 256 Madiba Street, Pretoria, Tel No. 012 406 1775 & Mobile No. 081 037 9382

## TENDER DOCUMENT

### INVITATION TO TENDER FOR PROFESSIONAL SERVICES:

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

Consisting of:

- ARCHITECTURAL SERVICES**
- QUANTITY SURVEYING SERVICES**
- CIVIL ENGINEERING SERVICES**
- ELECTRICAL ENGINEERING SERVICES**
- MECHANICAL ENGINEERING SERVICES**
- STRUCTURAL ENGINEERING SERVICES**

**FOR THE PROJECT**

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN  
MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION**

**WCS: 053359**

**REFERENCE NO: 6724/0013/4**

**TENDER NO.: H23/001 AI**

**MAY 2023**

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

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

Effective date: 20 April 2023

Version 2.3 MULTI-DISC CONSULT tender

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### **Annexure**

- A 2021 National Department of Public Works & Infrastructure 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 NDPWI - 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 & Infrastructure invites tenders for the provision of **MULTI-DISCIPLINARY PROFESSIONAL SERVICES** consisting of:

- **ARCHITECTURAL SERVICES**
- **QUANTITY SURVEYING SERVICES**
- **CIVIL ENGINEERING SERVICES**
- **ELECTRICAL ENGINEERING SERVICES**
- **MECHANICAL ENGINEERING SERVICES**
- **STRUCTURAL ENGINEERING SERVICES**

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

### T1.1.3 COLLECTION OF TENDER DOCUMENTS

Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)

Alternatively; Bid documents may be collected during working hours at the following address  
**Physical address:** CGO Building, Room 121  
256 Madiba Street  
Pretoria

Tender documents may be collected on working days **between 07:30 and 12:45** and **between 13:30 and 15:30**. A non-refundable deposit of **R 200.00** is payable, in cash only, on collection of the tender documents.

T1.1.4 Queries relating to these documents may be addressed to the Employer’s authorised and designated representative who is the departmental project manager:

**Mr Shumani Lidovho**

**Tel no:** 012 406 1775

**Cell no:** 081 037 9382

**Fax:** 086 272 8632

**Physical address:** Central Government Offices (CGO) Building  
256 Madiba Street  
Pretoria

**Postal address:** Private Bag X65  
Pretoria  
0001

T1.1.5 The closing time for receipt of tenders is as advertised in the Tender Bulletin. Telephonic, facsimile electronic and late tenders will not be accepted.

T1.1.6 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** as contained in **Annexure C** of the **Construction Industry Development Board Standard for Uniformity in Engineering and Construction Works Contracts** as per Government Notice No. 423 published in Government Gazette No. 42622 of **August 2019** and as amended from time to time.

The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it from 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)

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.

**Each item of data given below is cross-referenced to the clauses marked [C] in the Standard Conditions of Tender to which it mainly applies.**

By submitting a tender in response to T1.1 Notice and Invitation to Tender above, the tenderer binds himself to a *pactum de contrahendo* (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and T1.2 Tender Data.

Clause number	
[C.1.1]	The Employer is the <b>Government of the Republic of South Africa in its Department of Public Works &amp; Infrastructure.</b>
[C.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 5 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></p> <p>T1: Tendering Procedures              T1.1 Notice and Invitation to Tender              T1.2 Tender Data</p> <p>T2: Returnable Documents              T2.1 List of Returnable Documents              T2.2 Returnable Schedules</p> <p><u>The Contract</u></p> <p>C1: Agreement and Contract Data              C1.1 Form of Offer and Acceptance              C1.2 Contract Data</p> <p>C2: Pricing Data              C2.1 Pricing Assumptions              C2.2 Activity Schedule</p>

	C3: Scope of Services
	C4: Site Information
[C.1.4]	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.
[C.2.1]	<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 also provide some of the professional services listed in T1.1.2 hereof, of which each professional division/section in the practice or practices is under the fulltime supervision of a <b>registered professional</b> in that specific profession and which each is owned or controlled by registered professionals of that specific profession, as determined by the relevant Council in its Code of Professional Conduct in terms of number, shareholding and voting power, who are registered correspondingly in terms of the:</p> <ul style="list-style-type: none"> <li>Architectural Profession Act, 2000 (Act no 44 of 2000),</li> <li>Engineering Profession Act, 2000 (Act no 46 of 2000)</li> <li>Landscape Architectural Profession Act, 2000 (Act no 45 of 2000),</li> <li>Project and Construction Management Professions Act, 2000 (Act no 48 of 2000) and/or</li> <li>Quantity Surveying Profession Act, 2000 (Act no 49 of 2000),</li> </ul> <p>and who will hereafter be referred to as <b>registered principals</b> of the practices.</p> <p>For architectural services in the multidisciplinary professional practice the minimum requirement is for the architectural division/section to be under fulltime direct supervision of a registered professional architect/s who is/are registered in terms of the Architectural Professions Act, 2000 (Act no 44 of 2000), and who will hereafter be referred to as <b>registered principals</b> of the business undertaking.</p> <p>For quantity surveying services in the multidisciplinary professional practice the minimum requirement is for the quantity surveying division/section to be under fulltime direct supervision of a registered professional quantity surveyor/s who is/are registered in terms of the Quantity Surveying Profession Act, 2000 (Act no 49 of 2000), and who will hereafter be referred to as <b>registered principals</b> of the business undertaking.</p> <p>For engineering professions the respective engineering divisions/sections to be under fulltime direct supervision of a registered professional engineer or a registered professional engineering technologist who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000), and who will hereafter be referred to as <b>registered principals</b> of the business undertaking.</p> </li> <li>Copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, of the <b>registered principals</b> mentioned in 1 above are included with the tender as part of the returnable documentation. <p>For engineering professions the respective engineering divisions/sections to be under fulltime direct supervision of a registered professional engineer or a registered professional engineering technologist who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000), and who will hereafter be referred to as <b>registered principals</b> of the business undertaking.</p> </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>All registered professionals of each professional discipline and technologists for engineers 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>

[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. **In the 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. **Method to be used to calculate points for specific goals**



**6.1 For procurement transaction with rand value greater than R2 000,00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women (Mandatory)	4	ID Copy or CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability (Mandatory)	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDASA)
5.	An EME or QSE which is at least 51% owned by youth (Mandatory)	2	ID Copy or CSD Report Or CIPC



**6.2 For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women (Mandatory)	4	ID Copy or CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability (Mandatory)	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE which is at least 51% owned by youth (Mandatory)	2	ID Copy or CSD Report Or CIPC



**6.3 For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	4	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District	2	Office Municipal Rates Statement.

	Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)		or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women (mandatory)	2	ID Copy or CSD Report or CIPC (Company Registrations)
4. <input type="checkbox"/>	An EME or QSE which is at least 51% owned by people with disability (Mandatory)  <b>OR</b>	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDASA)
5. <input type="checkbox"/>	An EME or QSE which is at least 51% owned by youth (Mandatory)		ID Copy or CSD Report Or CIPC

#### 7. Preferential procurement

A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

##### 7.1 Functionality as a pre-qualification criterion

Assessing this tender in terms of Functionality is **applicable**.

Functionality will be applied as a pre-qualification criterion for assessing risk to the Employer on projects with a threshold over R1 000 000. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

When applicable:

- (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 as described in 6.2(b) and upon scoring, a risk assessment as described in 6.2(c) hereafter and referred to in T2.1 – sub paragraph 3;
- (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:



Functionality criteria: <sup>1</sup>	Weighting factor:
<p><b>1. Service Provider previous experience: Service Provider experience based on the number of projects of similar nature, size, and scope, i.e. construction of commercial buildings projects completed within a period of 10 (ten) years and/or current buildings projects. List of buildings projects currently undertaken by the service provider and/or projects successfully completed by the service provider must be attached (with contactable reference).</b></p> <p><b>NOTE: Service providers must submit the proof of the projects that they have successfully completed in the form of either Final Completion Certificates or Letters from their previous employers that confirm that the project was completed, and for current projects – Appointment Letters must be submitted.</b></p> <p><b>i. Successful completion of 5 or more comparable projects (Points=5)</b></p> <p><b>ii. Successful completion of 4 comparable projects (Points=4)</b></p> <p><b>iii. Successful completion of 3 comparable projects (Points=3)</b></p> <p><b>iv. Successful completion of 2 comparable projects (Points=2)</b></p> <p><b>v. Successful completion of 1 comparable project (Points=1)</b></p> <p><b>vi. No information provided (Points=0)</b></p>	<p>30</p>

<sup>1</sup> The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

**2. Availability of competent and sufficient staff able to complete the project within a specified project period, supported by their CVs and copies of their registrations with relevant Built Environment Councils and project-specific organogram.**

**i. Registered professional architect or technologist with a minimum of 5 years of relevant experience.**

**ii. Registered professional quantity surveyor or technologist with a minimum of 5 years of relevant experience.**

**iii. Registered professional civil engineer or technologist with a minimum of 5 years of relevant experience.**

**iv. Registered professional structural engineer or technologist with a minimum of 5 years of relevant experience.**

**v. Registered professional electrical engineer or technologist with a minimum of 5 years of relevant experience**

**vi. Registered professional mechanical engineer or technologist with a minimum of 5 years of relevant experience**

**vii. Registered Professional Construction Health and Safety Agent with a minimum of 5 years of relevant experience.**

**Points allocation:**

**a) All seven (7) of the above staff complement with average work experience of 10 years or above: 5 Points**

**b) All seven (7) of the above staff complement with average work experience of 8-9 years: 4 Points**

**c) All seven (7) of the above staff complement with an average work experience of 7 years or above: 3 Points**

**d) All seven (7) of the above staff complement with an average work experience of 6 years: 2 Points**

**e) All seven (7) of the above staff complement with an average work experience of 5 years: 1 Point**

**Note 1: No information provided: 0 Points**

**Note 2: If no information is provided and/or failing to provide copies of registrations of the architects, quantity surveyors, engineers, or technologists registered with relevant councils, the service provider will be allocated zero (0) Points.**

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<p><b>3. FINANCIAL CAPABILITY</b></p> <p>The service provider to submit adequate financial resources. Verifiable letter from the bank indicating the bank rating. The bank letter must be submitted with the tender document for the tenderer to qualify for the points.</p> <p>Points allocation:</p> <p>Bank Rating of "A" = 5 Bank Rating of "B" = 4 Bank Rating of "C" = 3 Bank Rating of "D" = 2 Bank Rating of "E" = 1</p> <p>No Bank rating provided = 0</p>	20
<p><b>4. Infrastructure and Technology</b></p> <p>The Service Providers must have the necessary systems or infrastructure and technology to execute the contract.</p> <p>a. Fully Operational Office</p> <p>i) Proof of the company office (lease agreement or municipal account statement)</p> <p>b. Office Equipment</p> <p>i) Computer hardware (Service Providers must submit signed asset register and any proof of office equipment)</p> <p>c. Mode of transport</p> <p>i) Vehicles (Service providers must submit proof of car registration or lease agreement of vehicles)</p> <p>d. Required Registered Design and Drafting Software</p> <p>(Service providers must submit proof of registered designs and drafting software licenses in order to be allocated the points)</p> <p>Points allocation:</p> <p>i) Submission of all the above [a, b, c, &amp; d] = 5 points ii) Submission of 3 of the above [a, b &amp; d] = 4 points iii) Submission of 3 of the above [a, b &amp; c] = 3 points iv) Any two of the above = 2 points v) Submission of 1 of the above = 1 point vi) No information submitted = 0</p>	20

<b>Total</b>	<b>100 Points</b>

*(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)*

<b>Minimum functionality score to qualify for further evaluation:</b>	<b>50</b>
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Tenderers who fail to achieve the minimum functionality score will render the tender as unacceptable and will be excluded from further consideration

**(c) Risk assessment in terms of Risk to the Employer**

Tender offers are judged by an evaluation panel in terms of risk to the Employer. Such risk will be evaluated against technical and commercial risk criteria listed below. Such risk will be evaluated against the criteria listed below. Each criterion carries the same weight / importance and will be evaluated individually by the Bid Evaluation Committee appointed on the project. 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.

In order for the evaluation reports to be prepared by the Bid Evaluation Committee, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. 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 aforementioned 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.

The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

**The risk criteria are as follows:**

**Technical risks:**

**Criterion 1: Experience on comparable projects during the past 10 years.**

The tendering Service Provider's experience on comparable projects during the past 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC).

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.

[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 specific risk will be put to the vote. **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 will be excluded from further consideration.**]

**Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 10 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer on comparable projects during the past 10 years as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC).

Aspects to be considered include but not limited to time management & programming, quality of detailed designs, extent of variations to scope due to shortcomings in original designs, compliance to relevant regulations, personnel resources & technical experience of representatives, turnover in representatives, decision making & problem solving skills, promptness and quality of contract administration in terms of reporting and issuing contract documents, attending site meetings, scope management, leadership and accountability, conformance to specification and quality compliance, risk Identification and mitigation, all with respect to specific aspects of the project / comparable projects and the project tendered for.

[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 specific risk will be put to the vote. **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 will be excluded from further consideration.**]

**Criterion 3: Suitably qualified and appropriately experienced human resources**

Allocation of suitably qualified and appropriately experienced human resources, 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. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications, and professional and technical competence in relation to the scope of work and service to be rendered.

[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. **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 will be excluded from further consideration.]**

#### **Criterion 4: Proof of Professional Indemnity Insurance**

Confirmation of the required level of professional indemnity insurance specified in terms of Contract Data clause 5.4.1 (C1.2.3 Data provided by the Service Provider).

[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. **Unconfirmed professional indemnity insurance will render the tender as unacceptable in terms of risk to the Employer and will be excluded from further consideration.]**

#### **Criterion 5: Attendance of compulsory bid clarification meeting, if applicable**

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tendering Service Provider in terms of clause [C.2.7] (T1.2 - Tender Data).

[Non-attendance, if compulsory in terms of [C.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. **Non-attendance will render the tender a risk to the Employer and will therefore be excluded from further consideration.**

In the event of the clarification meeting not being compulsory, this risk criterion will not be applicable.]

#### **Commercial risks:**

The financial viability assessment evaluates the risk over the life of the service contract period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, management accounts / financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the financial viability of the amount tendered in order to render the service. 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. **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 will be excluded from further consideration.]**

	Other <u>project specific</u> risk criteria <b>are not applicable</b>
	<b>Note: Any tender not complying with <u>all</u> of the above-mentioned stipulations, which is applicable for each and every discipline, will be regarded as non-responsive and will therefore <u>not</u> be considered for further evaluation.</b>
[C.2.7]	A tender clarification meeting will be held in respect of this tender on Site. Attendance of said clarification meeting is compulsory.  The particulars for said tender clarification meeting are: Location: Henneman Magistrate's Offices Venue: Henneman Magistrate's Offices Virtual Meeting: N/A Date: 24 May 2023 Starting time: 11:00
[C.2.13.3]	Each tender offer communicated on paper shall be submitted as an original. <b>Each page of the tender document shall be initialled by the Authorised Signatory as per the Resolution of the Board of Directors, Consortia or Joint Venture in terms of PA15.1, PA15.2 or PA15.3.</b>
[C.2.13.4]	Delete the last sentence of the paragraph: "Signatories for ... of the tender offer."
[C.2.13.5]	The Employer's addresses for delivery of tender offers are as advertised in the Tender Bulletin.  In addition, the following identification details must be provided on the <u>back</u> of the envelope: <b>Tenderer's name, contact address and telephone number</b> and in the top left corner on the back of the envelope: <b>"Tender no.           "</b> (and fill in the tender number as on the front page hereof) <b>"WCS no.           "</b> (and fill in the WCS number as on the front page hereof) <b>"Tender for Multi-disciplinary Professional Services".</b>
[C.2.13.6]	A two-envelope procedure will not be followed.
[C.2.15]	The closing time for submission of tenders is as indicated in T1.1.7 Notice and Invitation to Tender.
[C.2.16]	The tender validity period is 84 calendar days (12 weeks) days from date of tender closure.
[C.2.19]	The tenderer shall provide access for inspections to his offices as may be required by the Employer.
C.2.22]	Not a requirement.
[C.2.23]	The tenderer is required to submit with his tender all documents listed in T2 Returnable Documents, T2.1 and T2.2.
[C.3.4]	The time and location for opening tender offers are: Time: tenders will be opened immediately or as soon as possible after the closing time as advertised in the Tender Bulletin; Location: room 121, CGO Building, First Floor, Pretoria
[C.3.5]	A two-envelope procedure will not be followed.
[C.3.9.3]	Omit the wording and replace with the following: "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 C.3.9.4."
[C.3.9.4]	Omit the wording of the first sentence and replace with: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
	Add sub-paragraph c) as follows:

	"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."
[C.3.11]	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference
[C.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 [C.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 [C.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.

### T2.2.1 SUBSTANTIVE COMPLIANCE RESPONSIVENESS CRITERIA

**Failure to submit fully completed documents as stated hereunder shall result in the tender offer being disqualified from further consideration:**

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
4	<input checked="" type="checkbox"/>	Submission of Form of Offer and Acceptance (C1.1),
5	<input checked="" type="checkbox"/>	Submission of fully completed (C2.2.2) Activity Schedule for Value Based Fees OR (C2.2.3) Activity Schedule for Time Based Fees, whichever is applicable in accordance with C2.1.1.1.
6	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
7	<input checked="" type="checkbox"/>	Submission of DPW-21 (PSB): Record of Addenda to tender documents.
8	<input checked="" type="checkbox"/>	Provide proof of valid professional registration and other documentation relating to <b>eligibility to tender</b> as contained in (C.2.1 of T1.2 -Tender Data).
9	<input checked="" type="checkbox"/>	Data provided by the Service Provider (C1.2.3) fully completed.
10	<input checked="" type="checkbox"/>	Submission of DPW-16.1 (PSB): Tender Clarification Meeting Certificate as proof of attendance of compulsory tender clarification meeting. <b><i>This is one-time opportunity for prospective service providers to familiarise themselves with the conditions of the sites.</i></b>
11	<input type="checkbox"/>	Submission of Proof of attending compulsory virtual tender clarification meeting.
12	<input type="checkbox"/>	
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	

15	<input type="checkbox"/>	
16	<input type="checkbox"/>	
17	<input type="checkbox"/>	
18	<input type="checkbox"/>	

### T2.2.2 ADMINISTRATIVE RESPONSIVENESS CRITERIA

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within 7 calendar days from request will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
4	<input checked="" type="checkbox"/>	Submission of DPW-09 (PSB): Particulars of Tenderer's Projects.
5	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure
6	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
7	<input checked="" type="checkbox"/>	Submission of PA-16.1 (PSB): Ownership Particulars
8	<input checked="" type="checkbox"/>	Submission of documentation relating to <b>risk assessment criteria</b> as contained in C 2.1 of T1.2 Tender Data.
9	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer (Including proposed sub-contractor).
10	<input checked="" type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
11	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
12	<input checked="" type="checkbox"/>	<b>Submission of DPW-21 (EC): Record of Addenda to tender documents.</b>
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	



## PA-16.1 (PSB): OWNERSHIP PARTICULARS

- NB:** 1. This form is to be read with the Notice and Invitation to Tender and [C.2.1] 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: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION
<b>Tender / Quotation no:</b>	H23/001 AI

### 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.  [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: i. Certificate of Incorporation – CM1; 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 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: i the Founding Statement – CK1; and 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: i. such natural person/ sole proprietor, or 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>	DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION		
<b>Bid / quotation no.:</b>	H23/001 AI	<b>Closing date:</b>	01/06/2023
<b>Advertising date:</b>	11/05/2023	<b>Validity period:</b>	84 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 – e.g. 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 – e.g. 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>2</sup>  QSE<sup>3</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/ Passport number and Citizenship##	Percent age owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if 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)

<sup>2</sup> EME: Exempted Micro Enterprise  
<sup>3</sup> QSE: Qualifying Small Business Enterprise



**2. DECLARATION:**

**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, 2011, 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>	Multi-disciplinary Professional Services for: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION.		
<b>Tender / Quotation no:</b>	H23/001 AI	<b>Reference no:</b>	6724/0013/4

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

## DPW-21 (EC): RECORD OF ADDENDA TO TENDER DOCUMENTS

<b>Project title:</b>	Multi-disciplinary Professional Services for: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION		
<b>Tender / Quotation no:</b>	H23/001 AI	<b>Reference no:</b>	6724/0013/4

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

## PA-11: BIDDER'S DISCLOSURE

<b>Project title:</b>	Multi-disciplinary Professional Services for: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION.		
<b>Tender / Quotation no:</b>	H23/001 AI	<b>Reference no:</b>	6724/0013/4

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>3</sup> in the enterprise, employed by the state?

YES     NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

<sup>(3)</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
For External Use

Effective date: 27 June 2022

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?  YES  NO

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  YES  NO

2.3.1 If so, furnish particulars:

.....  
.....

**3. DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I declare to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

<sup>4</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.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
For External Use

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3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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 No 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 No 12 of 2004 or any other applicable legislation.

**I DECLARE THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
For External Use

Effective date: 27 June 2022

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## 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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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: \_\_\_\_\_

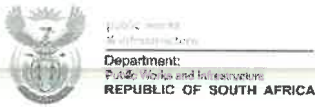
E-mail address: \_\_\_\_\_

	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 & Infrastructure 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-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 Preference Points System to be applied

*(tick whichever is applicable).*

- The applicable preference point system for this tender is the **80/20** preference point system.
- The applicable preference point system for this tender is the **90/10** preference point system.
- Either the **90/10** or **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

### 1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

### 1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	<input checked="" type="checkbox"/> 80/20	<input type="checkbox"/> 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
<b>Total points for Price and Specific Goals</b>	<b>100</b>	<b>100</b>

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.

All Acquisitions

Table 1

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by <b>black people</b>	10	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• SANAS Accredited BBEE Certificate or sworn affidavit where applicable</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>
2.	<b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Office Municipal Rates Statement</li> <li>• Or</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Or</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE which is at least 51% owned by <b>women</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>
4.	An EME or QSE which is at least 51% owned by people with <b>disability</b>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Or</li> <li>• Medical Certificate</li> <li>• Or</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration</li> <li>• Or</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>
5.	An EME or QSE which is at least 51% owned by <b>youth</b> .	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>

1.5.2 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 2 below are applicable:

All Acquisitions

Table 2

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	10	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• SANAS Accredited BBEE Certificate or sworn affidavit where applicable</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>



Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
2.	<b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Or</li> <li>• Office Municipal Rates Statement</li> <li>• Or</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Or</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by <b>women</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Or</li> <li>• Medical Certificate</li> <li>• Or</li> <li>• South African Social Security Agency (SASSA) registration</li> <li>• Or</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
5.	An EME or QSE or any entity which is at least 51% owned by <b>youth</b> .	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>

**1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 3 below are applicable**

All Acquisitions

Table 3

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Or</li> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>
2.	<b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Or</li> <li>• Office Municipal Rates Statement</li> <li>• Or</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Or</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by <b>women</b>	2	<ul style="list-style-type: none"> <li>• ID Copy</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>
4.	<p>An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b></p> <p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by <b>youth</b>.</p>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Or</li> <li>• Medical Certificate</li> <li>• Or</li> <li>• South African Social Security Agency (SASSA) registration</li> <li>• Or</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDASA)</li> <li>• ID Copy</li> <li>• Or</li> <li>• CSD Report</li> <li>• Or</li> <li>• CIPC (company registration)</li> </ul>

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any

method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10

preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	4	10		
2. <b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE or any entity which is at least 51% owned by <b>women</b>	2	4		
4. An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b> <b>or</b>	2	2		
5. An EME or QSE or any entity which is at least 51% owned by <b>youth.*</b>  (only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)	2	2		

**Note:** \*in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

5.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## 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:

- ARCHITECTURAL SERVICES
- QUANTITY SURVEYING SERVICES
- CIVIL ENGINEERING SERVICES
- ELECTRICAL ENGINEERING SERVICES
- MECHANICAL ENGINEERING SERVICES
- STRUCTURAL ENGINEERING SERVICES

on the Project

#### **DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: HENNEMAN MAGISTRATE'S OFFICE: ADDITIONAL ACCOMMODATION**

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, as described in C3 Scope of 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:**

Rand (in figures) R .....

Rand (in words).....

.....

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

The amount in words takes precedence over the amount in figures. 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:  Mr/Mrs/Ms: .....  In his/her capacity as: .....	<b>Note:</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.
--	--

**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: .....

E-mail 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 & Infrastructure
<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	
1	<p><b>Contract Data</b></p> <p>Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract. Clauses stipulated in the Contract Data are in addition to or amendments to or replace the corresponding clauses in the STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014).</p> <p>The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <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.</p>
1	<p><b>Period of Performance</b></p> <p>The Period of Performance is the period commencing from the date of signature of the letter of acceptance until the Service Provider has completed all Deliverables in accordance with the Scope of Services and in accordance with the approved baseline programme or within the approved extended programme as per Clause 3.15 of the Standard Professional Services Contract (July 2009).</p>
3.4.1	<p>Replace Clause 3.4.1 with the following:</p> <p>Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data. Communication by e-mail is permitted but the originals of all contractual documents must be submitted. Email communication shall be deemed to have been delivered to the recipient one calendar day after sending.</p>
3.5	<p>Add to clause 3.5</p> <p>The Services shall be executed in the Service Provider's own office and/or 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.</p>
3.6	<p>Omit the following: "... within two (2) years of completion of the Service ...".</p>

3.8.2	<p>Add the following to clause 3.8.2:</p> <p>The cost of preparation so negotiated shall not exceed the hourly tariff for time based fees as published at the time of the Employer's instruction and the hours will be as negotiated for each Category as defined in C2.1.3.2.</p> <p>The cost, for incorporation into the Contract any variations to the Services as ordered by the Employer, shall be calculated according to the Service Provider's tendered price. Implementation of the variation in services to be rendered by the Service Provider, shall only proceed after a written agreement between the parties.</p>
3.9.1 (a)	<p>Replace clause 3.9.1 (a) with the following:</p> <p>A change in legislation takes place in accordance with the provisions of Clause 3.2 provided the change in legislation came into effect after the completion of the tender documentation approved by the Employer.</p>
3.9.1. (c)	<p>Replace "Employers or others" with "the Employer, its employees or clients and/or their agents" Only extension of time without cost will considered in case where a 3<sup>rd</sup> party has caused a delay.</p>
3.9.1 (d)	<p>No Clause.</p>
3.9.1 (e)	<p>Replace clause 3.9.1 (e) with the following:</p> <p>The contract is restarted following a suspension period of 2 years the Service Provider is entitled to a change in contract price based on the applicable fee scales as published at the time of uplifting the suspension. The applicable fee scales as published at the time of uplifting the suspension will only be applied to the remaining work stages following the suspension.</p>
3.9.3	<p>Replace clause 3.9.3 with the following:</p> <p>"Upon receiving an application from the Service Provider to amend the period of performance and/or fees, the Employer shall assess the changes to the Contract Price and/or extension of the Period of Performance on the impact of the delay on the Services based on the fee structure that the Service Provider has tendered for and appointed on.</p> <p>Additional Services ordered by the Employer shall be assessed on time-based fees as tendered for and adjusted in terms of price adjustment to time-based fees for inflation as per 3.16.</p>
3.9.4	<p>Add to clause 3.9.4:</p> <p>The application for changes to the Period of Performance is subject to the delay being on the Critical Path of the approved programme and due to no fault of the Service Provider.</p>
3.12	<p>Penalty</p> <p>Replace clauses 3.12.1 and 3.12.2 with the following:</p> <p>Period of Performance shall be sub dividable in separate target dates according to the programme for each assignment to be submitted in terms of clause 3.15 hereof.</p> <p>Without prejudice to his other remedies under the Contract or in law, the Employer shall have the right to recover all cost claimed by the contractor in the event that the contractor claimed for delays resulting from actions or non-actions of the Service Provider.</p> <p>The Employer shall further have the right to recover all other cost, including but not restricted to extended rental cost resulting from the delay caused directly or indirectly by the Service Provider, certifying incorrect work for payment, delay in the construction period, remedial cost to correct incorrect designs and or documentation, including omissions.</p>

Without prejudice to his other remedies under the Contract or in law, the Employer shall recover a penalty amount per day, stipulated in the table below 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 per calendar day, as stipulated in the table below for the full period of the delay.

**CALCULATION OF PENALTIES**

VALUE OF FEES				% PENALTIES OF FEES	
1	1	UP TO	500,000	0.05000000	%
2	500,001	UP TO	1,000,000	0.05000000	%
3	1,000,001	UP TO	2,000,000	0.03750000	%
4	2,000,001	UP TO	4,000,000	0.02500000	%
5	4,000,001	UP TO	8,000,000	0.01875000	%
6	8,000,001	UP TO	16,000,000	0.01250000	%
7	16,000,001	UP TO	32,000,000	0.00781250	%
8	32,000,001	UP TO	64,000,000	0.00468750	%
9	64,000,001	UP TO	128,000,000	0.00273438	%
10	128,000,001	UP TO	256,000,000	0.00156250	%
11	256,000,001	UP TO	512,000,000	0.00087891	%
12	512,000,001		and above	0.00048828	%

Recovering of cost and or penalties may be done in the following ways:

- a) claim against professional indemnity insurance, or
- b) deduction from fee account, or
- c) direct payment to the contractor by the consultant, or
- d) litigation, or
- e) any other method available to the Employer

3.15.1

Replace clause 3.15.1 with the following:

A baseline programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent in terms of C3.5.1 Service Providers, to the departmental project manager, within a period of two (2) weeks following the briefing meeting and whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, inter alia, include:

- a) the order and timing of operations by the Service Provider and any actions, access to people, places and things and work required of the Employer and Others;
- b) the dates by which the Service Provider plans to complete work needed to allow the Employer and Others to undertake work required of them;
- c) provisions for float;
- d) the planned completion of the Services or part thereof in relation to a Period of Performance; and
- e) other information as required in terms of the Scope of Work or Contract Data.

The baseline 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

	<p>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, unless approved by the Employer. 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. Such signed programme shall then constitute the Service Contract Period between the Employer and all the appointed Service Providers.</p> <p>In the event of the Employer not being satisfied with the submitted programme, the Parties will negotiate in good faith towards a programme that will be agreeable to both. Such an agreed-upon programme will form the basis for the management of the appointment, the Period of Performance and remuneration purposes of the respective Service Provider/s. Should circumstances change from the initial briefing, the Service Provider/s and the Employer will negotiate a revised programme to satisfy such change(s). Should the Parties fail to reach agreement on the programme or revised programme, the matter will be dealt with in terms of clause 12.1.2 of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer.</p> <p>Any failure to comply with the provisions of clause 3.15.1 <i>supra</i> and submit or re-submit the programmes of works or failure to submit the programme on the date required by the Employer, which request shall at all material times be reasonable and fair, shall constitute a material breach of the terms and condition of contract which entitles the Employer to terminate the contract with due regard to clause 8.4 (cidb Standard Professional Services Contract, July 2009).</p>
3.16.2	<p>The adjustment to the time-based fees shall be equal to:</p> $(CPI_n - CPI_s) / CPI_s$ <p>where <math>CPI_s</math> = the indices specified in the Contract Data during the month in which the start date falls  <math>CPI_n</math> = the latest indices specified in Contract Data during the month in which the anniversary of the Start Date falls</p> <p>Where <math>CPI_s</math> = the index of StatsSA P0141 (Table B) for the month during which the tender closed.  <math>CPI_n</math> = the index of StatsSA P0141 (Table B) for the month in which the anniversary of the tender date falls.</p> <p>The indices of StatsSA P0141 are available on the Website:  <a href="http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141">http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141</a></p> <p>The formula for calculating the adjusted hourly rate will be:</p> $(((CPI_n - CPI_s) / CPI_s) \times \text{original hourly rate}) + \text{original hourly rate}$
4.1.1	<p>Add to clause 4.1.1 the following:</p> <p>Briefing meeting:  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 C3.5.1 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</p>

	of the project and the Scope of Services and hand over, to the Service Provider/s, all documentation relevant to the execution of the Service.
4.4	Others providing Services on this Project are as listed in C3.5.1 Service Providers.
5.4.1	Add to clause 5.4.1:  Minimum professional insurance cover as more comprehensively described in C1.2.3 Data provided by the Service Provider and in respect of which the Service Provider must provide proof of insurance as required.
5.5	<p>Replace clause 5.5 with the following:</p> <p>The Service-Provider is required to obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions:</p> <ol style="list-style-type: none"> <li>a) appointing Subcontractors for the performance of any part of the Services;</li> <li>b) appointing Key Persons not listed by name in the Contract Data;</li> <li>c) travelling for which payment will be claimed, as defined in C2.1.4.4 Travelling and subsistence arrangements and tariffs of charges;</li> <li>d) deviate from the programme for each assignment;</li> <li>e) deviate from or change the Scope of Services;</li> <li>f) change Key Personnel on the Service;</li> </ol> <p>Add to clause 5.5 c:</p> <ol style="list-style-type: none"> <li>1 Exclusion of authority/powers 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> <li>1.7 Issuing of <i>mora</i> notices to the contractor;</li> <li>1.8 Cancellation of the contract between the Employer and contractor.</li> </ol> <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> </li> <li>2 Limitation of authority/powers 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: <ol style="list-style-type: none"> <li>2.1 Institution of or opposing litigation;</li> </ol> </li> </ol>

	<p>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;</p> <p>2.3 Instructions to embark on dayworks;</p> <p>2.4 Dayworks rates;</p> <p>2.5 Material quotes relating to dayworks;</p> <p>2.6 Adjustment of general items relating to dayworks;</p> <p>2.7 Expenditure on prime cost items;</p> <p>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>
5.8	<p>Add clause 5.8:</p> <p>The Service Providers shall finalize their work and complete the first final account were the contractor's contract has been terminated, where after the Service Providers contract shall terminate, unless the Employer elects to retain the services of the Service Provider'.</p>
7.1.1	<p>Replace clause 7.1.1 with the following:</p> <p>The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services. Service Provider/s including personnel performing service must be fit and proper persons with positive security screening and South African identity document (south African citizens).</p>
8.1	<p>Replace clause 8.1 with the following:</p> <p>The Service Provider is to commence the performance of each assignment immediately with due diligence after the approval of the PROGRAMME as specified in clause 3.15 above. Failure to comply shall result in penalties in terms of clause 3.12 and / or termination in terms of 8.4.1.</p>
8.2.4	<p>Replace clause 8.2.4 with the following:</p> <p>The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, if the extension requested is below 20% of the original period of performance, and 60 days if more than 20% of the original period of performance or, inform the Service Provider that he is not entitled to an extension.</p> <p>Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12 inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.</p>
8.4.1	<p>Replace clause 8.4.1 with the following:</p> <p>The Employer may terminate the Contract with the Service Provider:</p> <p>(a) where the Services are no longer required;</p> <p>(b) where the funding for the Services is no longer available;</p>



	<p>(c) where the project has been suspended for a period of two (2) years or more;</p> <p>(d) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within fourteen (14) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;</p> <p>(e) if the Service Provider becomes insolvent or liquidated; or</p> <p>(f) if, as the result of <i>Force Majeure</i>, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days;</p> <p>(g) should the Service Provider cease to exist or be incapacitated for whatever reasons, the Employer is entitled, if it so elects;</p> <p>(h) at its sole discretion, where the Service Provider is not performing Services in accordance with clause 5.1.1;</p> <p>(i) where the Service Provider has engaged in corrupt or fraudulent practices in tendering for the service contract, or in executing the service contract or in managing the construction contract.</p> <p>(j) at its sole discretion, where the Service Provider is in violation of clause 5.1.1.</p>
8.4.3 (c)	<p>Add to clause 8.4.3 (c) the following:</p> <p>The period of suspension under clause 8.5 is not to exceed two (2) years.</p>
8.4.4	<p>Replace clause 8.4.4 with the following:</p> <p>Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (d) and (e) of Clause 8.4.1.</p>
8.4.6	<p>Add clause 8.4.6:</p> <p>Upon termination of this Contract or any part thereof, a copy of any drawings and documents produced pursuant to the Contract being ended and not previously provided by the Service Provider to the Employer shall be delivered to the Employer by the Service Provider within 7 working days after the date of termination.</p>
8.4.7	<p>Add clause 8.4.7:</p> <p>Any deviation or failure to comply with the provision of clause 8.4.6 supra would entitle the Employer to withhold any payment due to the Service Provider and to invoke any other remedies available in law to enforce compliance therewith.</p>
9.1	<p>Add to clause 9.1:</p> <p>Copyright of documents prepared for the Project shall be vested with the Employer.</p>
10.2	<p>Replace clause 10.2 with the following:</p> <p>An assignment shall be valid only if it is a written agreement between the Employer and Service Provider by which the Service Provider transfers his rights and obligations under the Contract, or part thereof, to others.</p>
10.3	<p>Replace clause 10.3 with the following:</p> <p>The Service Provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder.</p>
12.1.2	<p>Interim settlement of disputes is to be by mediation.</p>
12.2.1	<p>Add to clause 12.2.1:</p> <p>In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the Association of Arbitrators (Southern Africa).</p>

12.3	No Clause.
12.4	No Clause.
12.5	Add Clause 12.5: Final settlement is by litigation.
13.1.3	Replace clause 13.1.3 with the following:  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	Replace clause 13.4 with the following:  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 Performance Contract.
13.5	Replace clause 13.5 with the following:  The amount of compensation is as per Clause 5.4.1.
13.6	No Clause.
14.2	Replace 14.2 clause with the following:  Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices and source documents, which are correct in all respects. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, at the Prescribed Rate of interest as determined by the appropriate Minister at the time when <i>mora</i> interest is charged.
14.4	Replace 14.4 clause with the following:  In respect of Services charged for on a time-basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of sixty months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.
15	Add to clause 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, PA-15.2 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, PA-15.2 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 <u>not less than R1,5 Million at the time of tender.</u></p> <p>I shall submit proof of acceptable Professional Indemnity insurance where the minimum insurance cover is R1,5 Million or 15% of the Value of the Work for the applicable discipline, whichever the greater, to the Client Representative within 30 days upon completion of the planning based on the pre-tender estimate, prior to the commencement of construction. The limit of indemnity will remain intact for Each and Every Claim, no matter how many claims are made.</p> <p>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> <p>I confirm that the Service Provider renounces the benefit of the <i>exceptionis non causa debiti, non numeratae pecuniae</i> and <i>excussionis</i> or any other exceptions which may be legally raised against the enforceability of this indemnification.</p> <p>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.</p> <p><b>NAME:</b></p> <p>.....</p> <p><b>CAPACITY:</b></p> <p>.....</p> <p><b>SIGNATURE:</b></p> <p>.....</p>

7.1.2	<p>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, <b>and/or</b>, 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.</p> <p>The Key Persons and their jobs / functions in relation to the Services are:</p>			
	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 required.			
<p>If the space provided in the table above is not sufficient to describe the <b>specific duties</b>, this space may be utilized for such purpose:</p>				

## C2: PRICING DATA

### C2.1 Pricing Assumptions

#### 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.

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 the relevant fee scales and table of nullification factors as indicated in Annexure A and or B.

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 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 hour notice to visit the site if so required.

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 & Infrastructure 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 NDPWI - 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 October2015. This document is referred to as the "2015 NDPWI - Scope of Architectural Services and Tariff of Fees" hereinafter and is appended as annexure B. This tariff of fees will be payable for the full Period of Performance.
- The tender submitted shall be based on the 2015 NDPWI - 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 NDPWI - 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.A.8 Excessive Variation in Time (Construction 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.

**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.Q.11 Additional services

Unless separately specified in C3.3.4 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.12 Excessive Variation in Time (Construction Period)

Fee will be assessed as per Clause 4.0 of the 2015 Guideline Tariff of Professional Fees.

**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 & Infrastructure 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 April 2022**. This document is referred to as the "2021 NDPWI - Scope of Engineering Services and Tariff of Fees" hereinafter and is appended as annexure 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 2021 NDPWI - 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.4.1 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.En.4.2 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.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.

C2.1.3.En.6 Excessive Variation in Time (Construction Period)

In the event of the initial contract period being exceeded by more than 10 per cent, through no fault of the engineering professional, the engineer 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.

## 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.

Time charges for this service as tendered under C2.2 Activity Schedule, will annually be adjusted for inflation for the full duration of the Service Contract Period as determined by clause 3.16.2, of the Contract, as amended in the Contract Data in C1.2.2. The rates claimable are the rates applicable at the time of the execution of the work.

Time charges for work done in excess of the original Service Contract Period as per 3.15.1 of the Contract Data, will be calculated in terms of Clause C2.1.4.1.1.

If the Activity Schedule did not make provision for rendering services on an hourly rate the hourly rate payable will be calculated in terms of Clause C2.1.4.1.1.

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/under/Documents) "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.

C2.1.4.1.7 Remuneration when Construction Contracts are Cancelled/ Completion Contracts  
When the Construction Contract is cancelled during the construction period by either the Employer or the Contractor, the following will apply:

- a) Fees for stages 1 to 4 will be based on the Contract Sum of the original contract.
- b) Fees for stages 5 and 6 will be based on the final account value of the cancelled contract.
- c) Fees can only be claimed for stages where services were rendered.
- d) In terms of completion contracts, remuneration for stage 1 to 4 will only be applicable to new scope of work, in which case fees will be based on an hourly basis.
- e) Fees will be remunerated on an hourly basis for the compilation of the Bills of Quantities for the completion Contract.
- f) The hourly rates payable will be in terms of "Rates for Reimbursable Expenses" as amended from time to time, based on time sheets.
- g) All consultants must obtain written confirmation, with regards to the scope of services required for stages 1 to 4 work on the Completion Contract, from the Project Manager prior to commencing with the work.
- h) Fees will be remunerated based on the NDPWI fee scales for stages 5 and 6 based on the final account value of the completion contract.

Service Providers to refer to Clause 5.8 (should the Employer elect to retain the services of the Service Provider).

C2.1.4.1.8 Remuneration upon Suspension or Cancellation of the Project

In the event of the project being suspended or cancelled prior to the commencement of the construction works, the fees payable will be determined by applying the percentage claimable fee of the work stage completed or partially completed, based on the percentage of the estimate as indicated below:

- a) at time of suspension or cancellation during the planning stage - 80% of the PQS / Engineer's estimate, or
- b) just prior to inviting tenders or during tender stage but before the closing of tenders - 80% of the PQS / Engineer's pre-tender estimate.
- c) after closing of tenders but prior to recommendation of a tender - 100% of the responsive tender with the lowest price where there is an acceptable tender. Where there is no responsive tenders then C2.1.3.14 (b) will apply, or
- d) a tender has been recommended for award - 100% of the recommended bidder's tender price,
- e) a tender has been awarded but no work has commenced - 100% of the recommended bidder's tender price

or

In the event of the project being suspended or cancelled after the commencement of the works, fees will be based on 100% of the contract sum, excluding provisional sums, for Stages 1 to 4 and 100% of the final account value of the work done and certified when the contract is terminated during Stage 5 or 6.

C2.1.4.1.9 All fees claimable on an hourly basis must be substantiated by a comprehensive time sheet indicating the date, name of person whom rendered the service, description of the service rendered, the number of hours spent in rendering the service, the applicable rate per hour in terms

of this agreement and the total amount claimed per incident. The Employer reserves the right to validate the information provided by the Service Provider and will remunerate the Service Provider on what is deemed to be fair and reasonable.

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"; item 1.

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, annexures 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

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

In the case of an appointment on a percentage basis, total travelling time less two hours, will be fully reimbursed. In the case of an appointment on an hourly basis, travelling time will be fully reimbursed. No travelling time will be paid in respect of journeys to DPWI Head Office or the office of the Departmental Project Manager without prior approval in writing.

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

Subsistence costs associated with travelling for this service as tendered under C2.2 Activity Schedule, will annually be adjusted for inflation for the full duration of the Service Contract Period, as determined by clause 3.16.2, of the Contract, as amended in the Contract Data in C1.2.2. The rates claimable are the rates applicable at the time of the execution of the work.

Subsistence cost associated with travelling undertaken in excess of the original Service Contract Period in terms of 3.15.1 of Contract Data will be in terms of Tables 4 and 5 in the "Rates for Reimbursable Expenses" as published by the NDPWI from time to time.

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.

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



**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**

**Tenderer's Tender for Value Based Fees for:**

<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. Architectural Services</b>	<b>% (b)</b>	<b>R (14)</b>
<b>2. Quantity Surveying Services</b>	<b>% (d)</b>	<b>R (28)</b>
<b>3. Civil Engineering Services</b>	<b>% (f)</b>	<b>R (43)</b>
<b>4. Electrical Engineering Services</b>	<b>% (h)</b>	<b>R (58)</b>
<b>5. Mechanical Engineering Services</b>	<b>% (j)</b>	<b>R (73)</b>
<b>6. Structural Engineering Services</b>	<b>% (l)</b>	<b>R (88)</b>
<b>Sub-total</b>		<b>R (89)</b>
<b>Add VAT @ 15%</b>		<b>R (90)</b>
<b><u>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES</u> (17+18)</b>		<b>R (91)</b>

[\* 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, (91) above, **must be carried over to C1.1 Form of Offer and Acceptance**. Failure to carry this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.

**C2.2.A Activities for architects**

C2.2.A.1 The services as defined in the C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the 2015 NDPWI - Scope of Architectural Services and Tariff of Fees (Annexure B), 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 applicable fee scale will only be amended to the latest fee scale in use by NDPWI should the project be suspended or where there is no activity for more than two (2) years, and the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in terms of Clause 8.5.1 of the Contract Data.

C2.2.A.2 The estimated normal fees have been calculated using the 2015 NDPWI - Scope of Architectural Services and Tariff of Fees, (Annexure B), by applying the applicable fee scale given in clause A, to determine the basic fee.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.A.7 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 (b).

C2.2.A.3 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 2015 NDPWI - Scope of Architectural Services and Tariff of Fees, (Annexure B), clause 8.3.

C2.2.A.4 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services hereof.

**ACTIVITY SCHEDULE FOR VALUE BASED FEES FOR ARCHITECTS**

**Tenderer's Tender for Value Based Fees for Architects**

**Fee for Normal Services inclusive of certain additional services as specified in C2.1.3.A.7**

Latest estimate of cost of construction	(a) Estimated normal fees calculated according to C2.1.2.2 and C2.1.3.A.1 above	X	(b) Percentage of normal fees tendered by Tenderer	(a)x(b) Financial Offer by Tenderer for Value Based Fees
R6,521,739	R728,749.00	X	%	= R (1)

<b>Additional Services – C2.1.3.A.7</b>				
Description	Quantity	Unit	Rate	Value
Type in detail of additional services: <b>CONSTRUCTION HEALTH AND SAFETY AGENT</b> Provision of Key Person, registered with the <b>South African Council for Projects and Construction Management Profession (SACPCMP)</b> as a "Professional Construction Health and Safety Agent (Pr. CHSA)"	13	Months	R	= R (2)
Type in detail of additional services <b>N/A</b>	N/A	hours	R	= R (3)
<b>Sub-total Additional Services (2+3)</b>				= R (4)
<b>Supplementary Services</b>				
Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor <b>N/A</b>	70	hours	R	= R (5)
<b>Total Additional and Supplementary Services (4+5)</b>				= R (6)
<b>Appointment of sub-consultants / specialists</b>				
As direct sub-consultant, to be appointed by the Service Provider, for: <b>Social facilitator to conduct the feasibility study for CPGs to be implemented on the project.</b> N/A	Provisional Sum	-	-	= R (7)
As direct sub-consultant, to be appointed by the Service Provider, for: (type in the sub-consultant required) N/A	Provisional Sum	-	-	= R (8)
<b>Sub-total Sub-consultants / Specialists (7+8)</b>				= R (9)
<b>Administration of Sub-consultants/ Specialists</b>				= R (10)
<b>Total Sub-consultants / Specialists (9 +10)</b>				= R (11)
<b>Total Travelling Disbursements (Table A below)</b>				= R (12)

Contract Skills Development Goal Cost (Provisional Sum) N/A	= R N/A (13)
<b>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR ARCHITECTS (VAT EXCLUDED)</b> Sub-total Discounted fees + Total Additional and Supplementary Services + Total Sub-consultants/ Specialists + Total Travelling Disbursements + Contract Skills Development Goal C (1+6+11+12+13)	= R (14)

- NOTE:**
- The total Financial Offer for Value Based Fees for Architects (VAT excluded), (14) above, as well as the percentage of normal fees tendered, (b) 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 this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
  - 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) **duly excluding any fee increase/decrease factors as described in 2015 NDPWI - Scope of Architectural Services and Tariff of Fees.** The percentage of the normal fee shall apply to each stage for services provided in stages.
  - Supplementary Services: Where applicable, the Service Provider will be remunerated at an hourly rate as tendered (Based on detailed time sheets) for administration in terms of time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings pertaining to and submitting reports as required to the following Targeted Procurement and Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data.
  - Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per **(12)** above.
  - In the event of a variation in the Service Contract Period which results in additional travelling over and above the allowed number of trips in Table A, the additional Traveling will be paid in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Department's Website: <http://www.publicworks.gov.za/Consultants.asp> or from the Departmental Project Manager. These expenses are reimbursable at rates applicable on the time of the actual execution of the specific service contract. The first 2 hours of travelling is deductible as per Clause C2.1.4.4.2.
  - Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X	30	R

2.	Subsistence	Per Trip	X	-	X	30	R
3.	Travelling Time as per Clause C2.1.4.4.2	Per Hour R	X	Hours per Trip	X	30	R
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (12)</b>						<b>R</b>

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Table B only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Employer's representative prior to incurring the cost.

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air	R	X		R
2.	Car Rental	R	X		R
3.	Accommodation	R	X		R
4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 4</b>				<b>R</b>

7. Contract Skills Development Goal Cost

The provisional amount allowed for the in the Activity Schedule shall be adjusted upon award and confirmation of the Training Method/s selected by the service provider when beneficiaries have been identified. The Contract Skills Development Goal (CSDG) will be as described in Clause C3.3.13, which is the number of hours of skills development opportunities that a Service Provider must provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The CSDG is expressed in hours, and shall be not less than the professional fees in millions of Rand multiplied by 150 Hours.

8. The Skills Development Participation Costs to be calculated as follows:

## 8.1 Skills Development

### 8.1.1 Number of Hours:

Fees (1) excl. VAT = R5.6m

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours (hours to be rounded off)

## 8.2 Calculating the Notional Cost per hour

8.2.1 Notional Cost per quarter as per Table 3 of Clause C3.3.13 (Scope of Services) and optional methods

8.2.2 Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours

8.2.3 Notional Cost per Hour = 8.2.1 / 8.2.2

## 8.3 Calculating the Notional Cost Example:

Fees (1) from Activity Schedule excl. VAT= R5.6 Million

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours

Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours

Notional cost per hour "Method 4" =  $R71\,500 \text{ per quarter} / 480 \text{ hours} = R148.95 \text{ per hour}$

Total Notional cost =  $R148.95 \text{ (Rate per hour)} \times 840 \text{ (total number of hours)} = R125\,118.00$

**C2.2.Q Activities for quantity surveyors**

C2.2.Q.1 The services as defined in the C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the Guideline Tariff of Professional Fees in Respect of Services Rendered by a Quantity Surveyor in Private Practice (the 2015 Guideline Tariff of Professional Fees), clauses 10.6, 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 applicable fee scale will only be amended to the latest fee scale in use by NDPWI should the project be suspended or where there is no activity for more than two (2) years, and the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in terms of Clause 8.4.1 of the Contract Data.

C2.2.Q.2 The estimated normal fees have been calculated using the 2015 Guideline Tariff of Professional Fees, by applying the applicable fee scale given in clause 2.2, to determine the basic fee. The 2015 Guideline Tariff of Professional Fees is available on the website of The South African Council for the Quantity Surveying Profession.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.Q.11 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 (d).

C2.2.Q.3 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 2015 Guideline Tariff of Professional Fees, clauses 2.7.

C2.2.Q.4 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services hereof.

**ACTIVITY SCHEDULE FOR VALUE BASED FEES FOR QUANTITY SURVEYORS**

**Tenderer's Tender for Value Based Fees for Quantity Surveyors**

**Fee for Normal Services inclusive of certain additional services as specified in C2.1.3.Q.11**

Latest estimate of cost of construction	(c) Estimated normal fees calculated according to C2.1.2.2 and C2.1.3.Q.1 above	X	(d) Percentage of normal fees tendered by Tenderer	(c)x(d) Financial Offer by Tenderer for Value Based Fees
R6,521,739	R518,304.00	X	%	= R (15)

<b>Additional Services – C2.1.3.Q.11</b>				
Description	Quantity	Unit	Rate	Value
Type in detail of additional services N/A	N/A	N/A	R	= R (16)
Type in detail of additional services N/A	N/A	hours	R	= R (17)
<b>Sub-total Additional Services (16+17)</b>				= R (18)
<b>Supplementary Services</b>				
Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor N/A	N/A	hours	R	= R (19)
<b>Total Additional and Supplementary Services (18+19)</b>				= R (20)
<b>Appointment of sub-consultants / specialists</b>				
As direct sub-consultant, to be appointed by the Service Provider, for: <b>Social facilitator to conduct the feasibility study for CPGs to be implemented on the project</b> N/A	Provisional Sum	-	-	= R (21)
As direct sub-consultant, to be appointed by the Service Provider, for: N/A	Provisional Sum	-	-	= R (22)
<b>Sub-total Sub-consultants / Specialists (21+22)</b>				= R (23)
<b>Administration of Sub-consultants/ Specialists</b>				= R (24)
<b>Total Sub-consultants / Specialists (23 +24)</b>				R (25)
<b>Total Travelling Disbursements (Table A below)</b>				R (26)
<b>Contract Skills Development Goal Cost (Provisional Sum)</b> N/A				R (27)
<b>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR QUANTITY SURVEYORS (VAT EXCLUDED)</b> Sub-total Discounted fees + Total Additional and Supplementary Services + Total Sub-consultants/ Specialists + Total Travelling Disbursements + Contract Skills Development Goal Cost (15+20+25+26+27)				R (28)



- NOTE:** 1. The total Financial Offer for Value Based Fees for Quantity Surveyors (VAT excluded), (28) above, as well as the percentage of normal fees tendered, (d) 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 this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
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) **duly excluding any fee increase/decrease factors as described in the 2015 Guideline Tariff of Professional Fees..** The percentage of the normal fee shall apply to each stage for services provided in stages.
3. Supplementary Services: Where applicable, the Service Provider will be remunerated at an hourly rate as tendered (Based on detailed time sheets) for administration in terms of time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings pertaining to and submitting reports as required to the following Targeted Procurement and Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data.
4. Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per (26) above.
5. In the event of a variation in the Service Contract Period which results in additional travelling over and above the allowed number of trips in Table A, the additional Traveling will be paid in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Department's Website: <http://www.publicworks.gov.za/Consultants.asp> or from the Departmental Project Manager. These expenses are reimbursable at rates applicable on the time of the actual execution of the specific service contract. The first 2 hours of travelling is deductible as per Clause C2.1.4.4.2.
6. Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X	28	R
2.	Subsistence	Per Trip R	X	-	X	28	R
3.	Travelling Time as per Clause C2.1.4.4.2	Per Hour R	X	Hours per Trip	X	28	
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (26)</b>						<b>R</b>

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Table B only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Employer's representative prior to incurring the cost.

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air	R	X		R
2.	Car Rental	R	X		R
3.	Accommodation	R	X		R
4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 4</b>				R

7. Contract Skills Development Goal Cost

The provisional amount allowed for the in the Activity Schedule shall be adjusted upon award and confirmation of the Training Method/s selected by the service provider when beneficiaries have been identified. The Contract Skills Development Goal (CSDG) will be as described in Clause C3.3.13, which is the number of hours of skills development opportunities that a Service Provider must provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The CSDG is expressed in hours, and shall be not less than the professional fees in millions of Rand multiplied by 150 Hours.

8. The Skills Development Participation Costs to be calculated as follows:

8.1 Skills Development

8.1.1 Number of Hours:

Fees (1) exlc. VAT = R5.6m

Number of hours skills development required = R5.6 x 150 = 840 hours (hours to be rounded off)

## 8.2 Calculating the Notional Cost per hour

8.2.1 Notional Cost per quarter as per Table 3 of Clause C3.3.13 (Scope of Services) and optional methods

8.2.2 Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours

8.2.3 Notional Cost per Hour = 8.2.1 / 8.2.2

## 8.3 Calculating the Notional Cost Example:

Fees (1) from Activity Schedule excl. VAT= R5.6 Million

Number of hours skills development required = R5.6 x 150 = 840 hours

Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours

Notional cost per hour "Method 4" = R71 500 per quarter / 480 hours = R148.95 per hour

Total Notional cost = R148.95 (Rate per hour) x 840 (total number of hours) = R125 118.00

## 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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (Annexure 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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees.)

The applicable fee scale will only be amended to the latest fee scale in use by NDPWI should the project be suspended or where there is no activity for more than two (2) years, and the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in terms of Clause 8.5.1 of the Contract Data.

C2.2.C.2 The estimated normal fees have been calculated using the 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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 C3.0.4 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.En.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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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.

C2.2.C.4 Activity schedule for value based fees for civil engineers

**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 net estimate of the construction cost <b>for the Civil Works</b>	(e) Estimated normal fees calculated according to C2.1.3.En.1 and C2.2.1.2 above	X	(f) <b>Percentage of normal fees tendered by Tenderer</b>	(e)x(f) <b>Financial Offer by Tenderer for Value Based Fees</b>
R1,565,217.00	R195,777.00	X	%	= R (29)

**Additional Services – C2.1.3.En.5**

Description	Quantity	Unit	Rate	Value
Level Two, Full time construction monitoring N/A	N/A	month	R	= R (30)
Any other additional services that may be required by Employer. N/A	N/A	hours	R	= R (31)
<b>Sub-total Additional Services (30+31)</b>				= R (32)
<b>Supplementary Services</b>				
Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor N/A	N/A	hours	R	= R (33)
<b>Total Additional and Supplementary Services (32+33)</b>				= R (34)

**Appointment of sub-consultants / specialists**

As direct sub-consultant, to be appointed by the Service Provider, for: geotechnical investigation, complete with test results and foundation recommendations, of the site identified in C3.2.2.2	Provisional Sum	-	R75,000.00	= R 75,000.00 (35)
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As direct sub-consultant, to be appointed by the Service Provider, for: Engineering survey of the site identified in C3.2.2.2, including bench mark height, contours, existing structures / services / topographical detail and verification of corner peg positions – in accordance with the departmental Manual (available on website) N/A	Provisional Sum	-	-	= R	(36)
As direct sub-consultant, to be appointed by the Service Provider, for: Specialist to conduct Contract Participation Goal feasibility study N/A	Provisional Sum	-	-	= R	(37)
<b>Sub-total Sub-consultants / Specialists (35+36+37)</b>				= R	(38)
<b>Administration of Sub-consultants/ Specialists</b>				= R	(39)
<b>Total Sub-consultants / Specialists (38+39)</b>				R	(40)
<b>Total Travelling Disbursements (Table A below)</b>				R	(41)
<b>Contract Skills Development Goal Cost (Provisional Sum)</b> N/A				R	(42)
<b><u>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR CIVIL ENGINEERS (VAT EXCLUDED)</u></b> <b>Sub-total Discounted fees + Total Additional and Supplementary Services + Total Sub-consultants/ Specialists + Total Travelling Disbursements + Contract Skills Development Goal Cost (29+34+40+41+42)</b>				R	(43)

- NOTE:** 1. The total Financial Offer for Value Based Fees for Civil (VAT excluded), (43) 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 this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
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). The percentage of the normal fee shall apply to each stage for services provided in stages.
3. Supplementary Services: Where applicable, the Service Provider will be remunerated at an hourly rate as tendered (Based on detailed time sheets) for administration in terms of time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings

pertaining to and submitting reports as required to the following Targeted Procurement and Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data.

4. Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per (41) above.
5. In the event of a variation in the Service Contract Period which results in additional travelling over and above the allowed number of trips in Table A, the additional Traveling will be paid in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Department's Website: <http://www.publicworks.gov.za/Consultants.asp> or from the Departmental Project Manager. These expenses are reimbursable at rates applicable on the time of the actual execution of the specific service contract. The first 2 hours of travelling is deductible as per Clause C2.1.4.4.2.
6. Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X	24	R
2.	Subsistence	Per Trip R	X	-	X	24	R
3.	Travelling Time as per Clause C2.1.4.4.2	Per Hour R	X	Hours per Trip	X	24	
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (41)</b>						<b>R</b>

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Table B only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Employer's representative prior to incurring the cost.

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air	R	X		R
2.	Car Rental	R	X		R
3.	Accommodation	R	X		R
4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 4</b>				R

7. Contract Skills Development Goal Cost

The provisional amount allowed for the in the Activity Schedule shall be adjusted upon award and confirmation of the Training Method/s selected by the service provider when beneficiaries have been identified. The Contract Skills Development Goal (CSDG) will be as described in Clause C3.3.13, which is the number of hours of skills development opportunities that a Service Provider must provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The CSDG is expressed in hours, and shall be not less than the professional fees in millions of Rand multiplied by 150 Hours.

8. The Skills Development Participation Costs to be calculated as follows:

8.1 Skills Development

8.1.1 Number of Hours:

Fees (1) excl. VAT = R5.6m

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours (hours to be rounded off)

8.2 Calculating the Notional Cost per hour

8.2.1 Notional Cost per quarter as per Table 3 of Clause C3.3.13 (Scope of Services) and optional methods



8.2.2 Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours

8.2.3 Notional Cost per Hour = 8.2.1 / 8.2.2

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8.3 Calculating the Notional Cost Example:

Fees (1) from Activity Schedule excl. VAT= R5.6 Million

Number of hours skills development required = R5.6 x 150 = 840 hours

Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours

Notional cost per hour "Method 4" = R71 500 per quarter / 480 hours = R148.95 per hour

Total Notional cost = R148.95 (Rate per hour) x 840 (total number of hours) = R125 118.00

## **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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees(annexure 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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees.)

The applicable fee scale will only be amended to the latest fee scale in use by NDPWI should the project be suspended or where there is no activity for more than two (2) years, and the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in terms of Clause 8.5.1 of the Contract Data.

**C2.2.E.2** The estimated normal fees have been calculated using the 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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 C3.0.4 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.En.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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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.

C2.2.E.4 Activity schedule for value based fees for electrical engineers

**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 net estimate of the construction cost for the Electrical Works	(g) Estimated normal fees calculated according to C2.1.3.En.1 and C2.2.E.2 above	X	(h) Percentage of normal fees tendered by Tenderer	(g)x(h) Financial Offer by Tenderer for Value Based Fees
R1,565,217	R234,833.00	X	%	= R (44)

**Additional Services – C2.1.3.En.5**

Description	Quantity	Unit	Rate	Value
Level Two, Full time construction monitoring N/A	N/A	N/A	R	= R (45)
Any other additional services that may be required by Employer. N/A	N/A	hours	R	= R (46)
<b>Sub-total Additional Services (45+46)</b>				= R (47)

**Supplementary Services**

Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor N/A	N/A	hours	R	= R (48)
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**Total Additional and Supplementary Services (47+48) = R (49)**

**Appointment of sub-consultants / specialists**

As direct sub-consultant, to be appointed by the Service Provider, for: geotechnical investigation, complete with test results and foundation recommendations, of the site identified in C3.2.2.2 N/A	Provisional Sum	-	-	= R (50)
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As direct sub-consultant, to be appointed by the Service Provider, for: Engineering survey of the site identified in C3.2.2.2, including bench mark height, contours, existing structures / services / topographical detail and verification of corner peg positions – in accordance with the departmental Manual (available on website) N/A	Provisional Sum	-	-	= R	(51)
As direct sub-consultant, to be appointed by the Service Provider, for: Specialist to conduct Contract Participation Goal feasibility study N/A	Provisional Sum	-	-	= R	(52)
<b>Sub-total Sub-consultants / Specialists (50+51+52)</b>				= R	(53)
<b>Administration of Sub-consultants/ Specialists</b>				= R	(54)
<b>Total Sub-consultants / Specialists (53+54)</b>				R	(55)
<b>Total Travelling Disbursements (Table A below)</b>				R	(56)
<b>Contract Skills Development Goal Cost (Provisional Sum)</b> N/A				R	(57)
<b>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR ELECTRICAL ENGINEERS (VAT EXCLUDED)</b> <b>Sub-total Discounted fees + Total Additional and Supplementary Services + Total Sub-consultants/ Specialists + Total Travelling Disbursements + Contract Skills Development Goal Cost (44+49+55+56+57)</b>				R	(58)

- NOTE:** 1. The total Financial Offer for Value Based Fees for Electrical (VAT excluded), (58) 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 this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
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). The percentage of the normal fee shall apply to each stage for services provided in stages.
3. Supplementary Services: Where applicable, the Service Provider will be remunerated at an hourly rate as tendered (Based on detailed time sheets) for administration in terms of time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings pertaining to and submitting reports as required to the following Targeted Procurement and

Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data.

4. Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per (56) above.
5. In the event of a variation in the Service Contract Period which results in additional travelling over and above the allowed number of trips in Table A, the additional Traveling will be paid in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Department's Website: <http://www.publicworks.gov.za/Consultants.asp> or from the Departmental Project Manager. These expenses are reimbursable at rates applicable on the time of the actual execution of the specific service contract. The first 2 hours of travelling is deductible as per Clause C2.1.4.4.2.
6. Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X		R
2.	Subsistence	Per Trip R	X	-	X		R
3.	* Travelling Time as per Clause C2.1.4.4.2	Per Hour R	X	Hours per Trip	X		
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (56)</b>						R

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Table B only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Employer's representative prior to incurring the cost.

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air	R	X		R

2.	Car Rental	R	X		R
3.	Accommodation	R	X		R
4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 4</b>				R

7. Contract Skills Development Goal Cost

The provisional amount allowed for the in the Activity Schedule shall be adjusted upon award and confirmation of the Training Method/s selected by the service provider when beneficiaries have been identified. The Contract Skills Development Goal (CSDG) will be as described in Clause C3.3.13, which is the number of hours of skills development opportunities that a Service Provider must provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The CSDG is expressed in hours, and shall be not less than the professional fees in millions of Rand multiplied by 150 Hours.

8. The Skills Development Participation Costs to be calculated as follows:

8.1 Skills Development

8.1.1 Number of Hours:

Fees (1) excl. VAT = R5.6m

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours (hours to be rounded off)

8.2 Calculating the Notional Cost per hour

8.2.1 Notional Cost per quarter as per Table 3 of Clause C3.3.13 (Scope of Services) and optional methods

8.2.2 Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours

8.2.3 Notional Cost per Hour = 8.2.1 / 8.2.2

8.3 Calculating the Notional Cost Example:

Fees (1) from Activity Schedule excl. VAT= R5.6 Million

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours

Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours

Notional cost per hour "Method 4" =  $R71\ 500$  per quarter / 480 hours = R148.95 per hour

Total Notional cost = R148.95 (Rate per hour) x 840 (total number of hours) = R125 118.00

**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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees(annexure 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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees.)

The applicable fee scale will only be amended to the latest fee scale in use by NDPWI should the project be suspended or where there is no activity for more than two (2) years, and the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in terms of Clause 8.5.1 of the Contract Data.

C2.2.M.2 The estimated normal fees have been calculated using the 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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 C3.0.4 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.En.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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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.

C2.2.M.4 Activity schedule for value based fees for mechanical engineers

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

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

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

Latest net estimate of the construction cost for the Mechanical Works	(i) Estimated normal fees calculated according to C2.1.3.En.1 and C2.2.M.2 above	X	(j) Percentage of normal fees tendered by Tenderer	(i)x(j) Financial Offer by Tenderer for Value Based Fees
R869,565.00	R130,485.00	X	%	= R (59)

**Additional Services – C2.1.3.En.5**

Description	Quantity	Unit	Rate	Value
Level Two, Full time construction monitoring N/A	N/A	N/A	R	= R (60)
Any other additional services that may be required by Employer. N/A	N/A	hours	R	= R (61)
<b>Sub-total Additional Services (60+61)</b>				= R (62)
<b>Supplementary Services</b>				
Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor N/A	N/A	hours	R	= R (63)
<b>Total Additional and Supplementary Services (62+63)</b>				= R (64)

**Appointment of sub-consultants / specialists**

As direct sub-consultant, to be appointed by the Service Provider, for: geotechnical investigation, complete with test results and foundation recommendations, of the site identified in C3.2.2.2 N/A	Provisional Sum	-	-	= R (65)
As direct sub-consultant, to be appointed by the Service Provider, for:	Provisional Sum	-	-	= R (66)



Engineering survey of the site identified in C3.2.2.2, including bench mark height, contours, existing structures / services / topographical detail and verification of corner peg positions – in accordance with the departmental Manual (available on website) N/A				
As direct sub-consultant, to be appointed by the Service Provider, for: Specialist to conduct Contract Participation Goal feasibility study N/A	Provisional Sum	-	-	= R (67)
<b>Sub-total Sub-consultants / Specialists (65+66+67)</b>				= R (68)
<b>Administration of Sub-consultants/ Specialists</b>				= R (69)
<b>Total Sub-consultants / Specialists (68+69)</b>				R (70)
<b>Total Travelling Disbursements (Table A below)</b>				R (71)
<b>Contract Skills Development Goal Cost (Provisional Sum) N/A</b>				R (72)
<b>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR MECHANICAL ENGINEERS (VAT EXCLUDED)</b> Sub-total Discounted fees + Additional Services + Supplementary services + Sub-consultants/Specialists + Travelling Disbursements + Contract Skills Development Goal (59+64+70+71+72)				R (73)

- NOTE:** 1. The total Financial Offer for Value Based Fees for Mechanical (VAT excluded), (73) 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 this amount over to the Form of Offer and Acceptance will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
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). The percentage of the normal fee shall apply to each stage for services provided in stages.
3. Supplementary Services: Where applicable, the Service Provider will be remunerated at an hourly rate as tendered (Based on detailed time sheets) for administration in terms of time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings pertaining to and submitting reports as required to the following Targeted Procurement and Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable

to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data.

4. Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per (71).
5. In the event of a variation in the Service Contract Period which results in additional travelling over and above the allowed number of trips in Table A, the additional Traveling will be paid in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Department's Website: <http://www.publicworks.gov.za/Consultants.asp> or from the Departmental Project Manager. These expenses are reimbursable at rates applicable on the time of the actual execution of the specific service contract. The first 2 hours of travelling is deductible as per Clause C2.1.4.4.2.
6. Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X		R
2.	Subsistence	Per Trip R	X	-	X		R
3.	Travelling Time as per Clause C2.1.4.4.2	Per Hour R	X	Hours per Trip	X		
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (71)</b>						R

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Table B only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Employer's representative prior to incurring the cost.

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air	R	X		R
2.	Car Rental	R	X		R

3.	Accommodation	R	X		R
4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 4</b>				R

7. Contract Skills Development Goal Cost

The provisional amount allowed for the in the Activity Schedule shall be adjusted upon award and confirmation of the Training Method/s selected by the service provider when beneficiaries have been identified. The Contract Skills Development Goal (CSDG) will be as described in Clause C3.3.13, which is the number of hours of skills development opportunities that a Service Provider must provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The CSDG is expressed in hours, and shall be not less than the professional fees in millions of Rand multiplied by 150 Hours.

8. The Skills Development Participation Costs to be calculated as follows:

8.1 Skills Development

8.1.1 Number of Hours:

Fees (1) excl. VAT = R5.6m

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours (hours to be rounded off)

8.2 Calculating the Notional Cost per hour

8.2.1 Notional Cost per quarter as per Table 3 of Clause C3.3.13 (Scope of Services) and optional methods

8.2.2 Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours

8.2.3 Notional Cost per Hour = 8.2.1 / 8.2.2

8.3 Calculating the Notional Cost Example:

Fees (1) from Activity Schedule excl. VAT= R5.6 Million

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours

Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours

Notional cost per hour "Method 4" =  $R71\,500$  per quarter / 480 hours = R148.95 per hour

Total Notional cost = R148.95 (Rate per hour) x 840 (total number of hours) = R125 118.00

**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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees(annexure 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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees.)

The applicable fee scale will only be amended to the latest fee scale in use by NDPWI should the project be suspended or where there is no activity for more than two (2) years, and the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in terms of Clause 8.5.1 of the Contract Data.

C2.2.S.2 The estimated normal fees have been calculated using the 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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 C3.04 'Project Cost Estimate'.

No allowance has been made in the estimated normal fees below for the additional services in C2.1.3.En.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 (I) 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 2021 NDPWI - Scope of Engineering Services and Tariff of Fees (annexure 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.

C2.2.S.4 Activity schedule for value based fees for structural engineers

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

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

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

Latest net estimate of the construction cost for the Structural Works	(k) Estimated normal fees calculated according to C2.1.3.En.1 and C2.2.S.2 above	X	(l) Percentage of normal fees tendered by Tenderer	(k)x(l) Financial Offer by Tenderer for Value Based Fees
R1,043,478.00	R130,560.00	X	%	= R (74)

**Additional Services – C2.1.3.En.5**

Description	Quantity	Unit	Rate	Value
Level Two, Full time construction monitoring N/A	N/A	N/A	R	= R (75)
Any other additional services that may be required by Employer. N/A	N/A	hours	R	= R (76)
<b>Sub-total Additional Services (2+3)</b>				= R (77)

**Supplementary Services**

Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor N/A	N/A	hours	R	= R (78)
<b>Total Additional and Supplementary Services (77+78)</b>				= R (79)

**Appointment of sub-consultants / specialists**

As direct sub-consultant, to be appointed by the Service Provider, for: geotechnical investigation, complete with test results and foundation recommendations, of the site identified in C3.2.2.2 N/A	Provisional Sum	-	-	= R (80)
As direct sub-consultant, to be appointed by the Service Provider, for:	Provisional Sum	-	-	= R (81)

Engineering survey of the site identified in C3.2.2.2, including bench mark height, contours, existing structures / services / topographical detail and verification of corner peg positions – in accordance with the departmental Manual (available on website) N/A					
As direct sub-consultant, to be appointed by the Service Provider, for: Specialist to conduct Contract Participation Goal feasibility study N/A	Provisional Sum	-	-	= R	(82)
<b>Sub-total Sub-consultants / Specialists (80+81+82)</b>				= R	(83)
<b>Administration of Sub-consultants/ Specialists</b>				= R	(84)
<b>Total Sub-consultants / Specialists (83+84)</b>				R	(85)
<b>Total Travelling Disbursements (Table A below)</b>				R	(86)
<b>Contract Skills Development Goal Cost (Provisional Sum)</b> N/A				R	(87)
<b>TOTAL FINANCIAL OFFER FOR VALUE BASED FEES FOR STRUCTURAL ENGINEERS (VAT EXCLUDED)</b> Sub-total Discounted fees + Additional Services + Supplementary services + Sub-consultants/Specialists + Travelling Disbursements + Contract Skills Development Goal (74+79+85+86+87)				R	(88)

- NOTE:**
1. The total Financial Offer for Value Based Fees for Structural (VAT excluded), (88) above, as well as the percentage of normal fees tendered, (I) 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 this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
  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). The percentage of the normal fee shall apply to each stage for services provided in stages.
  3. Supplementary Services: Where applicable, the Service Provider will be remunerated at an hourly rate as tendered (Based on detailed time sheets) for administration in terms of time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings pertaining to and submitting reports as required to the following Targeted Procurement and Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data.

4. Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per (86) above.
5. In the event of a variation in the Service Contract Period which results in additional travelling over and above the allowed number of trips in Table A, the additional Traveling will be paid in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Department's Website: <http://www.publicworks.gov.za/Consultants.asp> or from the Departmental Project Manager. These expenses are reimbursable at rates applicable on the time of the actual execution of the specific service contract. The first 2 hours of travelling is deductible as per Clause C2.1.4.4.2.
6. Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X	24	R
2.	Subsistence	Per Trip R	X	-	X	24	R
3.	Travelling Time as per Clause C2.1.4.4.2	Per Hour R	X	Hours per Trip	X	24	
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (86)</b>						R

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Table B only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Employer's representative prior to incurring the cost.

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air	R	X		R
2.	Car Rental	R	X		R
3.	Accommodation	R	X		R

4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 4</b>				R

7. Contract Skills Development Goal Cost

The provisional amount allowed for the in the Activity Schedule shall be adjusted upon award and confirmation of the Training Method/s selected by the service provider when beneficiaries have been identified. The Contract Skills Development Goal (CSDG) will be as described in Clause C3.3.13, which is the number of hours of skills development opportunities that a Service Provider must provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The CSDG is expressed in hours, and shall be not less than the professional fees in millions of Rand multiplied by 150 Hours.

8. The Skills Development Participation Costs to be calculated as follows:

8.1 Skills Development

8.1.1 Number of Hours:

Fees (1) excl. VAT = R5.6m

Number of hours skills development required =  $R5.6 \times 150 = 840$  hours (hours to be rounded off)

8.2 Calculating the Notional Cost per hour

8.2.1 Notional Cost per quarter as per Table 3 of Clause C3.3.13 (Scope of Services) and optional methods

8.2.2 Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours

8.2.3 Notional Cost per Hour = 8.2.1 / 8.2.2

8.3 Calculating the Notional Cost Example:

Fees (1) from Activity Schedule excl. VAT= R5.6 Million

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Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours

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Total Notional cost = R148.95 (Rate per hour) x 840 (total number of hours) = R125 118.00