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*Mawleke N.R  
27/10/2023*

Tender No.H23/011AI  
WCS no. 056224



public works  
& infrastructure

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

Private Bag X65, Pretoria, 0001. Tel (12) 406 1733  
Central Government Offices, Cnr Madiba and Bosman Street, Pretoria

## TENDER DOCUMENT

### INVITATION TO TENDER FOR PROFESSIONAL SERVICES:

### **TOWN PLANNING SERVICES**

FOR THE PROJECT

Cape Town: Department of Public Works and Infrastructure: Site Clearance  
Government Precinct: Worcester

WCS: 056224  
REFERENCE NO: 056224

TENDER NO: H23/011AI

January 2024

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

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

Effective date: July 2023

Version 4.6

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**Dept. project manager please note:** Due to different configurations and settings of computers and printers, and as typing will be added to this document, the format of the document may contain incorrect alignments, inappropriate spacing and blank pages. These must be corrected when doing a final check of the whole document from page 1 through to the end, after which the correct page numbers must be inserted by the departmental project manager in place of the question marks above.  
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## T1: TENDERING PROCEDURES

### T1.1 Notice and Invitation to Tender

T1.1.1 The words "**tender**" and "**bid**" in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning, similarly the words "tenderer" and "tendering Service Provider" are interchangeable and are deemed to have the same meaning. Unless inconsistent with the context, the masculine gender includes the feminine and neuter genders and *vice versa*, and the singular includes the plural and *vice versa*. In this document, words and expressions signified in the text by the use of capital initial letters, shall have the meanings defined in the Standard Professional Services Contract except where the context otherwise requires.

T1.1.2 The Government of the Republic of South Africa in its Department of Public Works invites tenders for the provision of **PROFESSIONAL TOWN PLANNING SERVICES** as further fully described in C3 Scope of Services hereof.

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

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

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

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

**Ms Lizelle Coetzee**

**Tel no:** 012 406 1733

**Cell no:** 083 633 3606

**Fax:** N/A

**Physical address:** 256 MADIBA STREET  
PRETORIA

**Postal address:** P.O BOX X65  
PRETORIA  
0001

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

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

### T1.2 Tender Data

T1.2.1 Standard Conditions of Tender

The conditions of tender are the **Standard Conditions of Tender** 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 **8 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 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)

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 and 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> <p>C3: Scope of Services</p> <p>C4: Site Information</p>

[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>Tenders will only be considered for acceptance if</b> (i.e. will only be regarded as responsive if):</p> <ol style="list-style-type: none"> <li>1. The tendering Service Provider is a town and regional planning practice and which is owned and controlled by registered professional planners, by at least a percentage determined by the South African Council for Planners in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Planning Profession Act, 2002 (Act no 36 of 2002) and who will hereafter be referred to as <b>registered principals</b> of the practice  <b>or</b>  a multi-disciplinary professional practice, that also practises town and regional planning work, which division/section is under the fulltime supervision of a registered professional planner, and which is owned and controlled by registered professionals by at least a percentage determined by any of the relevant professional Councils for cases pertaining to multi-disciplinary practices/business undertakings, in their respective Codes of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the  Architectural Profession Act, 2000 (Act no 44 of 2000),  Landscape Architectural Profession Act, 2000 (Act no 45 of 2000),  Engineering Profession Act, 2000 (Act no 46 of 2000),  Project and Construction Management Professions Act, 2000 (Act no 48 of 2000) and/or  Quantity Surveying Profession Act, 2000 (Act no 49 of 2000),  Natural Scientist (Act No. 27 of 2003) or S24H of NEMA (Act No. 107 of 1998) and the Section 24H Registration Authority Regulations  Professional and Technical Surveyors' Act (Act No. 40 of 1984)  Planning Profession Act, 2002 (Act no 36 of 2002)  and who will hereafter be referred to as <b>registered principals</b>.</li> </ol> <p>In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be made relevant to persons duly appointed as Directors of such entity.</p> <ol style="list-style-type: none"> <li>2. Copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned in 1 above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking. Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in 1 above and information/documentation in respect of such persons must be provided as described;</li> <li>3. The information, required in respect of 1 and 2 above, has been provided for all Service Providers tendering in consortium or joint venture;</li> <li>4. At least one registered professional planner, of whom the same documentation as in 2 above has been included in the tender, of the tendering Service Provider has been listed in C1.2.3, clause 7.1.2 Key Persons;</li> </ol> <p>[The Employer retains the right to verify current professional registration required in terms of 2, 3 and 4 above with the relevant council as part of the tender evaluation process. <b>In the event of any such person not currently being registered with the relevant council, it will render the tender as unacceptable (i.e. non-responsive) and excluded from further consideration.</b>]</p> <ol style="list-style-type: none"> <li>5. All Returnable Documents mentioned in T2: Returnable Documents (T2.1 List of</li> </ol>

Returnable Documents and T2.2 Returnable Schedules) have been included in the tender;

6. (a) The tendering Service Provider has provided the required information/documentation to enable an evaluation panel to perform functionality and risk assessments as described in 6(b) and 6(c) hereafter and referred to in T2.1 – sub paragraph 4;

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

**Note:** Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality Criteria	Weighting Factor
<p>A CSD registered company with a lead Professional Planner registered with SACPLAN, with at least 6 years' relevant experience (post registration). Attach a list of related town planning projects with valid reference letters or completion letters to substantiate the above.</p> <p>9 and more Projects = 5 Points 7-8 Projects = 4 Points 5-6 Projects = 3 Points Less than 5 Projects = 0 Points</p>	30
<p>A lead Professional Planner registered with SACPLAN, with at least 6 years' experience (post registration) and a supporting Town Planning team (Attach Company profile with an organogram, updated CV's copies of qualifications, ID copies and valid proof of registration with SACPLAN).</p> <p>Lead Professional Planner with minimum 6 years' experience (post registration) with 1 Professional Planner = 5 Points</p> <p>Lead Professional Planner with minimum 6 years' experience (post registration) with 1 Technical Planner = 4 Points</p> <p>Lead Professional Planner with minimum 6 years' experience (post registration) with 1 Candidate Planner = 3 Points</p> <p>Lead Professional Planner with minimum 6 years' experience (post registration) without Town Planning team = 2 Points</p> <p>Lead Professional Planner with minimum 6 years+' experience and without a supporting Town Planning team = 0 Points</p>	30
<p>The following registered professional sub-consultants with at least 3 years' experience (post-registration):</p> <ol style="list-style-type: none"> <li>1. Professional Civil Engineer (ECSA)</li> <li>2. Professional Electrical Engineer (ECSA)</li> <li>3. Professional Engineer with Geotech experience (ECSA) or Geologist / Geotechnical Specialist (SACNASP)</li> <li>4. Professional Civil Engineer: Transportation Specialist (ECSA)</li> <li>5. Professional Architect (SACAP)</li> <li>6. Professional Land Surveyor (SAGC)</li> <li>7. Environmental Practitioner (EAPASA)</li> </ol>	25



The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender. The afore-mentioned can also entail that the persons, named in the schedule of Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), be invited to an interview.

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 5 years.**

The tendering Service Provider's experience on comparable projects during the past 5 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 (PSB), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (PSB).

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 excluded from further consideration.]**

**Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 5 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous 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 (PSB), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (PSB).



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 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 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 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 therefore 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 excluded from further consideration.]**

Other project specific risk criteria: **Not Applicable**

(Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)

**Note: Any tender not complying with all of the above-mentioned stipulations will be regarded as non-responsive and will therefore not be considered for further evaluation.**

[C.2.7]	<p>A tender clarification meeting will not be held in respect of this tender.</p> <p>Attendance of said clarification meeting is not compulsory.</p> <p>The particulars for said tender clarification meeting are:          Location: N/A          Venue: N/A          Virtual Meeting: N/A          Date: N/A          Starting time: N/A</p>
[C.2.13.3]	<p>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></p>
[C.2.13.4]	<p>No Clause</p>
[C.2.13.5]	<p>The Employer's addresses for delivery of tender offers are as advertised in the Tender Bulletin.</p> <p>In addition, the following identification details must be provided on the <u>back</u> of the envelope:  <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 Town Planning Services".</b></p>
[C.2.13.6]	<p>A two-envelope procedure will not be followed.</p>
[C.2.15]	<p>The closing time for submission of tenders is as advertised in the Tender Bulletin.</p>
[C.2.16]	<p>The tender validity period is 84 calendar days from date of tender closure.</p>
[C.2.19]	<p>The tenderer shall provide access for inspections to his offices as may be required by the Employer.</p>
[C.2.22]	<p>Not a requirement.</p>
[C.2.23]	<p>The tenderer is required to submit with his tender all documents listed in T2 Returnable Documents, T2.1 and T2.2.</p>
[C.3.4]	<p>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, Department of Public Works, Central Government Offices, North Wing, Cnr Madiba and Bosman Street, Pretoria.</p>
[C.3.5]	<p>A two-envelope procedure will not be followed.</p>
[C.3.9.3]	<p>"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."</p>
[C.3.9.4]	<p>"In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"</p> <p>"c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tenderer is to be classified as not acceptable/non-responsive and removed from further contention."</p>

[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 the **South African Council for Planners** as "Professional Planner", with the 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.
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.
4	<input checked="" type="checkbox"/>	Submission of signed Form of Offer and Acceptance (C1.1)
5	<input checked="" type="checkbox"/>	Submission of DPW-09 (PSB): Particulars of Tenderer's Projects.
6	<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.
7	<input type="checkbox"/>	Submission of acceptable Professional Indemnity insurance as per C1.2.3
8	<input type="checkbox"/>	Provide proof of valid professional registration, qualification, CV's and other documentation relating to registered principals and key personnel as contained in C2.1 (2) and 7.2.
9	<input checked="" type="checkbox"/>	Bidders must comply with DPW-21 (PSB): Record of Addenda to tender documents, if any.
10	<input type="checkbox"/>	Submission of DPW-16.1 (PSB): Tender Clarification Meeting Certificate signed by the authorised official and completion of bid briefing attendance register.
11	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database
12	<input checked="" type="checkbox"/>	<b>A company with a lead Professional Planner registered with SACPLAN, with at least 6 years' relevant experience (post registration). Attach a list of related town planning projects with valid reference letters or completion letters to substantiate the above.</b>
13	<input checked="" type="checkbox"/>	<b>A lead Professional Planner registered with SACPLAN, with at least 6 years' relevant experience (post registration) and a supporting Town Planning team (Attach Company profile with an organogram, updated CV's copies of qualifications, ID copies and valid proof of registration with SACPLAN).</b>

14	<input checked="" type="checkbox"/>	<p><b>Credentials and experience of the required additional professionals (attach copies of valid professional registration certificates, ID copies, academic qualifications and updated CV's for the following professionals:</b></p> <ol style="list-style-type: none"> <li>1. Professional Civil Engineer (ECSA)</li> <li>2. Professional Electrical Engineer (ECSA)</li> <li>3. Professional Engineer with Geotech experience (ECSA) or Geologist / Geotechnical Specialist (SACNASP)</li> <li>4. Professional Civil Engineer: Transportation Specialist (ECSA)</li> <li>5. Professional Architect (SACAP)</li> <li>6. Professional Land Surveyor (SAGC)</li> <li>7. Environmental Practitioner (EAPASA)</li> <li>8. Conveyancing Attorney (Council of Licenced Conveyancers)</li> </ol>
15	<input checked="" type="checkbox"/>	Fully Completed acceptable Professional Indemnity insurance as per C1.2.3
16	<input checked="" type="checkbox"/>	Provide proof of valid professional registration, qualification, CV's relating to registered principals and key personnel as contained in C2.1 (2) and 7.2.

## 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 (PA-11): Bidder's disclosure
5	<input checked="" type="checkbox"/>	Submission of PA-16.1 (PSB): Ownership Particulars
6	<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.
7	<input checked="" type="checkbox"/>	Data provided by the Service Provider (C1.2.3) fully completed.
8	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups
9	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-consultants if any
10	<input 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 type="checkbox"/>	Specify other responsiveness criteria
13	<input type="checkbox"/>	Specify other responsiveness criteria
14	<input type="checkbox"/>	Specify other responsiveness criteria
15	<input type="checkbox"/>	Specify other responsiveness criteria

Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below documents if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

### METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

**7.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

**Table 1**

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 or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

			<p>and</p> <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

**7.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 2**

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 or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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	<p>• Official Municipal Rates Statement which is in the name of the bidder.</p> <p>Or</p> <ul style="list-style-type: none"> <li>• Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul>



			<p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
<b>OR</b>			
5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable</li> </ul>

## 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] sub paragraphs 1 and 2 of the Tender Data pertaining to this Tender, and completed according to the definitions and information contained in said documents.
2. **Failure to complete this form may result in the tender being disqualified.**

<b>Project title:</b>	<b>Cape Town: Department of Public Works and Infrastructure: Site Clearance Government Precinct: Worcester</b>
<b>Tender / Quotation no:</b>	H23/011AI

### 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.



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

<b>Project title:</b>	<i>Cape Town: Department of Public Works and Infrastructure: Site Clearance Government Precinct: Worcester</i>		
<b>Tender / quotation no:</b>	H23/011AI	<b>Closing date:</b>	21/11/2023
<b>Advertising date:</b>	27/10/2023	<b>Validity period:</b>	84 calendar days

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

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

#### 1.1. Current projects

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

**1.2. Completed projects**

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

	Name of Tenderer	Signature
		Date

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

Name of Tenderer .....

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

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

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage 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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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>1</sup> EME: Exempted Micro Enterprise  
<sup>2</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), 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**

Name of representative	Signature	Date

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

<b>Project title:</b>	<i>Cape Town: Department of Public Works and Infrastructure: Site Clearance Government Precinct: Worcester</i>		
<b>Tender / Quotation no:</b>	H23/011AI	<b>Reference no:</b>	056224

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

representing \_\_\_\_\_

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

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

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date



## PA-11: BIDDER'S DISCLOSURE

<b>Project title:</b>	<i>Cape Town: Department of Public Works and Infrastructure: Site Clearance Government Precinct: Worcester</i>		
<b>Tender / Quotation no:</b>	H23/011AI	<b>Reference no:</b>	056224

### 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

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

- 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: July 2023

Page 3 of 3

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

\_\_\_\_\_

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

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

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

**RESOLVED that:**

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

\_\_\_\_\_

(project description as per Tender Document)

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

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_
- in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows:

\_\_\_\_\_

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

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

13			
14			
15			
16			
17			
18			
19			
20			

**Note:**

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

**ENTERPRISE STAMP**

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

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

\_\_\_\_\_

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

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

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

### RESOLVED that:

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

\_\_\_\_\_

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

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

\_\_\_\_\_

*(project description as per Tender Document)*

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

- 1 \*Mr/Mrs/Ms: \_\_\_\_\_
- in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows:

\_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

**Note:**

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

**ENTERPRISE STAMP**

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

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

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

4 \_\_\_\_\_  
\_\_\_\_\_

5 \_\_\_\_\_  
\_\_\_\_\_

6 \_\_\_\_\_  
\_\_\_\_\_

7 \_\_\_\_\_  
\_\_\_\_\_

8 \_\_\_\_\_  
\_\_\_\_\_

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

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

**RESOLVED that:**

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & 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 theEnterprise)  
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 transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

**Table 1**

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	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

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

**Table 2**

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 or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

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

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 3**

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 or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
<b>OR</b>			
5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable</li> </ul>

**Black people** mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent;



### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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 4: 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 for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	4	10		
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	2	2		
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

- 4.6. 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>	.....
	.....
	.....
	.....

Version: 1.3

# 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:

### TOWN PLANNING SERVICES

on the Project

**Cape Town: Department of Public Works and Infrastructure: Site Clearance Government Precinct: Worcester**

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 this service 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).....

.....

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: .....  
 Tax Compliance Status Pin (TCSP).....

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: .....  
 Tax Compliance Status Pin (TCSP).....

**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
<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.

**1.2.1. Subject:**

**Detail:**

**1.2.2. Subject:**

**Detail:**

**1.2.3. Subject:**

**Detail:**

**1.2.4. Subject:**

**Detail:**

**1.2.5. Subject:**

**Detail:**

**1.2.6. Subject:**

**Detail:**

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>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>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>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>

	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.		
3.9.1 (a)	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.		
3.9.1. (c)	"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.		
3.9.1 (d)	No Clause.		
3.9.1 (e)	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		
3.9.3	<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	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.		
3.12	<p>Penalty</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> <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.</p> <p>In the event that the delay exceeds 30 days, the Employer will have the option to either:</p> <ul style="list-style-type: none"> <li>(i) terminate the contract and recover any loss as a result of the termination from the Service Provider, or</li> <li>(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.</li> </ul>		
<b>CALCULATION OF PENALTIES</b>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>VALUE OF THE PROJECT</b></td> <td style="width: 50%; text-align: center;"><b>% PENATIES OF FEES</b></td> </tr> </table>		<b>VALUE OF THE PROJECT</b>	<b>% PENATIES OF FEES</b>
<b>VALUE OF THE PROJECT</b>	<b>% PENATIES OF FEES</b>		



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

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 seven (7) days 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 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.

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

	<p>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> <p><math>(CPI_n - CPI_s) / CPI_s</math></p> <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> <p><math>((CPI_n - CPI_s) / CPI_s) \times \text{original hourly rate} + \text{original hourly rate}</math></p>
4.1.1	<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 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.</p>
4.4	<p>Others providing Services on this Project are as listed in C3.5.1 Service Providers.</p>
5.4.1	<p>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.</p>
5.5	<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>appointing Subcontractors for the performance of any part of the Services;</li> <li>appointing Key Persons not listed by name in the Contract Data;</li> <li>travelling for which payment will be claimed, as defined in C2.1.6 Travelling and subsistence arrangements and tariffs of charges;</li> <li>deviate from the programme for each assignment;</li> <li>deviate from or change the Scope of Services;</li> <li>change Key Personnel on the Service;</li> </ol> <p>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.</p>

- 1.1 Nomination of nominated or selected subcontractors;
- 1.2 Granting of extension of time and/or ruling on claims associated with claims for extension of time;
- 1.3 Acceleration of the rate of progress and determination of the cost for payment of such acceleration;
- 1.4 Rulings on claims and disputes;
- 1.5 Suspension of the works;
- 1.6 Final payment certificate;
- 1.7 Issuing of *mora* notices to the contractor;
- 1.8 Cancellation of the contract between the Employer and contractor.

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.

2 Limitation of authority/powers

The Service Provider's authority is **limited** 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:

- 2.1 Institution of or opposing litigation;
- 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;
- 2.3 Instructions to embark on dayworks;
- 2.4 Dayworks rates;
- 2.5 Material quotes relating to dayworks;
- 2.6 Adjustment of general items relating to dayworks;
- 2.7 Expenditure on prime cost items;
- 2.8 Issuing of practical completion, completion, works completion, final completion and/or final approval certificates.

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.

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.

5.8	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 Providers'.
7.1.1	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).
8.1	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.
8.2.4	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

	<p>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>The Employer may terminate the Contract with the Service Provider:</p> <ul style="list-style-type: none"> <li>(a) where the Services are no longer required;</li> <li>(b) where the funding for the Services is no longer available;</li> <li>(c) where the project has been suspended for a period of two (2) years or more;</li> <li>(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;</li> <li>(e) if the Service Provider becomes insolvent or liquidated; or</li> <li>(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;</li> <li>(g) should the Service Provider cease to exist or be incapacitated for whatever reasons, the Employer is entitled, if it so elects;</li> <li>(h) at its sole discretion, where the Service Provider is not performing Services in accordance with clause 5.1.1;</li> <li>(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.</li> <li>(j) at its sole discretion, where the Service Provider is in violation of clause 5.1.1.</li> </ul>
8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed two (2) years.
8.4.4	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.
8.4.6	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.
8.4.7	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.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
10.2	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.
10.3	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.
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.1	In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the Association of Arbitrators (Southern Africa).
12.3	No Clause.

12.4	No Clause.
12.5	Final settlement is by litigation.

13.1.3	All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Performance Contract.
13.5	The amount of compensation is as per Clause 5.4.1.
13.6	No Clause.
14.2	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	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	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

Indemnification of the Employer

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)

.....(Name of authorized person)

hereby confirm that the Service Provider known as:

.....(Legal name of entity tendering herein)

tendering on the project:

.....

.....(Name of project as per C1.1 Form of offer and acceptance)

holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than R1.5 Million at the time of tender.

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.

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.

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.

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

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

**NAME:** .....

**CAPACITY:** .....

**SIGNATURE:** .....

7.1.2

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

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

Name	Principal and/or employed professional(s)	Specific duties
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

7.2

A Personnel Schedule is required.

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

**C2: PRICING DATA**

**C2.1 Pricing Assumptions**

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

C2.1.1.1 Professional fees for **Town Planning Services** will be paid on a **time basis as per the prescribed DPWI Rates for Reimbursable Expenses obtainable on the Employers Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"**

C2.1.1.2 **Tenderers are to tender:**

**The different rates for the different levels in C2.2.2 Activity Schedule for Time Based Fees, column (c) all as set out below.**

C2.1.2 Remuneration for **Town Planning Services**

C2.1.2.1 **Professional fees for Services rendered by the Service Provider shall be calculated as follows:**

- **The different rates tendered for the different levels in "C2.2.2 Activity Schedule for Time Based Fees", column (c), multiplied by the actual number of hours spent plus Value Added Tax, all according to the provisions under C2.1.3.**

C2.1.2.2 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.1.5 herein will be paid in full, irrespective of the rates tendered as referred to in C2.1.1.2 and C2.1.2.1 above.

C2.1.2.3 The site, and/or venues for meetings, and/or offices for applications must be visited as often as the Services require for the execution of all duties on the Project. The Service Provider must be available at 48 hour notice if so required.

C2.1.2.4 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.

C2.1.2.5 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.

C2.1.2.6 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. 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.

C2.1.2.7 Accounts for Services rendered may be submitted on the successful completion of each stage of work as per the agreed PEP. No interim accounts prior to completion of stages will be entertained. 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.

C2.1.2.8 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.

C2.1.2.9 Fee accounts shall be submitted on the Employer's prescribed format, if available, obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines".



**C2.1.3 Time based fees**

C2.1.3.1 Where time based fees are payable (if basis of remuneration has been set at "time basis" according to C2.1.1.1), the various rates per hour tendered for the various levels in C2.2.2 Activity Schedule for Time Based Fees (column (c) "Tenderer's rates for Time Based Fees") and the principles as laid down below will be used. These various rates will annually be adjusted for inflation as determined by clause 3.16.2 of the Contract, as amended in the Contract Data in C1.2.2. The time based rates applicable at the time of the execution of the work, may be claimed.

C2.1.3.2 The various levels (referred to in C2.2.2 Activity Schedule for Time Based Fees) are the levels referred to in the scale of fees on time charges, on which Value Added Tax is excluded, shall be at the rates per hour, rounded off to the nearest rand **as per the prescribed DPWI Rates for Reimbursable Expenses obtainable on the Employers Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"**

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

C2.1.3.3 Work will be remunerated for at the level in which it falls as defined in C2.1.3.2 above, irrespective of whether the person who in fact executed the work functions at a higher level of responsibility and competence.

C2.1.3.4 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 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.

**C2.1.5 Typing, printing and duplicating work and forwarding charges**

**C2.1.5.1 Reimbursable rates**

The costs of typing, printing and duplicating work 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 amended 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.

**C2.1.5.2 Typing and duplicating**

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

**C2.1.5.3 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.)

C2.1.5.4 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.

C2.1.6 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 C2.1.6.1 to C2.1.6.5 herein.

C2.1.6.1 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 mal-performance 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.

C2.1.6.2 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.

C2.1.6.3 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".

C2.1.6.4 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.

C2.1.6.5 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.

**C2.2 Activity Schedule**

**C2.2.1 Activities**

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

**C2.2.2 Activity Schedule for Time Based Fees**

**ACTIVITY SCHEDULE FOR TIME BASED FEES**

**Tenderer's Rates for Time Based Fees**

Level of prof. and tech. staff as defined in C2.1.3.2	(c) Tenderer's rates for rendering town planning Services @ Time Based Fees	X	(d) Estimated hours for each level	(c)x(d) Financial Offer by Tenderer for Time Based Fees
Category A	R	X	h	= R (1)
Category B	R	X	h	= R (2)
Category C	R	X	h	= R (3)
<b>Total Time-based Fees (1+2+3+4)</b>				= R (5)

**Appointment of sub-consultants / specialists (TASK BASED)**

The following professional disciplines will have to be sub-contracted by the Service Provider (provided that the bidding company does not have in-house capacity) to assist in completing the objective of this project.

Description	Quantity	Unit	Rate	Value
As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R (6)
As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R (7)
As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R (8)
As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R (9)
As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R (10)
As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R (11)

As direct sub-consultant, to be appointed by the Service Provider, for:	(type in quantity required)		R	= R	(12)
<b>Sub-total Sub-consultants / Specialists (6-12)</b>				= R	(13)
<b>Administration of Sub-consultants (10% of 21 below)</b>				= R	(14)
<b>Total Sub-consultants / Specialists (13+14)</b>				R	(15)
<b>Additional Services</b>					
Any other additional services that may be required by Employer.		Hours	R	= R	(16)
<b>Total Additional Services (16)</b>				= R	(17)
<b>Total Travelling Disbursements (Table A below)</b>				R	(18)
<b>Sub-total of Total time based fees + Total sub-consultants/Specialists + Total additional services + Total travelling disbursements (5+15+17+18)</b>				R	(19)
<b>Add VAT @ 15% (15) X current VAT rate</b>				R	(20)
<b><u>TOTAL FINANCIAL OFFER FOR TIME BASED FEES CARRIED FORWARD TO THE FORM OF OFFER AND ACCEPTANCE (19+20)</u></b>				R	(21)

- NOTE:**
1. Total Financial Offer for Value Based Fees **must be carried over to C1.1 Form of Offer and Acceptance as per (21) above**, if this tender is for time-based fees. 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 time based appointments will be calculated as determined in C2.1.2 (i.e. for each level: the actual number of hours multiplied by the tendered rates in (c) above).
  3. Any Additional Services, not provided for in the Activity Schedule above, which become necessary/required in terms of the C3: Scope of Services at any stage of the Service after constitution of the contract, requiring further sub-contracting, will be the subject of prior negotiation with, and approval by, the department project manager, who will instruct the Service Provider on the procedure for such negotiation and the approvals required in the process. **Any additional services, procured on sub-contracting basis, without the involvement of the departmental project manager, will not be reimbursed.**
  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 as per (18) 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.
  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	(type in the number of anticipated trips)	R
2.	Subsistence	Per Trip R	X	-	X	(type in the number of anticipated trips)	R
3.	Travelling Time as per Clause C2.1.6.2	Per Hour R	X	Hours per Trip	X	(type in the number of anticipated trips)	
4.	Other: Specify below (Table B).	R -	X		X	-	R
5.	<b>Total disbursement carried over to Activity Schedule (14)</b>						R

**Table B: Other Disbursements**

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 development 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.	<b>Total carried over to Table A, Item 4</b>				R

7. The cost of typing , printing , duplicating work , forwarding charges , courier cost , travelling and subsistence , travelling time , travelling cost, hired vehicles, subsistence allowances , statutory submissions and approval fees , adversting fees, must be included in the overall cost. The claims will be made against charged disbursements fees and proof thereof of the claims shall be submitted.

**1. C3: SCOPE OF SERVICES**

**C3.1 Employer's objectives**

This tender is for:

A Service Provider performing town planning work for the clearance of a site for development purposes.

These services may entail any or all of the Services described in C3.2 as circumstances may dictate and fact become known after the onset of the project. Services anticipated at the time of compilation of this tender are ticked below.

**C3.2 Description of the Services**

**C3.2.1 Project description**

Refer to Annexure A

C3.2.1.1 Scope of Project

Refer to Annexure A

The Tendering entity is referred to the space limits and cost norms of the Department of Public Works, or space norms as may be published in the government gazette, or norms determined by the Employer, collectively referred to as the "Client's needs assessment". The applicable document(s) is/are to be used as a benchmark for the project to be developed which then sets the scale of site required for identification and/or clearance. A document in which this is set, if applicable, is attached as part of C4 hereof.

C3.2.1.2 Location of the Project

Refer to Annexure A

C3.2.1.3 Project Programme

DETAILS OF MILESTONES	PROJECT DELIVERABLES	DELIVERABLES TIMEFRAMES Minimum
<b>PHASE 1: INCEPTION AND PLANNING</b>		
<ul style="list-style-type: none"> <li>• Consultation and finalisation of project brief</li> <li>• Analysis of the client's accommodation needs in relation to the identified site</li> <li>• Site orientation and assessment (screening/ verification of property information, cadastral information, restrictive conditions, zoning and development parameters including parking requirements in accordance to SPLUMA)</li> <li>• Consultation with the municipality and any other statutory institutions regarding their requirements for the proposed development</li> <li>• Basic location map of the site</li> <li>• Project programme and timeframes for deliverables</li> <li>• Briefing and management of sub-consultants</li> <li>• Preparation and submission of a comprehensive inception report</li> <li>• Attending all project meetings when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive inception report</li> </ul>	1 month
<b>PHASE 2: STATUTORY PROCESSES &amp; SITE AUDIT</b>		



<ul style="list-style-type: none"> <li>• Undertake sub-consultant specialist studies</li> <li>• Analysis of specialists studies undertaken by sub-consultants and submission of site audit report</li> <li>• Assessment of, and agreement on the specialist reports and information produced by consultants</li> <li>• Preparation of Site Audit Report including all land development applications for consideration</li> <li>• Professional team to address any comments from the departmental professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive site audit report inclusive of all detailed specialists reports, land use application, topographical survey and traditional council consent letter.</li> <li>• Input letters from Departmental Professionals to be incorporated to final site clearance report.</li> </ul>	<p>3 months</p>
<p><b>PHASE 3: SITE CREATION – LAND DEVELOPMENT APPLICATION AND OTHER STATUTORY PROCESSES</b></p> <p><b>FINALISATION AND PROJECT CLOSE OUT</b></p>		
<ul style="list-style-type: none"> <li>• Submission of land development application(s)</li> <li>• Facilitate public participation and all matters related to the process</li> <li>• Obtain comments from internal Municipal departments</li> <li>• Address and respond to comments received</li> <li>• Provide timeous input as required by the Municipality in terms of the by-law</li> <li>• Attainment of approval for application(s) from Municipality</li> <li>• Assist with process to enter into SLA's with Municipality if required</li> <li>• Attend to legal processes in consultation with State Attorney and Cape Town Regional Office</li> <li>• Attend all project meetings as and when required</li> <li>• Manage sub-consultants in delivery of the project</li> </ul>	<p>Final site clearance report with all required approval(s) with confirmation letters for bulk services from the local authority</p>	<p>11 months</p>

The project execution is hereto expected to be completed by the Service Provider in line with the above time period hence the contract is valid only for 15 months maximum and the Project Execution Plan (PEP) to be submitted within seven (07) days after appointment. Any deviation to the above although within the 15months period to be agreed with and must be approved by the Departmental Project Manager. With the milestones in mind, a Project Execution Plan (PEP) must be submitted in the format and within the time period stated in 3.15 of the Contract Data.

The PEP shall depict the work procedure proposed to obtain required result. It must, *inter alia*, include:

- a) cost per key milestone events/activities and/or deliverables;

- b) programme of key milestone events or activities for completion of Services;
- c) responsibilities, and facilities/resources that will be provided,
- d) CV of all persons whom the consultant proposes to use where qualifications or experience are of crucial importance.

The programme for the execution of the project is dependent on the various approval processes within the Department and a programme with specific time frames can therefore not be provided at tender stage since it will depend on the time frames required by the consultants for completion of the design and documentation based on the final scope of work, as well as approval processes within the Department and other legislative bodies from whom approvals may be required. The final programme will be in accordance with the approved programme in terms of clause 3.15 of the Standard Professional Services Contract and clause 3.15.1 of the Contract Data. The following table depicts provisional project milestone dates envisaged for tendering purposes only (To be removed):

C3.2.1.4 Information available from Employer

Refer to Annexure A

C3.2.1.5 Reporting Requirements and Approval Procedure

As identified in C3.3 extent of the Services and the to-be-submitted PEP.

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

**C3.3 Extent of the Services**

The specific town planning services required on this Project and referred to in C3.2 above entails the following, relative to the site to be cleared: [The Employer reserves the right to increase/decrease the services marked herein].

C3.3.1  **Site Identification**

If a site is not pre-identified by either the Client Department of the departmental project manager, the Service Provider must identify suitable sites, provide substantiation deliberations and recommend the most suitable site.

**Deliverable: Site Identification Report**

Site Identification Report to show alternative site options with pro's and con's, the evaluation of each option with a point scoring system and a recommended as to the best site for the purposes of the proposed development. The said Report to cover the following, duly supplemented with annexures:

- Property Description**
- Locality map**
- Land-use map**
- Ownership**
- Property Size**
- Zoning/Land use rights**
- Heritage aspects to be investigated**
- Environmental aspects to be investigated**
- Access**
- Accessibility**
- Feasibility**
- Availability of Services**
- Alternative site options**
- Recommendation**

C3.3.2  **Site Audit**

If a site was identified by the client department or the departmental project manager as an acceptable site for the development, the Services Provider's task is to verify whether the proposed site is suitable for the proposed facilities and to confirm the availability, feasibility and legal status of the proposed development on the site. The use of specialist professionals may be required.

**Deliverable: Site Audit Report**

Audit of the acceptable site's pros and con's, verification of viability of pre-determined site, findings and recommendations.

- Title Deeds
- Surveyor General Diagram
- Topographical Land Survey with contours, structures, trees etc.
- Servitudes, services traversing the site, right of ways
- Locality map
- Land-use map
- Impact on the surrounding land uses from the proposed development
- Impact on the development from the surrounding land uses
- Zoning certificate
- Heritage aspects to be investigated and application lodged if needed
- Need for EIA or Basic Assessment or Exemption
- Confirm Access and Accessibility
- Infrastructure Services report indicating capacity of services
- Geotechnical Report
- Site contamination/pollution report
- Traffic Impact Assessment and mitigation measures
- Photographs, aerial photographs, maps
- Community support
- Recommendation

**Professional inputs required**

Specialist/professional services that may be required for this appointment/project may include any of the following:

- Civil and Architect
- Electrical Engineers
- Traffic/Transport Engineers
- Mechanical Engineers
- Structural Engineers
- Land Surveyor
- Environmental Consultant
- Geotechnical Specialist
- Soil Scientist
- Heritage Specialist
- Contamination/pollution specialist
- Any Specialist as may be required depending on the characteristic of the property

3.3.3  **Land Procurement / Availability**

If no suitable State owned property is available for the intended service, the department needs to secure alternative land for the proposed development. As such it is expected of the Service Provider to enter into preliminary negotiations and to conclude a Land Availability Agreement, which includes confirmation of all conditions pertaining to the proposed transaction, as well as the owner's willingness to make the land available to the State.

**Deliverable: Land procurement report**

Report to motivate the need to procure land to create an appropriate site for the proposed development.

- Land ownership report
- Land availability

- Probable conditions and cost implications
- Diagram of required land
- Title deeds
- Valuations
- Draft Deed of Sale (obtainable from the Regional Office of DPW)
- Council Resolution when Municipal land is to be acquired/ donated
- If property has been vested (Item 28(1) Certificate to be obtained from  Department of Agriculture Land Reform and Rural Development)
- Deed of Donation is required in the event that the property being the subject of a donation.

If the land is held in trust for a Tribal Authority or in the ownership of the Department of Land Affairs (the old TBVC-areas), it is necessary to obtain Tribal approval of the proposed acquisition/donation. It is then necessary to obtain an Item 28(1) certificate form the Department of Land Affairs.

- Meeting with Tribal Authority in the presence of an authorized official Of the Department of Land Affairs
- Tribal Authority approval Surveyed Diagram
- Item 28(1) Certificate
- PTO from Department of Traditional Affairs in KwaZulu-Natal – only for Ngonyama Trust Land

3.3.4  **Site Creation**

This is the final phase of the project. The outcome informs the departmental project manager on site information available or remaining, risk factors for the planning and construction phases, approvals obtained, remaining approvals, conditions to guide planning and development, important issues to note.

**Legalization**

After a proposed or determined site is selected and approved by the departmental project manager and client department, the process of formalization is referred to as Site Creation and may include the following unless circumstances dictate differently in which case the PEP must be adjusted and agreed prior to execution of the Service:

- Township Establishment
- Rezoning
- Consent use
- Consolidation
- Subdivision
- Removal of restrictions
- DFA-application
- Environmental Authorization from the National Department of Environmental Affairs
- Water Use License Authorization from the National Department of Water Affairs
- Heritage audit/approval
- Less Formal Township Establishment

**Deliverable: Site Report**

Final report containing the site information/documentation from all professions and all approvals from authorities. This is deemed the final product.

- Essential engineering services capacity vs. demand report
- Approved SG Diagram
- Title Deeds
- Heritage approval (SAHRA permit & conditions)
- EIA authorizations and report it. Act 73 of 1989
- Water Use authorization
- Environmental Management Plan imposed on the execution phase (EIA)
- Land use rights approval from the municipality
- Local Authority Financial Contributions
- Infrastructure Service Level Agreement

**C3.4 Use of reasonable skill and care**

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the Service Provider's documents may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by Others. In the event of mal-performance, default or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.

Occupational Health and Safety Act, 1993 (Act 85 of 1993)

The Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision in terms of the said Act, whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under the Act.

Others may include, but are not limited to, Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

**C3.5 Brief**

**C3.5.1 Targeted dates and times**

The Service Provider will be expected throughout to give preference to the execution of the work involved in this commission.

All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 3.15 of the Contract Data (and/or PEP according to the same clause, if applicable).

**C3.5.2 Final disposal of documents**

Upon approval and finalisation of the final account of projects requiring a security clearance, it is a requirement that the Service Provider forward to the Employer all documents relating to this service. The same may be requested on any other project of the Employer.

**C3.6 Applicable legislation and standards**

This section applies to legislation emanating from national and provincial governments as well as that of any local authorities in whose area of jurisdiction the subject of the appointment falls and which has a bearing on the activities and services under this appointment.

All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.

Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the departmental project manager.

The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the services to be affected by the Services shall be in accordance with all relevant legislation.

**C3.7 Access to land/buildings/sites**

Access to the land/buildings/sites shall be negotiated in consultation with the departmental project manager and with the pre-agreement with owner of such land/buildings/sites.

**C3.8 Software application for programming**

The Service Provider must avail himself of software to be used in the Project documentation for compatibility with other Service Providers as well as the Employer.

**C3.9 Security clearance**

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring security clearance, be kept to a minimum and that such persons will not object to being submitted to a security clearance, if the Employer so requires.

If the latter is applicable, the necessary forms will accompany this tender or be provided to the Service Provider at any stage thereafter. These forms must be completed, if attached, and returned with the tender. It is important to furnish information which is complete in every respect.

Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained of any of the staff members of the Service Provider, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the Project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained.

The Employer will not accept liability for any costs in this regard.

**FINGER PRINTS (except Defence projects)**

Persons of whom security clearance is required can obtain a finger print form SAP 91(a) from any police station. Kindly ensure that the police official responsible for taking the finger prints certifies the form since non-certification will result in the form being unacceptable.

**C3.10 Condition to accept unregistered persons with suitable built environment qualifications on secondment**

It is an express term of the contract that the Service Provider, after award of tender, accept unregistered, suitably qualified (built environment) persons in his office for the purpose of exposing the latter to the full extent of professional work, or as may be required according to specific circumstances, in order to gain experience which can be presented to the relevant Council for consideration towards professional registration. The secondment of such unregistered persons will be negotiated with the Service Provider in terms of numbers, periods of training and extent of professional work opportunity to be afforded. The conditions of secondment will be the subject of a separate Memorandum of Understanding with the Service Provider which will serve as an annexure hereto. Any secondment arrangements will cease upon the professional registration of the seconded person or as agreed on and so included in the aforesaid Memorandum of Understanding. The responsibility for salaries of seconded persons will remain with the Employer, but responsibility for operational expenses, necessary for the execution of the work, will vest with the Service Provider, all of which will be dealt with in the Memorandum of Understanding.

**C3.11 Submission of Accrual Reports**

The Service Provider shall submit accrual reports to the client representative at the end of March and September each year for the duration of the Service Contract period from the date of appointment up to and including project closeout. This is to ensure that PMTE complies with the accounting framework GRAP, which requires that PMTE disclose all its accruals as at the end of each reporting date.

**C3.12 Submission of monthly Project Progress Report (PPR)**

The Principal Agent will submit monthly an updated Project Progress Report (PPR) in accordance with DPWI standard proforma, on a date as agreed with the Employer's Representative.

**C3.13 Contract Skills Development Goal**

The Contract Skills Development Goal is not applicable to this project.

The cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice, No. 43495 of 3 July 2020 where the Service Contract has a duration of 12 months or more, and the professional fees excluding allowances and including VAT exceeds R5 million. This best practice Standard for developing skills through infrastructure contracts standard establishes a minimum contract skills development goal which is to be achieved in the performance of a contract in relation to the provision of different types of workplace opportunities linked to work associated with a contract which culminate in or lead to registration in a professional category by one of the professional bodies listed in the standard (Table 1).

**Table 1: Categories of registration**

Profession	Category of registration	Act
Architectural	Architect, Senior Architectural Technologist, Architectural Technologist or Architectural Draughts person	Architectural Profession Act of 2000 (Act No.44 of 2000)
Construction Project Management or Construction Management	Construction Project Manager or Construction Manager	Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000)
Engineering	Engineer, Engineering Technologist, Engineering Technician or Certificated Engineer	Engineering Profession Act of 2000 (Act No. 46 of 2000)
Health and Safety Practitioners	Construction Health and Safety Agent, Construction Health and Safety Manager, Construction Health and Safety Officer	Occupational Health and Safety Act of 1993 (Act No. 85 of 1993) Construction Regulations, 2014
Landscape Architectural	Landscape Architect, Landscape Technologist, Landscape Technician or Landscape Assistant	Landscape Architectural Profession Act of 2000 (Act No. 45 of 2000)
Planning	Planner or Technical planner	Planning Profession Act, 2002. (Act No. 36 of 2002)
Quantity surveying	Quantity surveyor	Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000)
Scientists/Environmentalists	Natural scientists	Natural Scientific Professions Act (Act No. 27 of 2003)/S24H of NEMA (Act No. 107 of 1998) and the Section 24H Registration Authority Regulations
Surveying	Land surveyor, Engineering surveyor or Technician engineering surveyor	Professional and Technical Surveyors' Act (Act No. 40 of 1984)
Valuers	Valuer or Associate Valuer	Property Valuers Profession Act (Act No. 47 of 2000)

The Contract Skills Development Goal (CSDG) is the number of hours of skills development opportunities that a Service Provider contracts to provide in relation to work directly related to the Service Contract up to completion the Professional Service Contract. The contract skills development goals, expressed in hours, shall be not less than the professional fees [(1) from the Activity Schedule + VAT] in millions of Rand multiplied by 150 where professional fees is the

financial value of a professional service contract at the time of the award of the contract excluding all allowances and expenses, but including value added tax.

Example: The contract amount for a professional services contract is R5.6 m. The contract skills development goal in hours is  $R5.6m \times 150 = 840$  hours, where the contract amount is the basic fee for services excluding allowances but including VAT.

Where required in terms of the service contract, a specified proportion of the learners and candidates shall be selected from persons in the employ of the state who meet the relevant eligibility criteria for the relevant programme.

Where required in terms of the service contract, the Employer shall advise the Service Provider of the types of training to be undertaken by the learners and candidates. The mentor shall be a registered person, designated to guide a learner or candidate through structured work experience learning component of a learning programme required for the acquisition of a part or full qualification or professional designation.

### **Achieving the Contract Skills Development Goal (CSDG)**

The Service Provider shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the following in relation to work directly related to the contract or order:

Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 2: structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012) subject to at least 60% of the artisan learners being holders of public TVET college qualifications;

Method 3: work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas; or

Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 above.

Employed learners may not account for more than 33 percent of the contract skills development goal. Not more than one method may be applied to any individual concurrently in the calculation of the contract skills development goal. The principle is that an individual can only be counted once towards the CSDG.

Not more than one method may be applied to any individual concurrently in the calculation of the contract skills development goal.

### **Contract Skills Development Goal Credits**

Contract skills development credits will not be awarded for learners enrolled as beneficiaries of other funded or subsidised programmes.

In the case of engineering and construction works, design and build and services contracts:

- a) The contract skills development goals shall be granted by multiplying the number of people employed by the Service Providers and placed for continuous training opportunities in a three-month period by the notional values contained in Table 3, or as revised in a Gazette notice.
- b) The Service Provider may source beneficiaries of the contract skills development goal from the cidb Skills Development Agency (SDA).
- c) All beneficiaries of the Standard must be registered with the cidb SDA.



NOTE: The role and function of a cidb SDA is outlined in the Standard, Annexure B.

Credits towards the contract skills development goal for professional services contracts shall be granted by summing the hours of structured workplace learning opportunities provided to P1 and P2 learners as well as professional candidates in accordance with the Act, Clause 3.3.

No more than 45 hours may be claimed per week for any individual.

Contract skills development goal credits shall be reduced to the extent that they fail to comply with the requirements of this standard.

The Service Provider shall achieve in the performance of the contract the contract skills development goal established in this Standard for developing skills through infrastructure contracts (March 2020).

**Table 3: The notional cost of providing training opportunities per quarter**

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
<b>Method 1</b>					
Occupational	R7 000	R0	R9 000	R16 000	R9 000
<b>Method 2</b>					
Unemployed TVET College graduates	R14 000	R0	R9 000	R23 000	N/A
<b>Method 3</b>					
P1 and P2 learners, or a 240 credits	R24 000	R20 000	R4 500	R48 500	N/A
<b>Method 4</b>					
Candidates with a 360 credits	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 480 or more credits qualification	R47 000	R20 000	R4 500	R71 500	R20 000

\* Additional provisions include provisions for personal protective equipment, insurance, medical assessments, course fees and trade tools (where applicable) assessment, moderation and monitoring of learners.

NOTE:

- i) Where an unemployed learner is employed directly by the Service Provider, the Service Provider shall pay the stipend directly to the learner
- ii) Where an unemployed learner is sourced through an SDA, training provider or skills development facilitator the Service Provider must pay the stipend to the SDA, training provider or skills development facilitator who in turn will pay the learner
- iii) The notional cost of providing training opportunities will be increase by CPI on an annual basis. The new, revised costs will be published on the cidb website on 1 April in each year.

The Employer requires that employees of the state be seconded to the Service Provider in order to be provided with structured workplace learning opportunities in accordance with the provisions of this standard. The specified number of employees of the state is **N/A**. The Employer shall provide a list of persons for selection by the Service Provider as prescribed in the implementation guidelines. Persons selected by the Service Provider shall be seconded to the Service Provider under the terms and conditions prescribed in the implementation guidelines.

Credits towards the contract skills development goal shall be denied where the Service Provider fails to comply in terms of Clause 3.4 of the Act. Compliance requirements shall be in terms of Clause 4 of the Act and records to be provided to be in accordance with Clause 5 of the Act.

### **Role and Functions of the Skills Development Agency**

The Skills Development Agency (SDA) will provide career management and compliance reporting functions for all learners for CSDG compliance in terms of this Standard. Where the Service Providers provide direct employment to unemployed learners, or enrolls own employees for CSDG compliance, the Service Provider shall register them with the cidb SDA. The SDA can also act as an employment intermediary for unemployed learners.

The roles and functions of the Skills Development Agency (SDA) are summarised below.

#### **Career Management and Compliance Reporting**

The Service Provider shall enter into a contract agreement with the cidb SDA, training provider or skills development facilitator to manage their learners according to the provisions given below:

- a) preparing training plans for registered learners, including details of the scope of experiential work to be covered and expected outcomes;
- b) registering learners with the appropriate Sector Educational and Training Authority established in terms of the Skills Development Act of 2008 (Act 37 of 2008);
- c) conducting entry and exit level medicals for learners at the conclusion of each placement opportunity;
- d) providing personal protective equipment;
- e) liaising with the supervisor to monitor onsite training progress of learners;
- f) liaising with the supervisor to arrange for summative assessments at appropriate stages of the training; and
- g) liaising with the supervisor to prepare reports for the Employer's representative and cidb at practical completion of the contract.

The relevant training provider or skills development facilitator shall invoice the Service Providers for the provision of these services as per cost schedule in Table 3.

The cidb SDA shall open a trust fund to ring-fence monies essential for all learner requirements where necessary provided for in this standard such as personal protective equipment, medical assessments, insurance, course fees, monitoring as well as top up training and assessment.

#### **Employment Intermediary**

The cidb SDA can act as an employment intermediary for unemployed learners and provide Service Providers with learners qualifying for participation in the CSDG, as well as managing their employment functions such as payment of stipends, workman's compensation, provision of personal protective equipment, trade specific tools, etc.

In such cases, the Service Provider shall contract directly with an SDA, training provider or skills development facilitator of their choice for the recruitment, placement and management of learners. The Service Provider shall pay the SDA, training provider or skills development facilitator in accordance with the notional costs provided for in this standard, or as amended by a Gazette.

#### **Sanctions**

Failure by the Service Provider to achieve the **total** Notional Cost of the Contract Skills Development Goal (Excluding VAT), as indicated in the pricing schedule item, will result in a penalty of 30% of the value of the portion not achieved, unless the Service Provider can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

**C4: SITE INFORMATION**

(Refer to C3.2.2.4 above.)



public works  
& infrastructure

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

## **ANNEXURE A**

### **TERMS OF REFERENCE**

**FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
PREPARATION, SUBMISSION, MANAGEMENT AND APPROVAL OF  
LAND DEVELOPMENT APPLICATION(S) FOR THE REZONING OF  
ERF 13389, WORCESTER IN SUPPORT OF THE HIGHEST AND  
BEST USE OF THE LAND**

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## **1 BACKGROUND**

The Department of Public Works and Infrastructure (DPWI) provides accommodation to various User Departments that are located in the town of Worcester, located in the Breede Valley Municipality (BVM) in the Western Cape Province and has established the need to plan and develop a Government Precinct in the town of Worcester.

Erf 13389, Worcester is strategically located in the Worcester town centre and is currently vacant. It is the intention to, through submission and approval of the appropriate land development application, facilitate the highest and best use of the site to maximise on the development potential. Specialist studies generated by the service provider as part of this project, will inform the required and appropriate land development application(s) (Site Clearance).

## **2 APPLICATION PROPERTY INFORMATION**

### **2.1 Property Description and Size**

In terms of Deed of Transfer T11046/1989, the property is registered as Erf 13389, Worcester and measures approximately 6,5 hectares (60 523m<sup>2</sup>) in extent.

### **2.2 Locality**

Erf 13389, Worcester is located 250m to the east of the Worcester CBD. The property is bound by Smith Street to the east, High Street (R60) to the north and Robertson Road (R60) to the south west.

### **2.3 Ownership**

In terms of Deed of Transfer T11046/1989, the property is registered in the name of the Republic of South Africa. The property therefore is under the custodianship of the DPWI. A Power of Attorney will be issued to the appointed service provider.

## **2.4 Restrictive Conditions of Title**

A Conveyancer Certificate must confirm the presence of any servitudes or restrictive conditions. The information in the Conveyancer Certificate will inform the need for an application to remove any conditions or cancel any servitudes that does not support the proposed development of the property for a government precinct.

## **2.5 Physical Attributes**

The topography of the property is flat. No geological information is available for the site. A geotechnical analysis will need to be conducted for the site as part of the Site Clearance. All on-site information have to be verified as part of the project.

## **2.6 Current Utilisation and Existing structures**

Erf 13389, Worcester is currently vacant. Remnants of old structures are evident to the centre and to the north of the site.

The property was acquired from Transnet. Remnants of the railway tracks are still present on the site and even though the railway line is not active, the railway track infrastructure may not have been completely removed.

The Site Clearance process will need to consider removal of the railway tracks and all remnants and state the requirements in terms of the process, time and cost implications. Potentially, the steel railway tracks can be sold and income generated.

The site also comprise large trees which must be incorporated as part of the high level concept for the potential precinct.

A heritage assessment will be required of all structures on the property.



## 2.7 Surrounding Land Use

Erf 13389, Worcester is located centrally to the town of Worcester at the intersection of High (Hoog) Street, Robertson Road (R60) and Smith Street, approximately 250m to the east of the Worcester CBD.

The property is bound by High (Hoog) Street to the north, Smith Street to the east, buildings occupied by the Worcester Museum to the south and Robertson Road to the west.

Land uses adjacent to Erf 13389, Worcester include:

- Industrial uses which typically include warehouses, public garages, transport usages and scrapyards to the north and east;
- Worcester Museum to the south; and
- A large vacant property to the west.

The area to the north and east of the site are mostly industrial in nature. The Department of Water and Sanitation, Western Cape Provincial Office is located to the south east. The area to the west comprise mostly residential typologies which include single residential as well as medium density residential housing.

The property is located strategically along important access routes which increases accessibility to the site in support of the development of a government precinct.

## 2.8 Zoning

The zoning certificate, stating the zoning of the erven in terms of the Breede Valley Municipality Zoning Scheme By-Law and the Municipality of Worcester Land Use Planning Ordinance, 1985 (Ordinance 15 Of 1985): Scheme regulations in terms of section 7(2) must be obtained and the zoning confirmed. The current zoning of the property does not support the development of a government precinct, therefore a land development application for the rezoning of the property to amend the land development control measures, must be submitted to the Breede Valley Municipality. The details of the application will be informed on a High Level Concept that was developed by DPWI that supports provision of accommodation for User Departments that are located in leased accommodation. The parameters relevant to the High Level Concept must be confirmed through consultation with the municipality.

The land development application can only be prepared and concluded for submission following consultation with the Municipality and the DPWI.

## **2.9 Parking**

Parking requirements will support the High Level Concept and the outcome of consultation with the Department and the municipality. The TIA should be clear on the provision for access and parking on the site.

In terms of parking requirements, parking should be provided in consultation with the Municipality and the DPWI to ensure the most feasible parking solution, taking into account the needs of the envisaged User Departments that will locate in the precinct and the functioning of the government facilities to be constructed.

## **2.10 Bulk Engineering Services**

As part of the Site Audit Report, detailed engineering reports will be prepared by the service provider which include civil and electrical engineering reports.

## **2.11 Environmental and Heritage Impact Implications**

An environmental screening must be concluded to determine if any part of the proposed development or the property is deemed to be a "listed activity" in terms of the National Environmental Management Act (NEMA) with specific reference to the regulations promulgated under Section 24(5) thereof. If necessary, an application submitted to the environmental authorities with regard to the requirement to procure environmental authorization to conduct the listed activity must be concluded, managed and approval obtained.

The land development application process initiated for the property will need to include a heritage screening. If required, a Heritage Impact Assessment must be concluded, managed and approval obtained if any structures or building(s) on the property is to be conserved in terms of the National Heritage Resource Act, Act 25 of 1999. This will be included as part of the environmental process.

### 3 PROJECT TASKS

Draft reports must be submitted to the DPWI project manager for comments prior to submission of the final report for each phase of the project. Sufficient time (at least two weeks) must be allocated for this purpose to ensure that the final deliverable for each phase is submitted on the date stated in the PEP.

Invoices will be issued in accordance with the PEP. Invoices must include the full project description, WCS number and be accompanied by a time sheet. The time sheet must specify the activity, time and cost for the relevant phase of the project aligned to the PEP and Inception Report.

The project will comprise the following phases:

#### 3.1 Phase 1: Inception and Planning

Phase 1 concludes with the Inception Report that will confirm the detailed methodology and project time frame and associated budget linked with project team members, their role and professional fee and time that will be allocated to each team member. The following must be considered as part of this phase of the project:

- Project report in MS Word and PDF format
- Bound as 2X Colour hard copies and soft copy on external drive (to be provided by services provider)
- Project time frame in MS Excel and PDF format
- The dates for submission of detailed monthly progress reports. These monthly reports must be submitted on or before the last Friday of each month.
- Detailed Scope
- Budget per phase (including VAT) linked to the date when invoices will be submitted
- Time sheets with associated hourly rates and related cost by each team member for all activities related to the project
- Provision for briefing or terms of reference workshop with client
- Analysis of information that is available from the Chief Directorate: Planning & Precinct Development (PPD) related to the proposed development

- Outcome of site orientation (status quo)
- Provision for briefing of all sub-consultants
- Meetings with relevant Breede Valley Municipality officials to confirm nature of land development application parameters
- The tenderer must make provision for all activities necessary for the execution of the service as set out in this Scope of Services and complete Annexure B (Pricing Schedule)
- Inception Report

### **3.2 Phase 2: Site Audit**

Phase 2 must include the following:

- Undertake sub-consultant specialist studies
- Analysis of specialists studies undertaken by sub-consultants and submission of Site Audit Report
- Assessment of, and agreement on the specialist reports and information produced by consultants by DPWI project manager
- Prepare all relevant land development application(s)
- Site Audit Report including all land development application(s) for consideration
- All draft documentation must be provided in soft copy (both MS Word and PDF format) on USB device and two (2) hard copies

This Time Based Deliverable involves the undertaking of specialist studies which are based on the scope of work as follows:

#### **3.2.1 Task 1: Professional Town Planner**

This Task Based Deliverable involves the scope of work for the professional registered Town Planner which amongst others include: description, explanation, preparation and management of the appropriate land development application(s) with intended land use rights aligned to supporting documents by sub-consultants.

Other requirements as part of the process:

- Address comments received, respond to objections if received and attend to all matters related to objections.
- Prepare documentation, obtain expert input if necessary and lead participation in any hearing that may be necessitated by the process.
- Attend all meetings convened for the project.
- Attainment of approval of land development application(s).
- Consider de-commissioning of railway tracks or any remnants including associated process, time and related cost.
- Management of all sub-consultants involved in the delivery of the project.
- Take into account all previous studies and documentation relating to the property.
- Facilitate all other processes necessary for the delivery of the project.
- Manage removal of restrictive conditions if required to formalise the land development application outcome.

### **3.2.2 Task 2: Architect**

This Task Based Deliverable involves the scope of work for the sub-contracted professional registered Architect which amongst others include:

A Site Plan, based on the high level volumetric study which was developed by PPD. The architect needs to confirm the development rights on the site taking into account the optimum development potential and detailed and accurate data made available as part of the site survey conducted by the land surveyor, to inform the land development application(s) and other specialist studies including:

The fully detailed plan, to a minimum scale of 1:200, which shall be amplified by means of the high level volumetric sketch plans to a minimum scale of 1:100: Provided that the Municipality may accept scales other than the afore-mentioned and which fully illustrates the following aspects:

- The siting, height, FAR and coverage of all proposed buildings and structures.
- Landscaping.
- Entrances to and exits from the erf to any public street.
- Entrances to buildings, parking spaces and vehicular and pedestrian traffic systems.
- Building Restriction Areas and the building set-backs on any boundary.

- The location of existing buildings on adjoining erven.
- Contour lines with 0,5m intervals or other intervals or height indications to the satisfaction of the Municipality.
- Physical barriers on the street boundaries if these are required by the Municipality.

### **3.2.3 Task 3: Land Surveyor**

This Task Based Deliverable involves the scope of work for the sub-contracted professional registered Land Surveyor which amongst others include:

A detailed site survey is required. In this regard the land surveyor will be responsible for the following:

Detailed site survey to provide:

- A comprehensively detailed contour map of the existing site, also showing all relevant and necessary detail and data required of all existing facilities and services as well as cadastral information, which information will be required for the future design and accurate placing of the proposed building.
- All natural and manmade features that may have an impact on the placing of the building.
- Contours to 0,25m vertical intervals on a scale of 1:500 and to 0,50m on a scale of 1:1000 with supplementary spot heights wherever the contours are unable to portray ground shapes faithfully. Frequent spot heights shall be given on features such as roads, where elevations may be necessary for engineering design. Tachometric spot heights will be taken on all changes of slope.
- Positions of survey stations and details of survey beacons used for the survey.
- Above ground and/or exposed water mains, sewers, storm water pipes, and other services.
- Power and telephone lines, showing individual poles or pylons in their surveyed positions.
- Routes of underground pipe lines, cables and other buried services, which positions must be obtained from the local authority with support from the relevant professional engineer and from surface and sub-surface indications, e.g. manholes, cable markers, etc.
- Other information which must be detected and recorded are:
  - ❖ Confirmation of natural ground level.

- ❖ Road levels.
- ❖ Cuttings and banks (road).
- ❖ Fences and property beacons.
- ❖ Culvert dimension
- ❖ Natural drainage and drainage improvements.
- ❖ Structures affected by planning.
- ❖ Existing access to adjoining properties.
- ❖ Position of foundation test holes with reduced ground levels if available.
- ❖ North direction pointer.
- ❖ Any special features.
- ❖ Road and footpaths, differentiating between blacktop and other surfaces.
- ❖ Structures, with details regarding the openings, sizes, structure number and type of construction where such a structure has a bearing on the site.
- ❖ Drainage and irrigation furrows.
- ❖ All individual buildings - differentiating between types of construction and stating the general use of the building/groups.
- ❖ Gates and fences - differentiating between ordinary, stock proof, jackal proof, security fences, etc.
- ❖ Stone, brick or any other type of walls.
- ❖ Wells, boreholes, tunnels, railway lines.
- ❖ All cadastral and servitude information will be shown in the surveyed area, together with the names of owners and municipal boundaries, if applicable.
- ❖ Approval will be obtained from the Department in cases where it is difficult to supply cadastral information and where such data can be omitted without detrimental effect.
- ❖ Reference system shall be WGS 84.
- ❖ A map in PDF format will also be included in the data provided.
- ❖ A Land Surveyor's Certificate including land audit report indicating whether and how the property is affected by conditions of title or servitudes recorded in the Title Deed and on an approved general plan or small scale diagram, that affect the proposed land development area.

#### **3.2.4 Task 4: Environmental Practitioner**

This Task Based Deliverable involves the scope of work for the sub-contracted Environmental Practitioner which amongst others includes:

- Environmental Impact Assessment ("EIA") in terms of the National Environmental Management Act, 2004 (Act 8 of 2004) ("NEMA") provided that; (a) if the development is a "listed activity" in terms of the National Environmental Management Amendment Act, 2004 (Act 8 of 2004) (NEMA), with specific reference to the Regulations promulgated under Section 24(5).
- If the land use rights being applied for does not require an EIA with specific reference to the Regulations to NEMA, submit proof that such EIA is not

required and an explanation as to why it will not be required by the Municipality over and above the legislation; including:

- i. give a short, general overview / description of the site situation highlighting identified site sensitivities;
  - ii. indicate if the site is situated next to an existing open space resource; and
  - iii. indicate how the proposed development respond to the open space resource with specific referral to levels, placing and functioning of building footprints, landscaping, and access.
- If required, a Heritage Impact Assessment must be concluded, managed and approval obtained if any structures or building(s) on the property are to be conserved in terms of the National Heritage Resource Act, Act 25 of 1999.

### **3.2.5 Task 5: Civil Engineering Investigation**

This Task Based Deliverable involves the scope of work for the sub-contracted professional registered Civil Engineer which amongst others include:

- Assessment of reports prepared by sub-consultants.
- Provisional status quo (existing) condition assessment of infrastructure services for water, sewerage, storm water and roads.
- Preliminary calculations for the total wet services infrastructure requirements for the proposed development, with particular reference to water demand (including fire water demand), sewerage collection/discharge and storm water collection/disposal (incl. retention pond requirements, if applicable).
- Providing particular recommendations on the provision of civil engineering services to the development.
- Preliminary detailed cost calculation/s, for the total development, required for the provision of planned on-site wet services infrastructure.
- Obtain formal confirmation from the BVM about its ability to develop and deliver bulk civil engineering infrastructure services, complete with estimated bulk services contribution costs and timelines for the provision of each service.
- Confirmation of process, time and cost relating to de-commissioning railway tracks or remnants thereof.
- Confirmation of 1:100 year floodline (mapped).



- Preparation of a civil engineering report detailing the aforementioned requirements and submission thereof to the BVM for consideration.
- Facilitation, if necessary, of the development and signing of Service Level Agreement (SLA) with the BVM in relation to all Civil Engineering Services required.
- Attend all project meetings as and when required.
- Provide comments, advice and information to be included as part of the Site Plan.

### **3.2.6 Task 6: Electrical Engineering Investigation**

This Task Based Deliverable involves the scope of work for the sub-contracted professional registered Electrical Engineer which amongst others include:

- Assessment of reports prepared by sub-consultants.
- Investigation of existing infrastructure services for electricity.
- Preliminary calculations of the projected capacity demand for electricity in relation to the proposed development.
- Providing particular recommendations on the provision of electricity to the development.
- Preliminary detailed cost calculation/s, for the total scheme development requirements, for the provision of the required electrical infrastructure.
- Obtain formal confirmation from the BVM about its ability to develop and deliver electrical engineering infrastructure services, complete with estimated bulk services contribution costs and timelines for the provision of electricity.
- Preparation and submission of electrical engineering report detailing the aforementioned requirements.
- Facilitation, if necessary, of the development and signing of Service Level Agreement (SLA) with the BVM in relation to Electrical Engineering Service.
- Attend all project meetings as and when required.
- Provide comments, advice and information to be included as part of the Site Plan.

### **3.2.7 Task 7: Traffic Impact Assessment (TIA)**

This Task Base Deliverable involves the scope of work for the professional registered Civil Engineer: Transportation Specialist which amongst others include:

- Assessment of reports prepared by sub-consultants.
- Undertake traffic impact assessment and develop a traffic impact assessment report
- Provide traffic projections for the proposed development in relation to vehicles in all categories, cycling, motorbikes and pedestrians to name a few.
- Develop a costing model of alternative access options and recommend a feasible option supported by a comprehensive, detailed motivation which should include schematic drawings.
- Consultation with all other professional experts involved in this project is a requirement to ensure an integrated approach.
- Provide inputs on Site Plan for the development.
- Provide recommendations for traffic routes and management in the proposed development.
- Attain comments on proposed traffic measures from relevant departments and institutions responsible for transportation matters.
- Respond to all traffic related matters in all processes of the development.
- Consider the need to upgrade road network to accommodate the additional land use rights associated with the planned development.
- Take into account the existing and planned public transport network and pedestrianisation of the area.
- Attend all project meetings as and when required.

### **3.2.8 Task 8: Conveyancing Attorney**

This task based deliverable involves the scope of work for the Conveyancing Attorney which amongst other include:

Develop a conveyancing certificate (land audit report) to confirm the following:

- who the registered owner of the property is,

- the conditions of title or servitudes recorded in the Title Deed,
- how these conditions of title or servitudes affect the proposed land development,
- The report must indicate how to deal with such conditions or restrictions to enable the planned development,
- Facilitate removal of restrictive conditions (if required) by the State Attorney in consultation with the Cape Town Regional Office.

### **3.2.9 Task 9: Geotechnical Investigation**

This Task Based Deliverable involves the scope of work described hereunder for the professional registered Civil Engineer with geotechnical experience (ECSA) or Geologist / Geotechnical Specialist (SACNASP) and include the following information:

#### **(a) Desktop Study**

Topographical maps and aerial photographs should be consulted to gain information on the general topography and prominent features. Geological maps should be consulted to gain information on the basic geology and possible dolomite areas.

The Municipality and other organizations should be approached to establish whether they know about and/or have records available on investigations conducted in the area.

The study of overlapping aerial photographs through a stereoscope may be of value in identifying geological features such as faults, dykes, geological boundaries, dolomite, etc. as well as soil types and drainage patterns. These features are often not apparent in the field.

#### **(b) Site Reconnaissance**

A site reconnaissance should be undertaken in order to gain geotechnical information from visible features, establish the suitability of various geophysical testing methods and investigate accessibility for drilling equipment.

- Geophysical investigations

Wherever practicable, a geophysical investigation will be undertaken. This investigation will comprise a seismic/resistivity/gravimetric/electromagnetic evaluation of the subsurface conditions of sufficient extent and depth in order to assist in the determination and selection of the most economic detailed investigation, aimed at foundation solutions/types. The service provider shall report on this aspect in his assessment report.

- Detailed investigations – Exploratory holes (typically by back tractor)

The purpose of exploratory holes is to permit visual examination, testing of the in-situ material and for the recovery of samples.

Hand or machine (back actor) excavated test pits should suffice for this section. Adequate direction and supervision of the work by competent staff with appropriate knowledge and experience as well as the authority to decide on variations to the investigation when required, is essential in order to obtain the greatest benefit from the investigation.

- Logging and profiling

This work shall be carried out in accordance with the following:

A guide to soil profiling for civil engineering purposes, as Produced by the South African Institute for Engineering and Environmental Geologists (SAIEG), South African Institute of Civil Engineers (SAICE) Geotechnical Division and Association of Engineering Geologists (AEG) (1993), edited by ABA Brink and RM Bruin.

- Format of report

The geotechnical report shall provide clear guidance to the engineer, enabling him to select the most appropriate solutions and foundation types. The report should quantify the parameters required for the design of the proposed foundation and embankments. The report, together with the inspection of the site, will provide the future contractor with sufficient information to reasonably anticipate any problems that may occur during the execution of the works. This will enable the future contractor to tender a realistic price for the construction of the work and to select the most appropriate equipment and techniques. The report shall be compiled under the following headings and shall include - but not be limited to the following, as relevant:

1. Introduction

- ❖ Terms of reference;
- ❖ Description of the planning stage, and the purpose for which the investigation was conducted.

2. Description of the site

- ❖ Location of the site;
- ❖ Accessibility of the site;
- ❖ Traffic ability of the site for construction equipment;
- ❖ Listing of sources where data is available or was obtained from;
- ❖ Description of regional geology, vegetation, drainage and other general features of importance.

3. Investigations Carried Out

- ❖ Name(s) of firm(s) responsible for the field work (consultant, contractor);
- ❖ Name(s) of person(s) responsible for the interpretation of the geophysical work and for the profiling;
- ❖ Dates when the work was conducted;
- ❖ Description of the types of field work undertaken and equipment used.

4. Investigation Results

- ❖ Description of the soils encountered - identifying their stability or potential problems they may present, e.g. tendency to heave, collapse, settle, etc.;
- ❖ Description of hard rock geology - identifying the type, quality, degree of weathering, fracturing, etc.;
- ❖ Description when potential for boulders and/or other obstructions to deep seated foundations;
- ❖ Description of the problems experienced or to be expected;
- ❖ Description of ground water and expected variations;
- ❖ Field and laboratory testing carried out i.e.:
- ❖ Types of tests conducted on the respective materials;
- ❖ Results obtained and their reliability.

5. Recommendations

- ❖ Type of foundation best suited;
- ❖ Expected bearing capacity and settlement for the respective materials on which founding could be considered;
- ❖ Precautionary measures;

- ❖ Construction sequences.

#### 6. References

- ❖ Listing of standards used for the classification of materials in respect of soil condition and rock hardness.

#### 7. Annexure

- ❖ Locality plan to appropriate scale;
- ❖ Laboratory test results;
- ❖ Drawings to scale showing the location - including levels of all positions investigated physical features of the site and setting out points.

### **3.3 Phase 3: Site Creation and Site Clearance Report –Land Development Application and other Statutory Processes**

The land development application administrative process in terms of the by-law is as follows:

- Submission of land development application(s).
- Facilitate public participation.
- Obtain comments from internal Municipal departments and external institutions where applicable.
- Address and respond to comments received.
- Attend to objections, if any, in line with municipal by-law.
- Provide timeous input as required by the Municipality in terms of the by-law.
- Attainment of approval for application(s) from Municipality.
- Assist with process to enter into SLA's with Municipality if required.
- Attend to removal of restrictive conditions (if required) by the State Attorney in consultation with the Cape Town Regional Office with support from DPWI project manager.
- Attend all project meetings as and when required.
- Manage sub-consultants in delivery of the project.

### 3.4 Delivery

This phase will provide for the handover of information and data in the following format:

- The final Site Clearance Report must consist of:
  - ❖ Two printed copies (full colour)
  - ❖ Soft copies in MS Word and PDF on USB device

## 4 CRITICAL MILESTONES

The project has to be delivered within a period of fifteen (15) months.

This programme provides a guideline for preparation of the Project Execution Plan with milestones, responsible professional and associated cost. Once the Inception Report and PEP are submitted and approved by the DPWI Project Manager, it must be followed.

DETAILS OF MILESTONES	PROJECT DELIVERABLES	DELIVERABLES TIMEFRAMES Minimum
<b>PHASE 1: INCEPTION AND PLANNING</b>		
<ul style="list-style-type: none"> <li>• Consultation and finalisation of project brief</li> <li>• Analysis of the client's accommodation needs in relation to the identified site</li> <li>• Site orientation and assessment (screening/ verification of property information, cadastral information, restrictive conditions, zoning and development parameters including parking requirements in accordance to SPLUMA)</li> <li>• Consultation with the municipality and any other statutory institutions regarding their requirements for the proposed development</li> <li>• Basic location map of the site</li> <li>• Project programme and timeframes for deliverables</li> <li>• Briefing and management of sub-consultants</li> <li>• Preparation and submission of a comprehensive inception report</li> <li>• Attending all project meetings when necessary</li> </ul>	Comprehensive inception report	1 month
<b>PHASE 2: STATUTORY PROCESSES &amp; SITE AUDIT</b>		

<ul style="list-style-type: none"> <li>• Undertake sub-consultant specialist studies</li> <li>• Analysis of specialists studies undertaken by sub-consultants and submission of site audit report</li> <li>• Assessment of, and agreement on the specialist reports and information produced by consultants</li> <li>• Preparation of Site Audit Report including all land development applications for consideration</li> <li>• Professional team to address any comments from the departmental professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Site Audit Report inclusive of all detailed specialists reports, land use application, topographical survey and traditional council consent letter.</li> <li>• Input letters from Departmental Professionals to be incorporated to final Site Clearance Report.</li> </ul>	<p>3 months</p>
<p><b>PHASE 3: SITE CREATION – LAND DEVELOPMENT APPLICATION AND OTHER STATUTORY PROCESSES</b></p> <p><b>FINALISATION AND PROJECT CLOSE OUT</b></p>		
<ul style="list-style-type: none"> <li>• Submission of land development application(s)</li> <li>• Facilitate public participation and all matters related to the process</li> <li>• Obtain comments from internal Municipal departments</li> <li>• Address and respond to comments received</li> <li>• Provide timeous input as required by the Municipality in terms of the by-law</li> <li>• Attainment of approval for application(s) from Municipality</li> <li>• Assist with process to enter into SLA's with Municipality if required</li> <li>• Attend to legal processes, if required, in consultation with State Attorney and Cape Town Regional Office</li> <li>• Attend all project meetings as and when required</li> <li>• Manage sub-consultants in delivery of the project</li> </ul>	<p>Final Site Clearance Report with all required approval(s) with confirmation letters on bulk service contributions from the local authority</p>	<p>11 months</p>

Submission of deliverables, in line with the allocated time frames, need to consider and allocate time for input and feedback by project manager.

## 5 FUNCTIONALITY CRITERIA

Functionality Criteria	Weighting Factor
<p>1. A CSD registered company with a lead Professional Planner registered with SACPLAN, with at least 6 years' relevant experience (post registration). Attach a list of related town planning projects with valid reference letters or completion letters to substantiate the above.</p>	<p>30</p>



<p>9 and more Projects = 5 Points                  7-8 Projects = 4 Points                  5-6 Projects = 3 Points                  Less than 5 projects = 0 Points</p> <p>2. A lead Professional Planner registered with SACPLAN, with at least 6 years experience (post registration) and a supporting Town Planning team (Attach Company profile with an organogram, updated CV's, copies of qualifications, ID copies and valid proof of registration with SACPLAN).</p> <p>Lead Professional Planner with minimum 6 years experience (post registration) with 1 Professional Planner = 5 points</p> <p>Lead Professional Planner with minimum 6 years experience (post registration) with 1 Technical Planner = 4 points</p> <p>Lead Professional Planner with minimum 6 years experience (post registration) with 1 Candidate Planner = 3 points</p> <p>Lead Professional Planner with minimum 6 years experience (post registration) without Town Planning team = 2 points</p> <p>Lead Professional Planner without minimum 6 years experience and without supporting Town Planning team = 0 points</p>	<p>30</p>
<p>3. The following registered professional sub-consultants with at least 3 years experience (post-registration):</p> <ol style="list-style-type: none"> <li>1. Professional Civil Engineer (ECSA)</li> <li>2. Professional Electrical Engineer (ECSA)</li> <li>3. Professional Engineer with Geotech experience (ECSA) or Geologist / Geotechnical Specialist (SACNASP)</li> <li>4. Professional Civil Engineer: Transportation Specialist (ECSA)</li> <li>5. Professional Architect (SACAP)</li> <li>6. Professional Land Surveyor (SAGC)</li> <li>7. Environmental Practitioner (EAPASA)</li> <li>8. Conveyancing Attorney (Council of Licensed Conveyancers)</li> </ol> <p>All of the above registered professional sub-consultants with a minimum of 3 years experience (post-registration) = 5 points</p> <p>Four of the above registered professional sub-consultants with a minimum of 3 years experience (post-registration) = 3 points</p> <p>Two of the above registered professional sub-consultants with a minimum of 3 years experience (post-registration) = 1 point</p> <p>No registered professional sub-consultants with a minimum of 3 years experience (post-registration) = 0 points</p>	<p>25</p>
<p>4. FINANCIAL CREDIBILITY: Service provider should provide a letter which is not older than 3 month and the letter should have a bank stamp</p> <p>Provide Bank Rating from Banking Institution to justify credit risk.</p> <ol style="list-style-type: none"> <li>(1) Bank Rating of 'A' = 5 Points</li> <li>(2) Bank Rating of 'B' = 4 Points</li> <li>(3) Bank Rating of 'C' = 3 Points</li> <li>(4) Bank Rating of 'D' = 2 Points</li> </ol>	<p>15</p>

(5) Bank Rating of 'E' = 1 Point (6) No letter provided with required information = 0 Points In case of a joint venture each bidder to submit its own Bank Rating	
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## 6 CONCLUSION

This aim of this project is to address the need for accommodation for national government departments in Worcester. Erf 13389, Worcester is located adjacent to the Worcester town centre and is currently vacant. It is the intention to facilitate the highest and best use of the site to maximise on the development potential through rezoning of the property.