

## **1.1 SCOPE OF WORK AND DURATION**

**Project Name: SAPS: LIMPOPO: DEMOLISH AND CONSTRUCTION OF OFFICE ACCOMODATION FOR TZANEEN CLUSTER:**

**WCS Number: 044324**

**Contract Period: 49 Months**

**Construction Period: 42 Months**

**The scope of works for the Professional Service Provider (Social Facilitator) will include but not limited to the following:**

### **PHASE 1: PLANNING AND MOBILISATION**

#### **Project inception**

- Conduct field assessment to determine implementation of the CPGs which forms part of the Economic Reconstruction and Recovery Plan which also includes the CIDB BUILD programme that entails Enterprise Development and Skills Development through infrastructure and construction projects.

#### **Stakeholder identification & consultation**

- Arranging meetings with stakeholders
- Attending stakeholder meetings: Local municipalities, business forums and Ward Committee.

#### **Community Awareness**

- Coordinate and Facilitate community meetings
- Conduct awareness workshop
- Minute and record the proceedings

#### **Project Steering Committee (PSC) Establishment**

- Arrange meetings with stakeholders within the project area
- Facilitate the selection of PSC
- Compile a report

### **Training of workers**

- Training needs Assessment
- Facilitate the appointment of service provider
- Scheduling of training with contractor
- Attend workers training workshops (monitoring)

### **Project Site Monitoring**

- Attend site meeting
- Monitor welfare of workers:
  - Provision of drinking water and sanitation facilities
  - Monitoring provision and proper usage of safety clothing
  - Monitor procedures for reporting incidents and accidents
  - Payment of wages
  - On-going appointment and termination of labourers
- Verify Labour Statistics and Compile report

### **PSC Meeting per month**

- Arrange for PSC meetings
- Attend the meeting and minute the proceedings
- On-going support to PSC

### **Adhoc Conflict Resolutions**

- Facilitating conflict resolution
- Monitoring implementation of agreements
- Compile report

## **PHASE 3: COMPLETION AND HAND OVER**

### **Dissolve PSC**

- Compile snag list and discuss with engineer/contractor
- Arrange for the last PSC meeting after project completion
- Take minute and presents last progress report

### **PSC Capacity Building**

- Coordinate and Facilitate capacity building for PSC.
- Compile a report

### **Land Ownership Matters (If applicable)**

- Identify land owners.
- Facilitate negotiations

## **PHASE 2: IMPLEMENTATION & MONITORING**

### **Recruitment and Appointment of CLO**

- Advertise post in all the affected wards
- Arrange meeting with the PSC for shortlisting & interviews
- Short listing and conducting interviews
- Prepare a recommendation report to the contractor

### **Capacity building of CLO**

- Prepare material
- Conduct workshop
- Compile report

### **Labour Recruitment, Appointment & Termination**

- Meeting with the contractor and PSC to discuss labour requirement
- Arrange meetings per ward and place advertisements in all the affected wards Attend meetings to explain the policy and selection criteria per ward/town
- Register interested individuals per ward
- Compile a labour recruitment report
- Facilitate appointment of workers
- Facilitate induction of workers and signing of contracts

## PRICING SCHEDULE

<b>PHASE 1: PLANNING &amp; MOBILISATION</b>			
<b>Activities</b>	<b>Time/ Qty</b>	<b>Rate/ Unit Price</b>	<b>Total cost</b>
<b>Project inception</b>			
Conduct field assessment to determine scope of work	<b>21 Days</b>		
Report writing	<b>5 Days</b>		
Travel time ( trip x hrs)	<b>18 Hours</b>		
Kilometers travelled (km x trip)	<b>1 600 Km</b>		
<b>Sub Total</b>			
<b>Stakeholder identification &amp; consultation</b>			
Arranging meetings with stakeholders	<b>12 Hours</b>		
Liaise and attending stakeholder meetings			
- NDPWI	<b>3 Hours</b>		
- local municipalities	<b>3 Hours</b>		
- community leaders	<b>3 Hours</b>		
- Business forum/s	<b>3 Hours</b>		
- Any other Civic organisations / forums	<b>2 Hours</b>		
- Department of labour	<b>2 Hours</b>		
- Emerging contractor development forum/s	<b>2 Hours</b>		
Report writing	<b>1 Report</b>		
Travel to meetings ( trips x hrs)	<b>45 Hours</b>		
Kilometers travelled (km x trips)	<b>8 000 Km</b>		
<b>Sub Total</b>			
<b>Community Awareness</b>			
Arrange meetings for awareness creation(1 hour/ward)	<b>34 Hours</b>		
Facilitate awareness workshops and minute the proceedings (2 wards / day) @3hr/ward)	<b>102 Hours</b>		
Compile a report	<b>1 Report</b>		
Travel time to meetings (trips x hrs)	<b>12Hours</b>		
Kilometers travelled (km x trips)	<b>2 600 Km</b>		
<b>Sub Total</b>			



<b>PSC Establishment</b>			
Arrange meetings with stakeholders	<b>5 Hours</b>		
Facilitate the selection of PSC	<b>4 Hours</b>		
Compile a report	<b>1 Report</b>		
Travel time to meetings (trips x hours)	<b>12 Hours</b>		
Kilometers travelled km x trip)	<b>720 Km</b>		
<b>Sub Total</b>			
<b>SMME Empowerment/ Enterprise Development</b>			
SMME Database Registration	<b>8 Hours</b>		
<b>Sub Total</b>			
<b>Total Phase 1</b>			
<b>PHASE 2: IMPLEMENTATION &amp; MONITORING</b>			
<b>Activities</b>	<b>Time/Oty</b>	<b>Rate/hour</b>	<b>Total Cost</b>
<b>Recruitment &amp; Appointment of CLO</b>			
Advertise post in all the affected wards	<b>1 Advert</b>		
Arrange meeting with the PSC for shortlisting & interviews	<b>1 Meeting</b>		
Prepare a recommendation report to the contractor	<b>1 Report</b>		
Travel time to meetings (trips x hrs)	<b>12 Hours</b>		
Kilometers travelled (km x trips)	<b>980 Km</b>		
<b>Sub Total</b>			
<b>Capacity Building Workshop CLO</b>			
Conduct workshop	<b>4 hours</b>		
Compile report	<b>1 Report</b>		
Travel time to meetings (trip x hrs)	<b>8 Hours</b>		
Kilometers travelled ( km x trip)	<b>720 Km</b>		
<b>Sub Total</b>			
<b>Labour Recruitment, Appointment &amp; Termination</b>			
Arrange meetings per ward and place advertisements in all the affected wards	<b>5 Hours</b>		
Attend meetings to explain the policy and selection criteria per ward	<b>4 Hours</b>		
Register interested individuals per ward ( hrs x wards)	<b>68 Hours</b>		
Compile a labour recruitment report	<b>1 Report</b>		

Meeting with the contractor and PSC to discuss labour requirements	<b>2 Meetings</b>		
Appoint workers as per the registers	<b>1 Report</b>		
Facilitate induction of workers and signing of contracts	<b>3 Hours</b>		
Travel time to meetings ( trips x hrs)	<b>22 Hours</b>		
Kilometers travelled (km x trips)	<b>2 100 Km</b>		
<b>Sub Total</b>			
<b>Training of workers</b>			
Identify training needs and trainees	<b>1 Report</b>		
Recruitment of training provider	<b>1 Report</b>		
Meeting with the contractor & training provider to finalise training logistics and scheduling of training logistics and scheduling of training	<b>2 Meetings</b>		
Attend workers training workshops (hrs x trip)	<b>6 Hours</b>		
Travel time to meetings ( hrs x trips)	<b>15 Hours</b>		
Kilometers travelled (km x trips)	<b>1 200 Km</b>		
<b>Sub Total</b>			
<b>Project PSC Meeting and Monitoring ( 1 x per month)</b>			
Attend site meeting (hrs x meetings)	<b>40 Meetings</b>		
Monitor the welfare of workers (hrs x visits)	<b>40 Meetings</b>		
*provision of drinking water and sanitation facilities	<b>1 Hour</b>		
*monitoring of provision of safety clothing and injuries	<b>1 Hour</b>		
*payment of wages	<b>1 Hour</b>		
*ongoing appointment and termination of labourers	<b>1 Hour</b>		
Compile monthly report	<b>40 Report</b>		
Travel time to meetings (trips x hrs)	<b>76 Hours</b>		
Kilometers travelled (km x trips)	<b>5 200 Km</b>		
<b>Sub Total</b>			
<b>Adhoc Conflict Resolution</b>	<b>1 Report</b>		
<b>Sub Total</b>			
<b>Total Phase 2</b>			
<b>PHASE 3: COMPLETION &amp; HAND OVER</b>			
<b>Activities</b>	<b>Time/Qty</b>	<b>Rate/hour</b>	<b>Total Cost</b>
<b>Dissolve PSC</b>			

<b>PHASE 3: COMPLETION &amp; HAND OVER</b>			
<b>Activities</b>	<b>Time/Qty</b>	<b>Rate/hour</b>	<b>Total Cost</b>
<b>Dissolve PSC</b>			
Arrange for the last PSC meeting after project completion	<b>1 Hour</b>		
Take minutes and presents last progress report	<b>1 Hour</b>		
Travel time to meetings (hrs x trip)	<b>12 Hours</b>		
Kilometers travelled (km x trip)	<b>540 Km</b>		
<b>Sub Total</b>			
<b>Project Evaluation</b>			
Review projects in terms of objectives, successes, failures compile evaluation/closure report	<b>1 Report</b>		
<b>Sub Total</b>			
<b>Total Phase 3</b>			
<b>DISBURSEMENTS</b>	<b>Qty</b>	<b>Rate</b>	<b>Total Cost</b>
Progress reports & minutes (copies/report)	<b>720 Copies</b>		
Completion report copies)	<b>720 Copies</b>		
Binding (reports)	<b>72 Copies</b>		
On-site advertisement (labour recruitment)	<b>1 Advert</b>		
Reproduction (training materials)	<b>60 Copies</b>		
Binding of training materials	<b>60 Copies</b>		
Tollgates (where applicable, provide proof)	<b>Sum</b>		
<b>Sub Total</b>			
<b>Total Professional Fees (Phase 1 + Phase 2 + Phase 3)</b>			
<b>Disbursements</b>			
<b>TOTAL COSTS</b>			
<b>VAT @ 15%</b>			
<b>TOTAL OFFER INCLUSIVE OF VAT</b>			
<b>NB: PAYMENTS SHALL BE MADE UPON SUCCESSFUL COMPLETION OF EACH PHASE</b>			



### **Project Evaluation**

- Review projects in terms of objectives, successes, failures
- Compile evaluation/Closure report

**The Scope of Work must be read with all relevant documentation including but not limited to the following documents**

- 1.1. CONTRACT PARTICIPATION GOALS AND CIDB BUILD PROGRAMME IMPLEMENTATION GUIDE
- 1.2. Government Gazette Notice No 41237 of 10 November 2017: Guidelines for undertaking a feasibility study Appendix A of Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts
- 1.3. Government Gazette Notice No 41237 of 10 November 2017: Guidelines for Community Engagement Appendix B: of Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts
- 1.4. CIDB Best Practice Assessment Notice No 43726 of 18 September 2020
- 1.5. SANS 10845-5: 2015 ISO 10845-5,2011