



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF HEALTH

## BID DOCUMENT

### FOR THE PROCUREMENT OF:

**A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO  
PROVIDE PROGRAM & PROJECT MANAGEMENT SERVICES FOR  
PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE**

**SERVICES BID NO: SCMU3-23/24-0397-HO**

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**PREPARED FOR:**

**Eastern Cape Department of Health  
Dukumbana Building, Independence Avenue  
P.O. Box X0038  
BHISHO  
6505**



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF HEALTH

**BID ADVERTISEMENT**

**REQUEST FOR BIDS BY  
THE EASTERN CAPE DEPARTMENT OF HEALTH FOR:**

**REF.NO : SCMU3-23/24-0397-HO**

**PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO  
PROVIDE PROGRAM & PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED  
BUILDINGS RELATED MAINTENANCE SERVICES**

Bids are hereby invited from CSD registered service providers to provide the above services to the Eastern Cape Department of Health. All Bids together with all mandatory returnable documents must be submitted to the Supply Management Office office before the closing date and time indicated. It shall be in an enclosed envelope indicating the **Bid number, Bid Description and Selected PMU Description** and deposited in the bid box:

Deliver to: **EASTERN CAPE DEPARTMENT OF HEALTH: SUPPLY CHAIN MANAGEMENT OFFICE**, situated at the following address:  
**GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGINE GARAGES), BHISHO**

Bidders must immediately ensure that they are **correctly registered on CSD (Central Supplier Database)** when collecting the Bid documents

**Bid document is available: 25 AUGUST 2023**

**Bid Closing date is 15 SEPTEMBER 2023 @ 11:00.**

**No late Bids will be accepted.**

For any queries, contact Ms. T Notshe via email: [Thabisa.Notshe@echealth.gov.za](mailto:Thabisa.Notshe@echealth.gov.za)

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**REF.NO : SCMU3-23/24-0397-HO**

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## **PART 1: SUBMISSION PROCEDURES**

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### **PART T1: TENDER PROCEDURES**

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

**The Eastern Cape Department Health Invites Bids for:**

<b>Bid No.</b>	<b>SCMU3-23/24-0397-HO</b>
<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>
<b>Only one (1) bid to be submitted per bidder.</b> <b>The Bidder is required to indicate from the list below for which PMU bid they are bidding.</b>	

### **PMU LIST (GEOGRAPHICAL SERVICES AREA (GSA))**

<b>DESCRIPTION OF PMU LIST (GEOGRAPHICAL SERVICES AREA (GSA))</b>	<b>SELECT ONE PMU (Mark with X below)</b>
<b>PMU 1 = GSA : A &amp; B - (Alfred Nzo and OR Tambo Health Districts, Chris Hani and Joe Gqabi Health Districts)</b>	
<b>PMU 2 = GSA : C &amp; D - (Amathole and Buffalo City Metro Health Districts, Sarah Baartman and Nelson Mandela Bay Metro Health Districts)</b>	
<b>PMU 3 = HEAD OFFICE PMU – Program Management Activities</b>	

Eastern Cape Department of Health will enter into a contract with the successful Bidder.

The contract is based on the CIDB Professional services contract (Third edition) 2009, however, the supreme law of South Africa takes precedence whenever discrepancies and uncertainties exists.

Only bidders who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

Tender documents are downloadable free of charge from the Department of Health website from 25<sup>th</sup> of August 2023. Bid documents will not be available at departmental offices.

**B. BID EVALUATION:**

This bid will be evaluated in **2 (TWO) Stages** as follows:

**Stage 1 ONE:** Compliance, responsiveness to the bid rules and conditions.

**Stage 2 TWO** Bidders passing all stages above will thereafter be evaluated in terms of Price & SPECIFIC GOALS.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Maximum points on price	<b>-90 points</b>
Maximum points for SPECIFIC GOALS	<b>-10 points</b>
Maximum points	<b>-100 points</b>

**C. BID SPECIFICATION, CONDITIONS AND RULES**

The minimum specifications, other bid conditions and rules are detailed in the bid document under tender data. The Department of Health SCM Policy applies. Tender validity period is 120 days.

**D. TENDER SUBMISSION:**

Compulsory Briefing session will be held on 05 September 2023 @ 11:00 , venue – John Tremble Hall , Frere Hospital , Amalinda , East London . Technical enquiries shall be directed only in writing to Supply Chain Management enquiries to Thabisa Notshe at [Thabisa.notshe@ehealth.gov.za](mailto:Thabisa.notshe@ehealth.gov.za) within office hours.

The closing time for receipt of submissions by the ECDOH is **11:00am on 15 SEPTEMBER 2023** Telegraphic, telephonic, telex, facsimile, e-mail and late submissions will not be accepted. BID submissions must be submitted in sealed envelopes clearly marked **SCMU3-23/24-0397-HO** and **description which PMU** must be deposited in the bid box, **DEPARTMENT OF HEALTH, GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGINE GARAGES), BHISHO**

Tender Submissions will be opened immediately after the closing time for tenders at 11:00am hours and will be published on the departmental website ([www.ehealth.gov.za/tenders](http://www.ehealth.gov.za/tenders)).

All other prerequisites as detailed in the BID documents shall apply.

Issued by:

**Supply Chain Management, Bhisho**

## T1.2 – TENDER DATA

The conditions of tender are the latest edition of SANS 10845-3, Standard conditions of tender. SANS 10845-3 makes 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 provisions of SANS 10845-3 and as contained in Annexure C of Standard for Uniformity in Construction Procurement (Board Notice 423 Government Gazette No 42622 of August 2019).

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies

Clause Number	Submission Data
3.1	The employer is: The Eastern Cape Department of Health
3.2	<p>The tender documents issued by the employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p><b>THE CONTRACT Part</b></p> <p>C1: Agreements and Contract data</p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data Part</p> <p><b>C2: Pricing data</b></p> <p>C2.1 - Pricing assumptions</p> <p>C2.2 - Pricing schedule</p> <p><b>Part C3: Scope of work</b></p> <p>C3 - Scope of work</p> <p><b>Part C4: Site information</b></p> <p>C4 - Site information</p>
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	<p>The employer's agent is:</p> <p>Name: <b>Department of Health</b></p> <p>Dukumbana Building,</p> <p>Department of Health</p> <p>Independence Avenue, Bhisho</p> <p>Cell:</p> <p>E-mail:</p>
3.5	The language for communications is English

<b>3.6</b>	The competitive negotiation procedure shall be applied.
<b>3.7</b>	Method 2: 2 stage procurement procedure shall be applied.
<b>4</b>	<b>Tender's obligations</b>
<b>4.1</b>	<p>Only those Bidders who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <ul style="list-style-type: none"> <li>• At least one of the Company Director/ Trustees or Shareholder(s) is registered with a relevant council as regulated by Act 43 of 2000 of the Council of Built Environment Act.</li> <li>• Tax matters are in order</li> <li>• Directors or company is not in the Treasury's database of restricted suppliers</li> <li>• The Service Provider is registered on the National Treasury Central Supplier Data Base (<a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>).</li> </ul> <p>Only those Service Providers who are registered in a relevant professional body. Candidate members will not be accepted. (proof of professional body registration to be attached, not a letter)</p>
<b>4.2</b>	The Employer will not compensate the Bidders for any costs incurred in the preparation and submission of a tender offer, including the cost of the tender being registered with their relevant Professional Board.
<b>4.3</b>	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission
<b>4.4</b>	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation
<b>4.5</b>	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference
<b>4.6</b>	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account
<b>4.7</b>	<p><b>Seek clarification</b></p> <p>Request clarification of the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data.</p>
<b>4.8</b>	Bidders are required to indicate the rates and currencies in RSA Rand
<b>4.8(a)</b>	If after the commencement of the Contract, the cost or duration of the services is altered as a result of changes in, the amount of the main contractor or contract amount from which fee account/estimate were based, or amounts or additions to, any statute, regulation or by-laws, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time

	for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 90 days of first having become aware of the change, the Service Provider furnished the Employer with detailed justification to the Price or Period of the Performance (or both).
<b>4.9</b>	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
<b>4.10</b>	Main tender offers are not required to be submitted together with alternative tenders.
<b>4.11</b>	No alternative tender offers will be considered
<b>4.12.1</b>	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) The parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.4, and b) The parts communicated electronically by the employer or its agents on paper format with the tender.
<b>4.12.2</b>	Sign the original and all copies of the tender offer where required in terms of the tender data. <b>NOTE</b> The employer holds all authorized signatories liable on behalf of the tenderer
<b>4.12.5</b>	<u>The tenderer is required to submit with his tender the following certificates:</u> 1) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. 2) Valid certified Professional Registration certificates of at least one company Director and professionals to be assigned on the project
<b>4.12.6</b>	A two-envelope procedure will not be required.
<b>4.12.7</b>	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
<b>4.13</b>	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
<b>4.14.1</b>	The tender offer validity period is <b>120 days</b> . Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with

	or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer
<b>4.14.2</b>	<p><b><u>Placing of contractors under restrictions / withdrawal of tenders</u></b></p> <p>If any tenderer who has submitted a tender offer has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state.</p> <p>Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and on CIDB Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.</p>
<b>4.15</b>	The preferred tenderer will be required to submit an approved insurer undertaking to provide the Professional Indemnity Policy standard as per ECDOH policy
<b>5</b>	<b>Employer's undertakings</b>
<b>5.1</b>	<p>The Employer will respond to requests for clarification received up to FIVE (5) working days before the tender closing time.</p> <p>If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.</p>
<b>5.2</b>	The employer shall issue addenda until Five (5) working days before tender closing time.
<b>5.3</b>	Tenders will be opened immediately after the closing time for tenders at 11:00am hours.
<b>5.4</b>	Do not disclose to bidders, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.
<b>5.5</b>	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect

	the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other bidders presenting responsive tenders, if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation																				
5.6	Arithmetical errors, omission and discrepancies Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescribes in relation to VAT procedures apply.																				
5.7.1	<p>The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule.</p> <p>Table F1: Formula for calculating the value of A</p> <table border="1"> <thead> <tr> <th>Formula</th><th>Comparison aimed at achieving</th><th>Option 1<sup>a</sup></th><th>Option 2<sup>a</sup></th><th></th></tr> </thead> <tbody> <tr> <td>1</td><td>Highest Price or Discount</td><td><math>A = [1 + (P - P_m) / P_m]</math></td><td><math>A = P / P_m</math></td><td></td></tr> <tr> <td>2</td><td>Lowest price or percentage commission / fee</td><td><math>A = [1 - (P - P_m) / P_m]</math></td><td><math>A = P_m / P</math></td><td></td></tr> <tr> <td>a</td><td><math>P_m</math> is the comparative of the most favourable comparative offer <math>P</math> is the comparative offer of the tender under consideration</td><td></td><td></td><td></td></tr> </tbody> </table>	Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>		1	Highest Price or Discount	$A = [1 + (P - P_m) / P_m]$	$A = P / P_m$		2	Lowest price or percentage commission / fee	$A = [1 - (P - P_m) / P_m]$	$A = P_m / P$		a	$P_m$ is the comparative of the most favourable comparative offer $P$ is the comparative offer of the tender under consideration			
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<p><b>The procedure for the evaluation of BIDS is Method 2: Compliance, responsiveness to the bid rules and conditions, Price and Specific Goals as follows:</b></p> <p><b>Stage 1 ONE: Compliance, responsiveness to the bid rules and conditions..</b> This Stage consist of <b>Six (6) Parts A, B, C, D, E</b> . The Bidder who complies with the evaluation Criteria <b>Parts A-E</b>, may then be considered to proceed to the <b>Evaluation Stage 2</b>.</p> <p><b>Stage 2 TWO: PRICE &amp; SPECIFIC GOALS</b> Bidders that have complied with Stage 1, above will thereafter be evaluated in terms of Price &amp; Specific Goals .</p>																					

**1. STAGE ONE: COMPLIANCE, RESPONSIVENESS TO THE BID RULES AND CONDITIONS..**

**THIS STAGE CONSIST OF SIX (6) PARTS A, B, C, D, E**

**The Evaluation & Elimination Criteria for Stage 1:**

1. Bid submissions that do not meet the above evaluation criteria shall be eliminated and not be considered for evaluation under **Stage 2**.

**The Evaluation & Elimination Criteria for Stage 1** consist of **six (6)** Parts: **A, B, C, D, E**.

**Part A:**

1. The completed bid document must be submitted in a sealed envelope in the bid box at the closing date and time.
2. This Document must be submitted in its original format.
3. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
4. Bid submissions that do not meet the above evaluation criteria shall be eliminated and not be considered for evaluation under **Part B**.

**Part B:**

1. Mandatory SBD forms must be completed, signed by the delegated authorised signatory, and submitted. This applies for Multi-discipline enterprises, and each and every one of the different sub-consultants of Groups, Consortiums and or JV's.
2. Discipline specific Built Environment Professional resources offered on SBD1 must be professionally registered with the relevant Statutory Built Environment Council, as recognised by Act 43 of 2000 and proof of registration is to be provided. This applies for Multi-discipline enterprises, and each and every one of the different sub-consultants of Groups, Consortiums and or JV's. .
3. Bid submissions that do not meet the above evaluation criteria shall be eliminated and not be considered for evaluation under **Part C**.

**Part C:**

4. Form of offer and Acceptance must be fully completed and signed.
5. SBD 4- Declaration of Interest (fully completed and signed)- (In the event that prospective bidders are directors in other companies, they must ensure that they do proper declaration on SBD4 and furnish the necessary details failing which will result in elimination).
6. Compulsory Enterprise Questionnaire (fully Completed and signed).
7. If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered.
8. Resolution of Signatory must be completed or attached.

9. Declaration of Employees of the State or other State Institutions must be completed and attached.

10. Bidders, Multi-discipline enterprises, Groups with sub-consultants, Consortiums and or JV's, may be awarded more than one **PMU Bid** and following conditions shall apply:

- i. Bidders are not limited to bid for only one PMU bid.
- ii. Bidders can be awarded more than one PMU should they be successful under the following conditions;
  - 1. A Bidder awarded PMU3 shall not be considered for PMU1 unless if there is no responsive Bid in PMU1.
  - 2. A Bidder awarded PMU3 and/or PMU1 shall not be considered for PMU2 unless if there is no responsive bid in PMU2
  - 3. A Bidder recommended for more than one(1) PMU shall, before award, provide alternative resources whose profiles meet the required specific requirements for that particular PMU.

11. No alternative or qualified Bid offers shall be considered.

12. Bid submissions that do not meet the above evaluation criteria shall be eliminated and not be considered for evaluation under **Part D**.

**Part D:**

13. All items listed in the Pricing schedule must be priced for (except provisional sums and allowances) which shall be added to the total.

14. Returnable Schedule: **SBD 1-Invitation to bid** must be correctly completed and signed – No inconsistencies between information provided on SBD1, CIPRO and CSD Database is allowed.

15. Returnable Documents: Company Details are to be provided and completed in full.

16. Returnable Documents: Details of the Company Composition are to be provided and completed in full.

17. The bidder must also list all projects and programmes where there are pending litigations or litigations have been concluded.

18. **For PMU 3 – Head Office Programme Management PMU services**, Bidders must submit a minimum of 1 (one) written contactable Client references for (PMU), Programme Management or similar services, (clearly indicating client name, contract value, contract term, contact person, contact details). Signed Client Program references is a mandatory requirement.

19. **For District Based Project Management PMU 1 & PMU 2 Services**, Bidders must submit a minimum of **Five (5)** written contactable Client references for Project Management, similar services, (clearly indicating client name, contract value, contract term, contact person, contact details). Signed Client Project references is a mandatory requirement.

20. The bidder must be registered on the Central Supplier Database (CSD) prior to the award.
21. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
22. Bid submissions that do not comply with the above evaluation criteria shall be eliminated and not be considered for evaluation under **Part E**.

**Part E:**

1. The Eastern Cape Department of Health **shall conduct** an In-Loco inspection of the proposed offices, within the PMU GSA region, of the Bidder(s) that complied with **Parts A to D**, to verify the following details:
  - i. The existence of the business ENTERPRISE as declared on the SBD1 form.
  - ii. The existence of the professional resources as declared on the SBD1 forms, Pricing Schedules and relevant mandatory information.
2. In the event where the In-Loco Inspections find inconsistencies and/or misrepresentation in terms of what has been declared on the SBD1 forms, Pricing Schedules and relevant mandatory information, the Bidder will be notified of such inconsistencies and or misrepresentations in writing and allowed 7 (seven) days to rectify such.
3. The Bidder who complies with the In-Loco Inspection evaluation criteria, may then be considered to proceed to the **Evaluation Stage 2**.
4. In the event where the In Loco inspection is conducted and The Bidder has failed to rectify the inconsistencies and or misrepresentations within the 7 (seven) day period, the Health Department shall reserve the right not to recommend the Bidder to proceed to the **Evaluation Stage 2**.

**3. STAGE 2: EVALUATION IN TERMS PRICE AND SPECIFIC GOALS OF 2022**

The 90/10 preference point system shall be applied for the purposes of this bid as per the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and PPPFA Regulations of 2022

Criteria 90/10	Points
<b>PRICE</b>	<b>90</b>
<b>SPECIFIC GOALS</b>	<b>10</b>
<b>TOTAL</b>	<b>100</b>

The 90/10 preference point system for acquisition of services, works or goods over Rand value of more than R50 million: (a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 50 000 000 (all applicable taxes included):

<b>5.7.4</b>	<p>The procedure for the evaluation of responsive tenders is Method 2: Compliance, responsiveness to the bid rules and conditions, Price and Preference:</p> <p>Stage 1: Administrative requirements and Mandatory requirements</p> <p>Stage 2: Price and preference (90/10 system)</p>
<b>5.8</b>	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> <li>a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>) unless it is a foreign supplier with no local registered entity</li> <li>b) the tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin.</li> <li>c) Except for the Social Facilitator, at least one Director of all entities within the consortium should be registered with and also is in good standing with Council of the Built Environment professional regulatory body and attach valid Copy of Professional Registration certificate of a director(s) and key member/s who will be running the project to substantiate the registration status. The verification of professional registration status will also be verified with the council online.</li> <li>d) the preferred tenderer will be required to submit an approved insurer undertaking to provide the Professional Indemnity Insurance/ Security to the format and/or standard as per ECDoH policy</li> <li>e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>f) the tenderer has not: <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given a written notice to this effect;</li> </ul> </li> <li>g) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;</li> <li>h) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</li> <li>i) the bidder has duly completed and signed the SBD 1, SBD 4, SBD 6.1. Incomplete or unsigned or poorly completed forms will lead to a bidder being declared nonresponsive. No second chance will be afforded to a bidder to come and complete or sign an information.</li> <li>j) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted.</li> <li>k) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer prior award;</li> </ul>

	<p>l) The tender has offered a market related offer. If the offer is believed not to be market related, the department through its Supply chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process.</p> <p>m) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.</p> <p>n) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated.</p> <p>o) NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer.</p> <p>p) The department reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favourable firm is too high; the bidder has been awarded a considerable number of projects by the department; has performed unsatisfactorily in the past</p>
<b>5.9</b>	The number of paper copies of the signed contract to be provided by the employer is One (1).
<b>T.2.1</b>	<b>A. List of returnable documents</b>
1	<ul style="list-style-type: none"> <li>• Documentation to demonstrate eligibility to have tenders evaluated i.e. List all documentation to demonstrate eligibility to have a submission evaluated.</li> <li>• Council for the Built Environment Professional Registration category suitable for the works for lead partners.</li> <li>• C.V's of all resources offered for the PMU</li> <li>• Proof of Address</li> <li>• Reference letters of previously completed similar contracts.</li> </ul>
2	<p><u>Returnable Schedules required for tender evaluation purposes</u></p> <p>The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant:</p> <ul style="list-style-type: none"> <li>• Record of Addenda to Tender Documents (if applicable)</li> <li>• Compulsory Enterprise Questionnaire</li> <li>• SBD 1, SBD 4, SBD 6.1</li> </ul>

	<ul style="list-style-type: none"> <li>• Form of Offer and Acceptance</li> <li>• Attach a list of past projects (stating the name, amount, client name, project manager, duration, completion date) – reachable references.</li> <li>• Completed Pricing Schedule</li> </ul>
3	<p>Other documents required for tender evaluation purposes:</p> <ul style="list-style-type: none"> <li>• A CSD Report of all discipline specific Consortium Members with valid and correct information.</li> </ul>
4	<p>Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract</p> <p>The tenderer must complete the following returnable documents:</p> <ul style="list-style-type: none"> <li>• A duly completed form of Offer and Acceptance (and any revision of prices if there are any).</li> </ul>
5	<p>Only authorized signatories may sign the original and all copies of the tender offer where required. In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated. In the case of a COMPANY submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a CLOSE CORPORATION submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.</p> <p>In the case of a PARTNERSHIP submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender. Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</p>
6	<p>Information and data to be completed in all respects</p> <p>Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as nonresponsive.</p>
7	<p>Canvassing and obtaining of additional information by bidders</p> <p>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</p>
8	<p>Prohibitions on awards to persons in service of the state</p> <p>The Employer is prohibited to award a tender to a person -</p> <ol style="list-style-type: none"> <li>who is in the service of the state; or</li> <li>if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</li> <li>a person who is an advisor or consultant contracted with the Department or municipal entity.</li> </ol> <p><b>In the service of the state</b> means to be -</p> <p>a member of: -</p>

	<ul style="list-style-type: none"> <li>a) any municipal council;</li> <li>b) any provincial legislature; or</li> <li>c) the National Assembly or the National Council of Provinces;</li> <li>d) d) a member of the board of directors of any municipal entity;</li> <li>e) an official of any Department or municipal entity;</li> <li>f) an employee of any national or provincial department;</li> <li>g) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</li> <li>h) a member of the accounting authority of any national or provincial public entity; or</li> <li>i) an employee of Parliament or a provincial legislature.</li> </ul> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
9	<p><u>Awards to close family members of persons in the service of the state</u></p> <p>Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including -</p> <ul style="list-style-type: none"> <li>a) the name of that person;</li> <li>b) the capacity in which that person is in the service of the state; and</li> <li>c) the amount of the award.</li> </ul> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
10	<p><u>Respond to requests from the tenderer</u></p> <p>The employer will respond to requests for clarification up to Five (5) working days before the tender closing time.</p>
11	<p><u>Opening of tender submissions</u></p> <p>Tenders will be opened immediately after the closing time for tenders.</p>
12	<p>Scoring quality / functionality N/A</p>
13	<p><u>Cancellation and re-invitation of tenders</u></p> <p>An organ of state may, prior to the award of the tender, cancel the tender if-</p> <ul style="list-style-type: none"> <li>(a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or</li> <li>(b) funds are no longer available to cover the total envisaged expenditure; or</li> <li>(c) no acceptable tenders are received.</li> <li>(d) Tender validity period has expired.</li> <li>(e) Gross irregularities in the tender processes or documents.</li> </ul>

	<p>(f) No market related offer received (after attempts of negotiation processes)</p> <p>Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.</p>
14	<p>Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the CIDB for investigation as a breach of the CIDB Code of Conduct in terms of the CIDB Regulations; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the CIDB Regulations and the Preferential Procurement Regulations may prohibit the consultant from doing business with the public sector for a period not exceeding 10 years.</p>
15	<p>The tenderer must complete the following returnable documents:</p> <p><u>1 Returnable Schedules required for evaluation purposes</u></p> <ul style="list-style-type: none"> <li>• Compulsory enterprise questionnaire</li> <li>• Record of addenda issued (Only if addenda is issued)</li> </ul> <p><u>2 Other documents required for quotation evaluation purposes</u></p> <ul style="list-style-type: none"> <li>• Form of Offer and Acceptance</li> <li>• Final Summary (Bills of Quantities/Pricing Schedule)</li> </ul> <p><u>3 Returnable Schedules that will be incorporated into the contract</u></p> <ul style="list-style-type: none"> <li>• Details of the Project Team and CV with Qualifications &amp; Proof of Registration completed for each individual of the proposed team where relevant. Registration will be verified through the relevant Professional Board</li> <li>• Record of projects: current, past and on tender.</li> <li>• SBD 1, SBD 4, SBD 6.1,</li> <li>• A Sworn Affidavit attested by a Commissioner of Oaths for Preferential target points</li> </ul>

## T1.3– STANDARD CONDITIONS of TENDER

### 1 General

#### 1.1 Actions

1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in **clause 2** and **clause 3**, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices

1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Bidders shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate

**Note:** 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*  
2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract

#### 1.2 Tender documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

#### 1.3 Interpretation

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.
  - ii) an individual or Service Provider is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.
  - iii) incompatibility or contradictory interests exist between an employee and the Service Provider which employs that employee.
- b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body
- f) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

#### **1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

#### **1.5 The employer's right to accept or reject any tender offer**

1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

#### **1.6 Procurement procedures**

1.6.1 General Unless otherwise stated in the tender data, a contract will, subject to **clause 3.13**, be concluded with the tenderer who in terms of **clause 3.11** is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

##### **1.6.2 Competitive negotiation procedure**

1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, bidders shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of **clause 3.4**, the employer shall announce only the names of the bidders who make a submission. The requirements of **clause 3.8** relating to the material deviations or qualifications which affect the competitive position of bidders shall not apply.

1.6.2.2 All responsive bidders, or not less than three responsive bidders that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of **clause 2.17**, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

1.6.2.3 At the conclusion of each round of negotiations, bidders shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Bidders shall be advised when they are to submit their best and final offer.

1.6.2.4 The contract shall be awarded in accordance with the provisions of **clause 3.11** and **clause 3.13** after bidders have been requested to submit their best and final offer.

## **2 TENDERER'S OBLIGATIONS**

### **2.1 Eligibility**

- Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.
- Submit a tender offer only if the tenderer satisfies that the minimum score for functionality criteria will be met.
- Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

### **2.2 Cost of tendering**

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

### **2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### **2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference

### **2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

### **2.7 Clarification meeting**

Attend, where required, a clarification meeting at which bidders may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

### **2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

### **2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) may not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

## **2.10 Pricing the tender offer**

2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

## **2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

## **2.12 Alternative tender offers**

2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

2.12.3 An alternative tender offer may only be considered in the event that the main tender offer is the winning tender.

## **2.13 Submitting a tender offer**

2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for bidders proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state

on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

#### **2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

#### **2.15 Closing time**

2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

#### **2.16 Tender offer validity**

2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of 2.13 with the packages clearly marked as "SUBSTITUTE".

#### **2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of bidders or substance of the tender offer is sought, offered, or permitted.

*Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

#### **2.18 Provide other material**

2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard

the tender offer as non-responsive as this will increase commercial risk of the bid and may lead to elimination or passing over of the bidder

2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

**2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**2.20 Submit securities, bonds and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data

**2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data. GSA 3(Head Office) Bidders must submit a minimum of one (1) written contactable references for where they were performing duties as a PMU : Programme Management or similar nature successfully completed

### **3 The Employer's undertakings**

#### **3.1 Respond to requests from the tenderer**

3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all bidders who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence: a) an individual firm, or a Joeint venture as a whole, or any individual member of the Joeint venture fails to meet any of the collective or individual qualifying requirements; b) the new partners to a Joeint venture were not prequalified in the first instance, either as individual firms or as another Joeint venture; or c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

3.2 Issue Addenda If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all bidders who drew documents.

F.3.3 Return late tender offers Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

### **3.4 Opening of tender submissions**

3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of bidders' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for Special Goals and time for completion for the main tender offer only.

3.4.3 Make available the record outlined in 3.4.2 to all interested persons upon request.

### **3.5 Two-envelope system**

3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of bidders' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

3.5.2 Evaluate functionality of the technical proposals offered by bidders, then advise bidders who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of bidders, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum number of points for functionality.

### **3.6 Non-disclosure**

Not disclose to bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **3.8 Test for responsiveness**

3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other bidders presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **3.9 Arithmetical errors, omissions and discrepancies**

3.9.1 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with 3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

3.9.2 The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

### **3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **3.11 Evaluation of tender offers**

#### **3.11.1 General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

#### **3.11.2 Method 1: Price and Preference**

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for Specific Goals
- 3) Add the points scored for Price and Specific Goals

#### **3.11.3 Method 2: Functionality, Price and Specific Goals**

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 4 and 5 below.

**The 90/10 preference point system for acquisition of services, works or goods up to Rand value of R50 million**

4) (a)(i) The following formula must be used to calculate the points for price in respect of tenders( including price quotation) with a rand value equal to, or above R 30 000 and up to Rand value of R50 000 000 ( all applicable taxes included):

$$Ps = 80 [1 - (P_t - P_{min} / P_{min})]$$

Where  $Ps$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer

(4)(a)(ii) An employer of state may apply the formula in paragraph (i) for price quotations with a value less than R30 000, if and when appropriate:

(4)(b) The points scored by tender in respect of Specific Goals contribution contemplated in contemplated in subparagraph (4) (b) must be added to the points scored for price as calculated in accordance with subparagraph (4)(a).

(4)(c) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points.

**The 90/ 10 preference points system for acquisition of services, works or goods with a Rand value above R50 million**

(5)(a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value above R50 000 000 (all applicable taxes included):

$$Ps = 90 [1 - (P_t - P_{min} / P_{min})]$$

Where  $Ps$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer

(5)(b) Subject to subparagraph(5)(c), points must be awarded to a tender for attaining the Preferential Targets set as per SND 6.1.

(5)(c) A maximum of 10 points may be allocated in accordance with subparagraph (5)(b).

(5)(d) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points.

**3.11.6 Decimal places**

Score price, preference and functionality, as relevant, to two decimal places.

**3.11.7 Scoring Price**

Score price of remaining responsive tender offers using the following formula:

$$NFO = W1 \times A$$

where: NFO is the number of tender evaluation points awarded for price.

W1 is the maximum possible number of tender evaluation points awarded for price as stated in the Tender Data.

A is a number calculated using the formula and option described in Table T.1 as stated in the Tender Data.

**Table T.1: Formulae for calculating the value of A**

Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
1	Highest price or discount	$A = (1 + (P - P_m)) P_m$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - (P - P_m)) P_m$	$A = P_m / P$
a $P_m$ is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.			

### 3.11.8 Scoring preferences

Confirm that bidders are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where bidders are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

### 3.11.9 Scoring functionality

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$NQ = W2 \times SO / MS$$

where: SO is the score for quality allocated to the submission under consideration;

MS is the maximum possible score for quality in respect of a submission; and

W2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

### 3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

### 3.13 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

### **F.3.14 Prepare contract documents**

3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

### **3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

### **3.16 Notice to unsuccessful bidders**

3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other bidders that their tender offers have not been accepted.

### **3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

### **3.18 Provide written reasons for actions taken**

Provide upon request written reasons to bidders for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of bidders or might prejudice fair competition between bidders.

### **3.19 Transparency in the procurement process**

F3.19.1 The cidb prescripts require that tenders must be advertised and be registered on the cidb i.Tender system.

3.19.2 The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

3.19.3 The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

3.19.4 The client must publish the information on a quarterly basis which contains the following information: Procurement planning process

- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate
- Contract title
- Contract firm(s)
- Contract price

- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

3.19.5 The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

3.19.6 Consultative Forum must be an independent structure from the bid committees.

3.19.7 The information must be published on the employer's website.

3.19.8 Records of such disclosed information must be retained for audit purposes.

## **PART 2**

### **PART 2.1: LIST OF RETURNABLE DOCUMENTS**

RETURNABLE DOCUMENTS		
	YES	NO
Attendance of Compulsory Briefing		
Bid Document submitted in original format*		
Bid Document Completed in full and signed		
SBD1 Forms signed		
SBD 4 Forms signed		
SBD 6.1 Forms signed		
Resolution of Signatories		
Correct Qualifications for all required resources* (Fill in Schedule1)		
Professional Registration for relevant disciplines (All Relevant Built Environment).*		
Submission of CVs all required resources*		
Form of Offer completed and signed (SBD3)* for each PMU Tendered		
Compulsory Enterprise questionnaire signed		
VAT Registration Number for each entity		
All Pricing Schedules fully completed*		
Client References (1 Program Reference for PMU3)		
Client References (5 Project references for PMU1 & PMU 2)		
CSD Registration*		
Litigation History		
Proof of Professional Indemnity for each entity in JV or Consortium		
SARS Tax Clearance Certificate or Access Code		

## **PART 2.2: LIST OF RETURNABLE SCHEDULES**



## **T2.2a: RESOLUTION FOR SIGNATORY**

<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>
<b>Bid Number:</b>	<b>SCMU3-23/24-0397-HO</b>
<b>Description of the selected PMU applicable to this Bid Offer:</b>	

### **MUST BE ON COMPANY LETTERHEAD**

#### **A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form. This must be on a company letterhead.

An example is given below:

"By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to

sign all documents in connection with the Service Provider for Bid No. **SCMU3-23/24-0397-HO**

and any Contract which may arise there from on behalf of (Block Capitals) \_\_\_\_\_

\_\_\_\_\_  
SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

WITNESSES:( if the company has more than one Director: these must be director's signatures)

1. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

2. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**T2.2b: RECORD OF ADDENDA TO SUPPLIER DOCUMENTS**

<b>Bid Description:</b>	PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM & PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES
<b>Bid Number:</b>	<b>SCMU3-23/24-0397-HO</b>
<b>Description of the Selected PMU applicable to this Bid Offer:</b>	

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

**RECORD OF ADDENDA TO SUPPLIER DOCUMENTS**

Attach additional pages if more space is required.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Service \_\_\_\_\_  
Provider \_\_\_\_\_

## T2.2 c - SBD1: PART A - INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR SERVICES REQUIRED BY THE ESTERN CAPE DEPARTMENT OF HEALTH**

BID NUMBER:	SCMU3- 23/24-0397- HO	CLOSING DATE:	15 SEPTEMBER 2023	CLOSING TIME:	11h00am
BID DESCRIPTION	PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM & PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES				

**Bidder are required to submit only one (1) bid.**

**The Bidder is required to indicate from the list below, the selected PMU(s) applicable to their bid submission**

DESCRIPTION OF PMU GEOGRAPHICAL SERVICES AREA (GSA)	TICK (X)
PMU 1 = GSA : A & B - (Alfred Nzo and OR Tambo Health Districts & Chris Hani and Joe Gqabi Health Districts)	
PMU 2 = GSA : C & D - (Amathole and Buffalo City Metro Health Districts & Sarah Baartman and Nelson Mandela Bay Metro Health Districts)	
PMU 3 = HEAD OFFICE PMU – Program Management Activities	

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT**

**DEPARTMENT OF HEALTH, GLOBAL LIFE CENTRE, SCM UNIT, C/O PHALO AVENUE AND R63 (OPPOSITE ENGINE GARAGES), BHISHO**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Thabisa Notshe	CONTACT PERSON	Thabisa Notshe
TELEPHONE NUMBER	040 608 9501	TELEPHONE NUMBER	040 608 9501
E-MAIL ADDRESS	Thabisa.notshe@ehealth.gov.za	E-MAIL ADDRESS	Thabisa.notshe@ehealth.gov.za

### **SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE No			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

SUPPLIER STATUS	COMPLIANCE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSURE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## **T2.2 c - SBD1: PART B: TERMS AND CONDITIONS FOR BIDDING & SPECIAL CONDITIONS**

### **1. BID SUBMISSION:**

- 1.1. BID DOCUMENT MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BID SUBMISSIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BID SUBMISSIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID SUBMISSION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL SERVICE PROVIDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.**

### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID SUBMISSION.
- 2.5 IN BIDS WHERE CONSORTIA / JOEINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE SERVICE PROVIDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BID DOCUMENT WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

### **3. THE FOLLOWING SPECIAL CONDITIONS OF BID APPLY:**

- 3.1 Bidders, Multi-discipline enterprises, Groups with sub-consultants, Consortiums and or JV's, are allowed to bid for all PMU's subject to the following conditions :
  - i. Bidders are not limited to bid for only one PMU bid.
  - ii. Bidders can be awarded more than one PMU should they be successful under the following conditions;
    1. A Bidder awarded PMU3 shall not be considered for PMU1 unless if there is no responsive Bid in PMU1.
    2. A Bidder awarded PMU3 and/or PMU1 shall not be considered for PMU2 unless if there is no responsive bid in PMU2
    3. A Bidder recommended for more than one(1) PMU shall, before award, provide alternative resources whose profiles meet the required specific requirements for that particular PMU.
- 3.2 Mandatory SBD forms must be completed, signed by the delegated authorised signatory, and submitted. This applies for Multi-discipline enterprises, and each and every one of the different sub-consultants of Groups, Consortiums and or JV's. Discipline specific Built Environment Professional resources offered on SBD1 must be professionally registered with the relevant Statutory Built Environment Council, and proof of registration is to be provided. This applies for Multi-discipline enterprises, and each and every one of the different sub-consultants, Groups, Consortiums and or JV's. .
- 3.3 A valid COIDA (Letter of Good Standing from the Department of Labour) must be submitted by the recommended bidder before contracting. This also applies to Multi-discipline enterprises, and each and every one of the different sub-consultants of Groups, Consortiums and or JV's.
- 3.4 The Bids shall be awarded in full.
- 3.5 Bidders to Submit percentage of ownership in respect JVs and Consortiums for allocation specific goals points.

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS SHALL RENDER THE BID INVALID.**

**TERMS AND CONDITIONS FOR BIDDING & SPECIAL CONDITIONS ACCEPTED:**

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** \_\_\_\_\_

(Proof of authority must be submitted e.g. company resolution)

**NAME OF BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **T2.2 d - SBD1: DETAILS & PARTICULARS OF BIDDER**

Details of Multi-discipline enterprises, and each and every one of the different sub-consultants or groups, Consortiums and or JV's as follows:

1. Physical Street Location, Address & Contact Details
2. Details of Resources Offered, Names, Surnames, Category of Resources, Professional registration numbers.

**PART C1 AGREEMENTS AND CONTRACT DATA**

**C1.1 FORM OF OFFER AND ACCEPTANCE**

**C1.2 CONTRACT DATA FOR CIDB STANDARD PROFESSIONAL SERVICES CONTRACT**

**C1.3 CIDB ADJUDICATORS AGREEMENT**

## C1.1- Form of Offer and Acceptance

### FORM OF OFFER AND ACCEPTANCE

PMU 3 = HEAD OFFICE PMU – Program Management Activities	
<b>Bid No.</b>	
<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>

#### OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the rendering of the services as specified.

The Bidder, 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 Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES + DISBURSEMENTS + INCLUSIVE OF VALUE ADDED TAX IS:**

..... Rand (in words);

R ..... (in figures)

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 Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

## **Details of Bidder:**

Signature of Bidder (Lead Entity) \_\_\_\_\_

Name Bidder (Lead Entity) \_\_\_\_\_

Name of Authorised Person & Capacity: \_\_\_\_\_

Address of Bidder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed on (day) \_\_\_\_\_ (date) \_\_\_\_\_

(Place; Town or City) \_\_\_\_\_

### **Witnesses (Signatures & Names)**

Signature of Witness 1: \_\_\_\_\_

Name of Witness 1 \_\_\_\_\_

Signature of Witness 2: \_\_\_\_\_

Name of Witness 2 \_\_\_\_\_

### **ACCEPTANCE**

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidder's offer shall form an agreement between the employer and the Bidder 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 work.
- Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Bidder shall within 3 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 securities, 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 on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now contractor) within five working days of the date of such receipt 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.

## **Details of Employer:**

Signature of Employer: \_\_\_\_\_

Name of Employer: **Eastern Cape Department of Health**

Name of Authorised Person & Capacity: **Dr. Rolene Wagner – Head of Department**

Address of Employer: **Office of the HOD • 13th Floor • Dukumbana Building • Independence Avenue  
BHISHO**

Signed on (day) \_\_\_\_\_ (date) \_\_\_\_\_

(Place; Town or City) \_\_\_\_\_

## **Witnesses (Signatures & Names)**

Signature of Witness 1: \_\_\_\_\_

Name of Witness 1 \_\_\_\_\_

Signature of Witness 2: \_\_\_\_\_

Name of Witness 2 \_\_\_\_\_

Schedule of deviations (indicate **None** of not applicable)

1) Subject.Details \_\_\_\_\_

2) Subject.Details \_\_\_\_\_

3) Subject.Details \_\_\_\_\_

4) Subject.Details \_\_\_\_\_

By the duly authorised representatives signing this agreement, the employer and the Bidder 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 Bidder 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/quotation documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**C1.1- Form of Offer and Acceptance**  
**FORM OF OFFER AND ACCEPTANCE**

**PMU1 = GSA : A & B - (Alfred Nzo and OR Tambo Health Districts, Chris Hani and Joe Gqabi Health Districts)**

<b>Bid No.</b>	
<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>

**OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the rendering of the services as specified.

The Bidder, 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 Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES + DISBURSEMENTS + INCLUSIVE OF VALUE ADDED TAX  
IS:**

.....  
..... Rand (in words);

R ..... (in figures)

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 Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

## **Details of Bidder:**

Signature of Bidder (Lead Entity) \_\_\_\_\_

Name Bidder (Lead Entity) \_\_\_\_\_

Name of Authorised Person & Capacity: \_\_\_\_\_

Address of Bidder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed on (day) \_\_\_\_\_ (date) \_\_\_\_\_

(Place; Town or City) \_\_\_\_\_

### **Witnesses (Signatures & Names)**

Signature of Witness 1: \_\_\_\_\_

Name of Witness 1 \_\_\_\_\_

Signature of Witness 2: \_\_\_\_\_

Name of Witness 2 \_\_\_\_\_

### **ACCEPTANCE**

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidder's offer shall form an agreement between the employer and the Bidder 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 work.
- Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Bidder shall within 3 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 securities, 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 on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now contractor) within five working days of the date of such receipt 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.

## **Details of Employer:**

Signature of Employer: \_\_\_\_\_

Name of Employer: **Eastern Cape Department of Health**

Name of Authorised Person & Capacity: **Dr. Rolene Wagner – Head of Department**

Address of Employer: **Office of the HOD • 13th Floor • Dukumbana Building • Independence Avenue  
BHISHO**

Signed on (day) \_\_\_\_\_ (date) \_\_\_\_\_

(Place; Town or City) \_\_\_\_\_

## **Witnesses (Signatures & Names)**

Signature of Witness 1: \_\_\_\_\_

Name of Witness 1 \_\_\_\_\_

Signature of Witness 2: \_\_\_\_\_

Name of Witness 2 \_\_\_\_\_

Schedule of deviations (indicate **None** of not applicable)

5) Subject.Details \_\_\_\_\_

6) Subject.Details \_\_\_\_\_

7) Subject.Details \_\_\_\_\_

8) Subject.Details \_\_\_\_\_

By the duly authorised representatives signing this agreement, the employer and the Bidder 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 Bidder 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/quotation documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**C1.1- Form of Offer and Acceptance**  
**FORM OF OFFER AND ACCEPTANCE**

**PMU 2 = GSA : C & D - (Amathole and Buffalo City Metro Health Districts (Sarah Baartman and Nelson Mandela Bay Metro Health Districts)**

<b>Bid No.</b>	
<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>

**OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the rendering of the services as specified.

The Bidder, 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 Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES + DISBURSEMENTS + INCLUSIVE OF VALUE ADDED TAX IS:**

.....  
..... Rand (in words);

R ..... (in figures)

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 Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

## Details of Bidder:

Signature of Bidder (Lead Entity) \_\_\_\_\_

Name Bidder (Lead Entity) \_\_\_\_\_

Name of Authorised Person & Capacity: \_\_\_\_\_

Address of Bidder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed on (day) \_\_\_\_\_ (date) \_\_\_\_\_

(Place; Town or City) \_\_\_\_\_

### Witnesses (Signatures & Names)

Signature of Witness 1: \_\_\_\_\_

Name of Witness 1 \_\_\_\_\_

Signature of Witness 2: \_\_\_\_\_

Name of Witness 2 \_\_\_\_\_

### ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidder's offer shall form an agreement between the employer and the Bidder 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 work.

- Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Bidder shall within 3 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 securities, 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 on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now contractor) within five working days of the date of such receipt 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.

## **Details of Employer:**

Signature of Employer: \_\_\_\_\_

Name of Employer: **Eastern Cape Department of Health**

Name of Authorised Person & Capacity: **Dr. Rolene Wagner – Head of Department**

Address of Employer: **Office of the HOD • 13th Floor • Dukumbana Building • Independence Avenue  
BHISHO**

Signed on (day) \_\_\_\_\_ (date) \_\_\_\_\_

(Place; Town or City) \_\_\_\_\_

## **Witnesses (Signatures & Names)**

Signature of Witness 1: \_\_\_\_\_

Name of Witness 1 \_\_\_\_\_

Signature of Witness 2: \_\_\_\_\_

Name of Witness 2 \_\_\_\_\_

Schedule of deviations (indicate **None** of not applicable)

9) Subject.Details \_\_\_\_\_

10) Subject.Details \_\_\_\_\_

11) Subject.Details \_\_\_\_\_

12) Subject.Details \_\_\_\_\_

By the duly authorised representatives signing this agreement, the employer and the Bidder 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 Bidder 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/quotation documents and the receipt by the Bidder 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 for Professional Services Contract

The Contract data describe the information contained within this contract. It covers everything from clauses, signatures, pages and specific details within a contract, like dates, contract owners, contract types and contract values.

### Part 1: Contract Data completed by the Employer

1. The Employer is:	Eastern Cape Department of Health
2. The Authorized and designated representative of the Employer is:	Dr. Rolene Wagner – Head of Department (HOD)
3. Physical Address of Employer:	Office of the HOD • 13th Floor • Dukumbana Building • Independence Avenue BHISHO
4. The Contract Administrator is:	A Senior Official from Program 8 Health Professional Management (HFM) as nominated in the Letter of Award.
5. The contact details of Contract Administrator is:	The contact details of the Contract Administrator is described in the Letter of Award.
6. The Contract period (period of performance) is:	5( five years) subject to SCC (Special Conditions of Contract). The pricing and rates summing to the form of former should be inclusive of escalation and any inflationary changes which might be incurred in the duration of the contract.
7. Start Date of the Contract in terms of Clause 8.1 of the GCC and SCC:	The Contract starts on the day the Service Provider complies with the contractual requirements of the contract and the contract is signed by the Employer or his/her delegated official.
8. End Date of the Contract in terms of Clause 8.2 of the GCC and SCC::	The Contract ends 60 months from the Start of the Contract with no option of extension. The Employer may decided to stop an assigned project when it reaches desired milestones(FIDPM).
9. Location of the performance in terms of Clause 3.5 of the GCC and SCC :	The location of the performance of the service will be for the Geographical Service Areas as described in the Letter of Award.
10. Penalties as per Clause 3.12 of the GCC and SCC:	Minimum penalty prescribed at R1 500,00 per day or 1% of the total professional fees, whichever is the greater.
11. Payment of Service Provider as per Clause 4.7 of the GCC and SCC:	The Employer shall pay the Service Provider within 30 (Thirty) days from receipt of approved invoice.

<p>12. Information provided by the Employer in terms of Clause 4.1 of the GCC and SCC for the Service Provider to prepare and update Programmes in terms of Clause 3.15 and to perform the services in terms of the obligations assigned as per Clause 5 of the GCC and SCC:</p>	<p>The Employer provided the following information as part of the Bid Document:</p> <ol style="list-style-type: none"><li>1. Part C3 – Scope of Works</li><li>2. Site Information Part C4.</li></ol>
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## Part 2: Contract Data completed by the Service Provider

1. The Service Provider is:	..... .....
2. The Authorized and designated representative of the Service Provider (Name of person) is:	..... .....
3. Physical Address of Service Provider:	..... .....
4. Telephone Number & e-mail	..... .....
5. Price Offer:	As per signed C1.1- Form of Offer and Acceptance
6. All relevant SBD forms & Rates-based Pricing Schedule	All Returnable Documents and Schedules

### **C1.3 Adjudicator's Agreement**

This agreement is made on the ..... day of ..... between: .....  
..... (name of company / organisation) of .....  
.....  
..... (address) and .....  
(name of company / organization) of .....  
.....  
..... (address) (the Parties) and ..... (name)  
of .....  
..... (address) (the Adjudicator).

Disputes or differences may arise/have arisen\* between the Parties under a Contract dated .....  
and known as .....  
and these disputes or differences shall be/have been\* referred to adjudication in accordance with the  
CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has  
been requested to act.

\* Delete as necessary

**IT IS NOW AGREED** as follows:

- The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- The Parties bind themselves Joeintly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

<p><b>Signed by Name :</b> _____</p> <p>who warrants that he / she is duly authorised to sign for and on behalf of the first Party in the presence of</p>	<p><b>Signed by Name :</b> _____</p> <p>who warrants that he / she is duly authorised to sign for and behalf of the second Party in the presence of</p>
<p>Witness Name:</p>	<p>Witness Name:</p>
<p>Address:</p>	<p>Address:</p>
<p>Date:</p>	<p>Date:</p>

<p><b>Signed by Name :</b> _____</p> <p><b>the Adjudicator</b></p>	
<p>Witness Name:</p>	
<p>Address:</p>	
<p>Date:</p>	

#### **C1.4 Contract Data related to the Adjudicator**

1	The Adjudicator shall be paid at the hourly rate of R. .... in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. (c) Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. (e) Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R ..... This fee shall become payable in equal amounts by each Party within .... days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice
6	All payments, other than the appointment fee (item 3) shall become due 30 days after receipt of invoice, thereafter interest shall be payable at the prevailing Reserve Bank base rate for every day the amount remains outstanding.

## **C1.4 (SCC) Special Conditions of Contract**

<p>The Special Conditions of Contract (SCC) applies to this Bid and must be read together with the (GCC) General Conditions of Contract.</p>	
<b>GCC CLAUSE No.</b>	<b>SCC</b>
Clause 3 Variations	<p>3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service Provider to submit proposals, including the time and cost implications, for variations to the Services. This applies also where the Parties agree to extend the Contract period when, from a time &amp; cost perspective, it is not practical to stop the services because of the risk of incurring fruitless and wastefull expenditure when the project lifecycle has not reached its logical conclusion and;</p> <p>b) or where the Programme deliverables are incomplete and not closed-out.</p>
Clause 4.2 Decisions	<p>4.2 The Employer shall, duly represented by a nominated Contract Adminiistrator, as named in the Contract Data, a Senior Official from Program 8 Health Professional Management (HFM) who shall administer the Contract and issue Contract Instructions within a reasonable time, give his decision on any matter properly referred to him in writing by the Service Provider so as not to delay the performance of Services the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the Services.</p>
Clause 4.3 Assistance	<p>4.3.1 The Employer, duly represented by the nominated Contract Adminiistrator as named in the Contract Data, shall co-operate with the Service Provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:</p> <p>a) authorise the Service Provider to act as his agent insofar as may be necessary for the performance of the Services;</p> <p>b) provide all relevant data, information, reports, correspondence and the like, which become available;</p> <p>c) procure the Service Provider's ready access to premises, or sites, necessary for the performance of the Services;</p> <p>d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data;</p> <p>4.3.2 Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the Services.</p>

Clause 3.5 Location	3.5 The location of the performance of the service will be for the Geographical Service Areas as described in the Letter of Award and in alignment with the specifications described in C3 Scope of Works and Site Information C4.
Clause 3.12 Penalties	3.12 Minimum penalty prescribed at R1 500,00 per day or 1% of the total professional fees, whichever is the greater.
Clause 4.1 Information provided by the Employer	4.1 The Employer provided the following information as part of the Bid Document: 1.Part C3 – Scope of Works 2.Site Information Part C4.
Clause 4.7 Payment of Service Provider	4.7 The Employer shall endeavour to pay the Service Provider within 30 (Thirty) days from receipt of approved invoice.
Clause 5.4 Insurances to be taken out by the Service Provider	<p>5.4.1 The Service Provider and all Sub-consultants and or Consortium / JV partners shall provide Professional Indemnity Insurance policy for Professional Indemnity for Architectural, Quantity Surveying, Geotechnical investigation, Civil &amp; structural engineering is R10million in respect of each claim, without limit to the number of claims.</p> <p>5.4.2 The Service provider shall take out a minimum insurance policy for Professional Indemnity for Occupational Health and Safety Agents (Consultants), Social Facilitation, Electrical, Mechanical Engineering is R10million in respect of each claim.</p> <p>5.4.3 In the case of a Consortium or Joeint Venture, each member of the Consortium or a Joeint Venture shall have a separate minimum professional indemnity insurance cover in accordance with the above.</p> <p>5.4.4 The Service provider shall maintain the professional indemnity insurance policy for the duration of the Service provider's liability in terms of this Contract and shall from time to time at the Employer's request, provide a certificate of insurance.</p> <p>5.4.5 The service provider hereby cedes and assigns his/her right to claim, under its professional indemnity insurance policy to the Department of Health for the duration of the Service provider's liability. The cession of rights to the Department of Health does not preclude the service provider from claiming directly from its insurances.</p> <p>5.4.6 The employer may, at any time during the project and after the consideration of the risk associated with the project, apply retention of 5% of each outstanding invoice.</p>

**T2.2d: SBD4****SBD 4****BIDDER'S DISCLOSURE**

In the case of a Consortium, Joint venture, with different sub-consultants, separate schedules in respect of each partner shall be completed and submitted.

**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>1</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>1</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.

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 certify 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 Joeint venture or consortium<sup>2</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.
- 3.4 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.
- 3.5 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

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<sup>2</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.

required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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 CERTIFY 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **SBD 6.1**

### **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**

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#### **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 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) 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 (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>SPECIFIC GOALS</b>	<b>10</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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

### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 90/10 OR 90/10 PREFERENCE POINT SYSTEMS

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

90/10 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 90/10 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or} & & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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 below 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 90/10 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- an invitation for tender for income-generating contracts, that either the 90/10 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
- any other invitation for tender, that either the 90/10 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 90/10 preference point system.

4.3. Specific goals for this Bid and points claimed are indicated in the Tables 1 & 2 below.

#### Notes:

- Table 1 is to be completed by the nominated Lead Consortium Member for JV's and Consortia for combined points claimed, or Multi-discipline Entities that have all Disciplines employed by the Entity by providing the relevant information.

**Table 1:** To be completed by each of the Discipline Specific Built Environment Professional Services Provider Entities in respect of JV's and Consortia

**Table 2:** To be completed by the nominated Lead Consortium Member for JV's and Consortia for combined points claimed, or Multi-discipline Entities that have Disciplines employed.

<b>PART 1:</b> <b>Built Environment Professional Services Discipline</b>	<b>Choose by marking with an X</b>	
1. Consortium Leader		
2. Architectural Services		
3. Quantity Surveying Services		
4. Civil Engineering Services		
5. Structural Engineering Services		
6. Electrical & Electronic Engineering Services		
7. Mechanical & Electrical Engineering Services		
8. SACPCMP Construction Health & Safety Services		
9. SACPCMP External Stakeholder Services		
10. Other: Bidder to describe:		
<b>Name of Discipline Specific Entity:</b>		
<b>PART 2.1:</b> <b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system)</b>	<b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b>
Historically Disadvantaged Individuals Ownership	20% (2)	
Women Ownership	20% (2)	
Locality Ownership (Name of GSA Area where Discipline specific PSP office is located):	20% (2)	
Military Veterans	20% (2)	
Youth Ownership	10% (1)	

Disability Ownership	10% (1)	
<b>TOTAL</b>	<b>100% (10)</b>	
<b>PART 2.2:</b> <b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Locality Ownership (Name of GSA Area where Discipline specific PSP office is located):	20% (4)	
Military Veterans	20% (4)	
Youth Ownership	10% (2)	
Disability Ownership	10% (2)	
<b>TOTAL</b>	<b>100% (20)</b>	

- a) Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- b) The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:
  - Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.
  - Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.
  - Locality Ownership: Proof of business address (municipal account or valid lease agreement)
  - Updated CSD report

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.4. Name of company/firm.....

4.5. Company registration number: .....

### 4.6. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor

4.7. 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

### SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

## **T2.2h: COMPULSORY ENTERPRISE QUESTIONNAIRE**

In the case of a Consortium, Joint venture, with different sub-consultants, separate schedules in respect of each partner shall be completed and submitted.

The following particulars must be furnished. In the case of a Joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number:** .....

**Section 3: Council Body Registration number, if any.** .....

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.**

**Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.**

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Supplier Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other BID Submission entities submitting Supplier offers and have no other relationship with any of the Suppliers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;

iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

..... Signature ..... Date

..... Position ..... Name of Bidder

**T2.2i – PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL  
SUPPLIER DATABASE (CSD REPORT) (ATTACH HERE)**

In the case of a Consortium, Joeint venture, with different sub-consultants, separate schedules  
in respect of each partner shall be completed and submitted..



**T2.2j – PREFERENTIAL TARGETS (Suppliers must attach Sworn Affidavit)**

**SWORN AFFIDAVIT**

(If Applicable, Choose The Correct Form and Complete)

**NB: CHOOSE ONE i.e EME or QSE!!!!**

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**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME)**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	

<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) Who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) Who became citizens of the Republic of South Africa by naturalization <ul style="list-style-type: none"> <li>i. Before 27 April 1994; or</li> <li>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li> </ul> </li> </ul>
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3. I hereby declare under Oath that

- The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_ % Black Woman Owned as per Amended Code Series CSC000 of the Revised

Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013

- The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YY) the annual Total Revenue was equal to/or less than R6, 000,000.00 (six Million Rands or less),

**NB: KEY NOTES FOR EMES (extract from Gazette No. 41287)**

- 3.6.2.4.1 An Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million in the case of entities and less than R3 million in the case of Contractors are:
  - o A) Not subject to the discounting principle and therefore do not have to comply with the QSE Skills Development element, and
  - o B) Not required to have an authorised B-BBEE verification certificate, and may present an affidavit or a certificate issued by the Companies and Intellectual Property Commission (CIPC), in respect of their ownership and annual turnover.
- Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the

Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No.

NOTICE 931 OF 2022. Details are available on:

[www.thedti.gov.za/economic\\_empowerment/bee\\_sector\\_charters.jsp](http://www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp)

• An electronic copy can also be requested through ECDOH offices (Supply Chain Offices)

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SWORN AFFIDAVIT – PREFERENTIAL TARGETS

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – <ul style="list-style-type: none"><li>(a) Who are citizens of the Republic of South Africa by birth or descent; or</li><li>(b) Who became citizens of the Republic of South Africa by naturalization<ul style="list-style-type: none"><li>i. Before 27 April 1994; or</li><li>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li></ul></li></ul>

3. I hereby declare under Oath that

• The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

• The Enterprise is \_\_\_\_\_ % Black Woman Owned as per Amended Code Series CSC000 of the Revised

Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013

• The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

• Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YY) the annual Total Revenue was between R6,000,000.00 (six Million Rands) and R25,000,000.00 (Twenty-Five Million Rands).

• Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
100% Black owned or at Least 51% black owned	<b>Level Three</b> (Does not comply with paragraph 3.6.2.3, paragraph 1.1, 1.2 and 1.3 of CSC 603 and paragraph 5.3 )	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner of Oaths: \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

## **T2.2k - CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by Joeint ventures. We, the undersigned, are submitting this tender offer in Joeint Venture and hereby authorise Mr/Ms ..... , authorised signatory of the company ..... , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf

**This applies for each and every one of the different sub-consultants of Groups, Consortiums and or JV's.**

<b>Bid Description:</b>	<b>MULTI-DISCIPLINE INFRASTRUCTURE PROGRAM &amp; PROJECT MANAGEMENT UNIT (PMU) SERVICES INCLUDING PLANNED AND UNPLANNED (URGENT &amp; EMERGENCY) BUILDINGS RELATED MAINTENANCE &amp; IMPROVEMENTS</b>		
<b>Bid Number:</b>			
<b>Description of the Selected PMU applicable to this Bid Offer:</b>			
<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>	
<b>Lead Partner</b> .....		<b>Signature:</b> _____	
		<b>Name:</b> _____	
		<b>Designation:</b> _____	
		<b>Signature:</b> _____	
		<b>Name:</b> _____	
		<b>Designation:</b> _____	
		<b>Signature:</b> _____	
		<b>Name:</b> _____	
		<b>Designation:</b> _____	

		<b>Signature:</b> _____  <b>Name:</b> _____  <b>Designation:</b> _____
		<b>Signature:</b> _____  <b>Name:</b> _____  <b>Designation:</b> _____
		<b>Signature:</b> _____  <b>Name:</b> _____  <b>Designation:</b> _____

<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>
<b>Bid Number:</b>	
<p>We notify you that it is our intention to employ the following Sub-consultant for work in this contract. The Sub-consultants will all be registered with the relevant <b>Built Environment Statutory Body</b>. This should also be declared on SBD 6.1 form.</p> <p>If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Sub-consultants in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.</p> <p>We confirm that all Sub-consultants who are or to be contracted are registered on Central Supplier Database (CSD).</p>	

No	Name and address of proposed Sub-consultant	Nature and extent of work	Year completed	Value	Contact Details
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

14					
15					
16					

**The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct**

Signed

Date

Name

Position

Service  
Provider

## **T2.2I RESOURCE CAPACITY OF THE BIDDER**

In the case of a Consortium, Joeint venture, with different sub-consultants, separate schedules in respect of each partner shall be completed and submitted.

<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>
<b>Bid Number:</b>	
<b>RESOURCE CAPACITY:</b> (Multi-dliscipline enterprises, and <b>each entity</b> of Consortiums and or JV's with different sub-consultants shall furnish the following resources / employees* capacity particulars and require to attach additional pages if more space is required. This information is required to do the Functionality Evaluation. Employees*: (Employees to be ,or are ,employed for this <b>PMU</b> )	

### **Description of the PMU selected for this Bid Offer:**

#### **Name of Bidder:**

#### **Name of Each Entity of a bidding Multi-discipline enterprise, Groups, Consortiums and or JV's with different sub-consultants:**

<b>Quantity / No. of Resources</b>	<b>Description of resource offered as per PMU GSA resource requirements</b>	<b>Full name(s) and Surname (Credentials should be the same as the ones appearing on the Professional registration document - where relevant and applicable )</b>	<b>Professional Registration No. (where relevant and applicable)</b>	<b>Date of Employment</b>
1.				
2.				
3.				
4.				
5.				
6.				

7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				

**The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule are to my knowledge both true and correct.**

<b>Signed at: Place</b>		<b>Date:</b>
<b>Name of person:</b>		<b>Authorised delegation to sign attached hereto: YES / NO</b>

**Bidder Enterprise SIGNATURE:** .....

## **T2.2m - SCHEDULE OF LITIGATION HISTORY**

In the case of a Consortium, Joint venture, with different sub-consultants, separate schedules in respect of each partner shall be completed and submitted.

Each Entity of the The PMU Consortium shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

No	Name of client	Other litigating party	Brief Details of dispute	Project Value	Date Resolved or status of litigation
1					
2					
3					
4					

**Attach a separate page to address this issue if there are more projects (the above table is just for reference purposes).**

Signed

Date

Name

Position

Enterprise name

**T2.2n - SCHEDULE OF PROOF OF PROFESSIONAL INDEMNITY**

(LETTERS FOR ALL CONSORTIUM MEMBERS TO BE ATTACHED HERE)

---

**T2.2o - SCHEDULE OF DEPT. OF LABOUR LETTER OF GOOD STANDING**

(LETTERS FOR ALL CONSORTIUM MEMBERS TO BE ATTACHED HERE)

---

## **T2.2p – LOCATION DETAILS OF A SERVICE PROVIDERS**

In the case of a Consortium, Joeint venture, with different sub-consultants, separate schedules in respect of each partner shall be completed and submitted.

### **Instructions:**

1. Provide physical address and contact details of the Service Provider.
2. Provide physical address of enterpese. This must be the address on CSD / Municipal rate address / Signed lease agreement
3. As part of its due diligence obligations, the Eastern Cape Department of Health may do an In-Loco inspection of the offices of the Bidder that complied with Parts A to E, including all Consortium Members/ Enterprises, JV Partners and or sub-consultants for each of the different Resources and Built Environment Professional disciplines offered, to verify the following details:
  - a. The existence of the business ENTERPRISE as declared on the SBD1 form.
  - b. The existence of the professional resources as declared on the SBD1 forms, Pricing Schedules and relevant mandatory information.

1. NAME OF SERVICE PROVIDER / CONSORTIUM MEMBER / SUB-CONSULTANT:

\_\_\_\_\_

2. PHYSICAL ADDRESS / ADDRESS

\_\_\_\_\_

3. CONTACT TELEPHONE LANDLINE:

\_\_\_\_\_

4. CONTACT CELLPHONE:

\_\_\_\_\_

5. CONTACT PERSON:

\_\_\_\_\_

**The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule submitted by the Service Provider is to the best of his/her knowledge both true and correct.**

### LOCATION DETAILS OF A SERVICE PROVIDERS

Signed

Date

---

Name

---

Position

---

Enterprise name

---

## **E2.2q – COMPETENCY REQUIREMENTS OF KEY PMU RESOURCES**

### **CURRICULUM VITAE AND CERTIFICATES**

#### **Instructions to Bidders:**

1. The competencies of the key persons who will be performing the PMU Services will be evaluated in terms of their academic **qualifications and experience** as described in the Specifications **C3.5 Description of Resources & Discipline Specific Built Environment Professional Services** required for: District-based GSA PMU Services and **C3.6 Description of Resources & Discipline Specific Built Environment Professional Services** required for: Provincial Head Office-based PMU Services
2. The Bidder must complete the CV template provided for all the relevant Categories of GSA District-Based PMU & Provincial Head Office-based PMU Discipline Specific Built Environment Professionals / Resources required (*Leaders & Assistants*).

## CV Template

Name:	Date of Birth:
Category of Resource / Profession:	Nationality:
Qualifications:	
Pr. Registration No. (where applicable and relevant)	Date of Registration
Name of Employer (firm):	
Current position:	
Employment Record:	
Experience Record Pertinent to Required service:	

Attach a separate sheet which details of all the above key information. Non submission of this information will lead to a Service Provider losing points on Quality/ Functionality evaluation. Attach a CV to detail the above information

**The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Service Provider are within my personal knowledge and are to the best of my knowledge both true and correct.**

Signed

Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

Enterprise name

## **T2.2r – RELEVANT INFRASTRUCTURE PROJECT CLIENT REFERENCES - District-based PMU Services**

### **Evaluation Schedule 1: Relevant Infrastructure Project Details of Five (5) projects**

A bidder must have completed building construction projects with a minimum contract value of **R10million EACH** in the public or private sector in the past ten (10) years. Therefore, one written testimonial with contactable references of each of the completed project with a minimum value of **R10 million** of this nature must be submitted with the bid.

Service Providers must complete **Evaluation Schedule 1** in full and align references to projects listed in the same schedule.

**Evaluation Schedule 1: Relevant Project Details - District-based GSA PMU Services**

NO	NAME OF PROJECT	NAME OF CLIENT	CONTACT DETAILS OF CLIENT	PROJECT VALUE <i>(At least R10m per each project)</i>	DATE COMPLETED
1.					
2.					
3.					
4.					
5.					

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Service Provider are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed

Date

Name

Position

Enterprise name

## **Evaluation Schedule 2 – Client Performance Reference per project: District-based GSA PMU Services**

BID DESCRIPTION:	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>
BID NUMBER:	
District-based GSA PMU Description	

### **NOTEs:**

- 1. This returnable document must be completed by a duly authorised representative of a Client of the Bidder and the Bidder's sub-consultants and serves as Client Performance Reference for a project of a similar value and complexity as described in the specifications C.4.**
- 2. This evaluation schedule forms part of the Functionality Evaluation Part E.**
- 3. A minimum of 5 Client Performance Schedules are required.**

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_

\_\_\_\_\_ (company name) declare that

I was the **Project Manager** on the following building construction project successfully executed by

\_\_\_\_\_ (name of Service Provider):

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

As the duly authorised **Project Manager** on this building construction project, the performance of the Service Provider on this project is then depicted in the Table here below:

Key Performance Indicators - Mark with X	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					
4. Resources: Equipment					
5. Financial management / payment of Service Providers / cash flow, etc					
Total					

B. Would you consider / recommend this Service Provider again: Mark with X

YES	NO

C. Any other comments:

---

---

D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

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

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of

\_\_\_\_\_ Month \_\_\_\_\_ Year

\_\_\_\_\_  
Signature of Client Representative / Project Manager

**NOTE:**

COMPANY  
STAMP

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Service Provider to put referees who are reachable

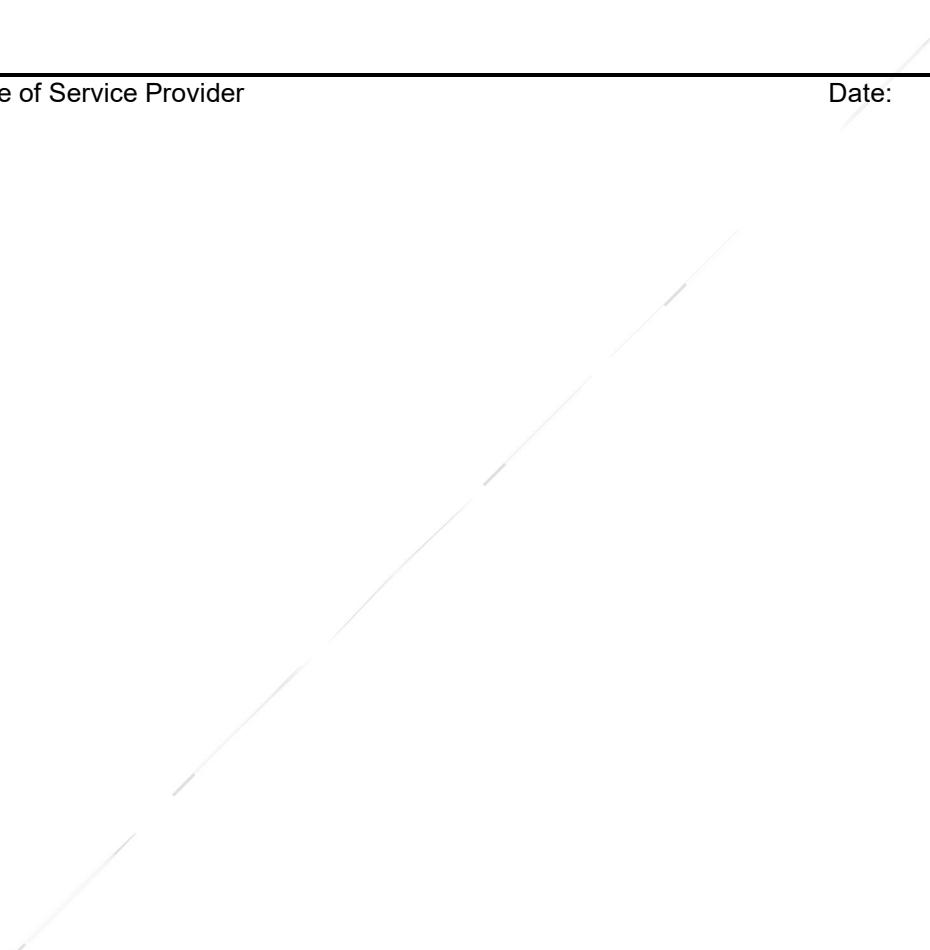
---

Name of Service Provider

---

Signature of Service Provider

Date:



## **T2.2s – RELEVANT PROGRAM CLIENT REFERENCES - Head Office-based PMU Services**

### **Evaluation Schedule 3 – Relevant PMU Client Performance Reference per Program: Head Office-based PMU Services**

<b>BID DESCRIPTION:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>
<b>BID NUMBER:</b>	
<b>PMU Description</b>	<b>PMU 3 : Head Office Program Management PMU Services</b>

**NOTE:** This returnable document must be completed by a representative of the Government Department and or Implementing Agent for an Infrastructure Program of similar scope of work and complexity that was completed successfully by the Bidder / Service Provider.

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_

(Govt. Dept / IA name) declare

that I was a Client Representative on an Infrastructure Program successfully executed by

\_\_\_\_\_ (name of Service Provider):

Infrastructure Program name:

\_\_\_\_\_

Infrastructure Program location:

\_\_\_\_\_

Infrastructure Program period: \_\_\_\_\_

Infrastructure Program Start date: \_\_\_\_\_

Infrastructure Program End date: \_\_\_\_\_

**Instructions to the Client Representative:**

1. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the **Client Representative**, by inserting “**Yes or No**” in the relevant box below:

<b>Key Performance Indicators</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. PMU Services performance / time management / programming					
2. PMU Services - Quality of Services					
3. PMU Resources – Competency & Experience					
4. Suitability of ICT, Equipment & Software					
5. Financial management / payment of Service Providers / cash flow, etc					
<b>Total</b>					

B. Provide details if Score is below Four (4).

---

---

C. Would you consider / recommend this Service Provider again:

YES	NO

C. Any other comments:

---

---

D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2019

CLIENT LOGO /  
STAMP

---

Signature of **Client Representative:**

**NOTE:**

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not be considered. It is the responsibility of the Service Provider to put referees who are reachable

---

Name of Service Provider

---

Signature of Service Provider

Date:

Resource No.	Category of PMU3- Head Office Based Resources required	Name & Surname	Competence Profile required	Competence Profile offered	Relevant Experience required	Relevant Experience Offered
1	PMU Chief Programme Manager (Leader)	Name & Surname	NQF7 (Built Environment) and Registration as a Professional with SACPCMP or SACQSP or SACAP(Pr Arch) or ECSA as Pr Technician/Pr Technologist/ Pr Eng/Pr Cert Eng.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [8–10 years]. 5 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
2	PMU Chief Assistant Programme Manager (Operations & Support)	Name & Surname	NQF7 (Built Environment) and Registration as a Professional with SACPCMP or SACQSP or SACAP(Pr Arch) or ECSA as Pr Technician/Pr Technologist/ Pr Eng/Pr Cert Eng.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes 3– 5 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government	

					Implementing Agents	
3	PMU Planning Directorate Programme Manager (Leader)	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [5–8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
4	PMU Architects	Name & Surname	NQF 7 in Built Environment and Registration with SACAP as a Professional Architect. .		6 Years Post Registration Experience	
5	PMU Electrical Engineer	Name & Surname	NQF 7 in Built Environment and Registration with ECSA as a Professional Engineer/Technologist/Technician		6 Years Post Registration Experience	
6	PMU Civil/Structural Engineer	Name & Surname	NQF 7 in Built Environment and Registration with ECSA as a Professional Engineer/Technologist/Technician		6 Years Post Registration Experience	

7	PMU Mechanical Engineer	Name & Surname	NQF 7 in Built Environment and Registration with ECSA as a Professional Engineer/Technologist/Technician		6 Years Post Registration Experience	
8	PMU - Quantity Surveyor	Name & Surname	NQF 7 in Built Environment and Registration with SAQPS as a Professional Quantity Surveyor .		6 Years Post Registration Experience	
9	PMU Administration Support	Name & Surname	NQF 6 in Administration or related qualification.		Administrative Support services experience (3– 5 years)	
10	PMU Assistant Programme Manager (Operations & Support).	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [5– 8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	

11	PMU Delivery Directorate Programme Manager (Leader)	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional .		Public Sector Management and/or related Management experience in the design and delivery of Infrastructure programmes [5–8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
12	PMU Delivery Directorate Assistant Programme Manager (Operations & Support)	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [5–8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents.	

13	PMU Delivery Directorate Finance Manager (Leader)	Name & Surname	Economic Sciences Qualification, NQF7, Financial Management or Accounting or Construction Economics.		Public Sector Management or related Management experience in the Finance Management of delivery of Infrastructure programmes [8–10 years]. 5 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
14	PMU Delivery Directorate Assistant Finance Manager (Support)	Name & Surname	Economic Sciences Qualification.		3 – 5 Years appropriate experience in Government Finance Management, from a infrastructure perspective, post qualification	
15	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Leader)	Name & Surname	NQF 7 in Mechanical Engineering. Registration with ECSA as a Professional Engineer/Technologist/Technician		Public Sector Management or related Management experience in the Government Engineering & Technical Services (ETS), delivery of Infrastructure programmes [5–8 years]. 3 Years' senior	

					management experience in Government Infrastructure Departments and or Government Implementing Agents	
16	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Support)	Name & Surname	Engineering Sciences Qualification (Mechanical Engineering Qualification		4 – 5 Years appropriate experience in Government Engineering & Technical Services (ETS), from a infrastructure perspective, post qualification	
17	PMU Health Technology (HT) Directorate Programme Manager (Leader)	Name & Surname	At least a National Diploma in Electrical, Mechanical or Clinical Engineering. A post-graduate Qualification in either Healthcare technology Management, Engineering Management or Project Management will be an added advantage.		At least 8 years experience in a Health Technology Management setup, post qualification. 3 years must be at least in management of Government HT planning, acquisitioning, commissioning and maintenence. Experience in HT projects oversight essential.	
18	PMU Health Technology (HT) Directorate Assistant Programme	Name & Surname	At least a National Diploma in Electrical, Mechanical or Clinical Engineering.		2 – 3 Years appropriate experience in Government Health Technology (HT)	

	Manager (Support)				from a infrastructure perspective, post qualification	
19	PMU Health Planner (Leader)	Name & Surname	A qualification in built environment and health sciences. A health facilities planning qualification will be an added advantage.		3 – 5 Years experience in planning, design, development and commissioning of healthcare infrastructure. Experience in functional performance assessment of healthcare infrastructure is essential.	
20	Financial & Administration Support)	Name & Surname	NQF Level 7 in Economic Sciences Qualification.		3 – 5 Years experience	
21	PMU Health and Safety (Support)	Name & Surname	NQF 6(Built Environment) Registration with SACPCMP as a an OHS Professional		2 – 3 Years experience	
22	Contracts Manager	Name and Surname	NQF 7(Architecture, Quantity Surveying, Construction Management or Building Studies) and Registration with SACPCMP as a Project Manager		3 Years Experience in Construction Contracts	
			OR NQF 7 recognised by SAQA ; LLB/ BJURIS/ BPROC / Bachelor of Laws OR NQF 7 recognised by SAQA in Logistics / Supply chain management / Finance		6 Years experience in construction contracts	

**ATTACH QUALIFICATIONS, PROOF OF  
REGISTRATION AND CVs OF  
RESOURCES AFTER THE RELEVANT  
PAGE DIVIDER**

# 1. PMU 3 Chief Programme

Manager

(Leader)

## 2. PMU 3 Chief Assistant Programme Manager (Operations & Support)

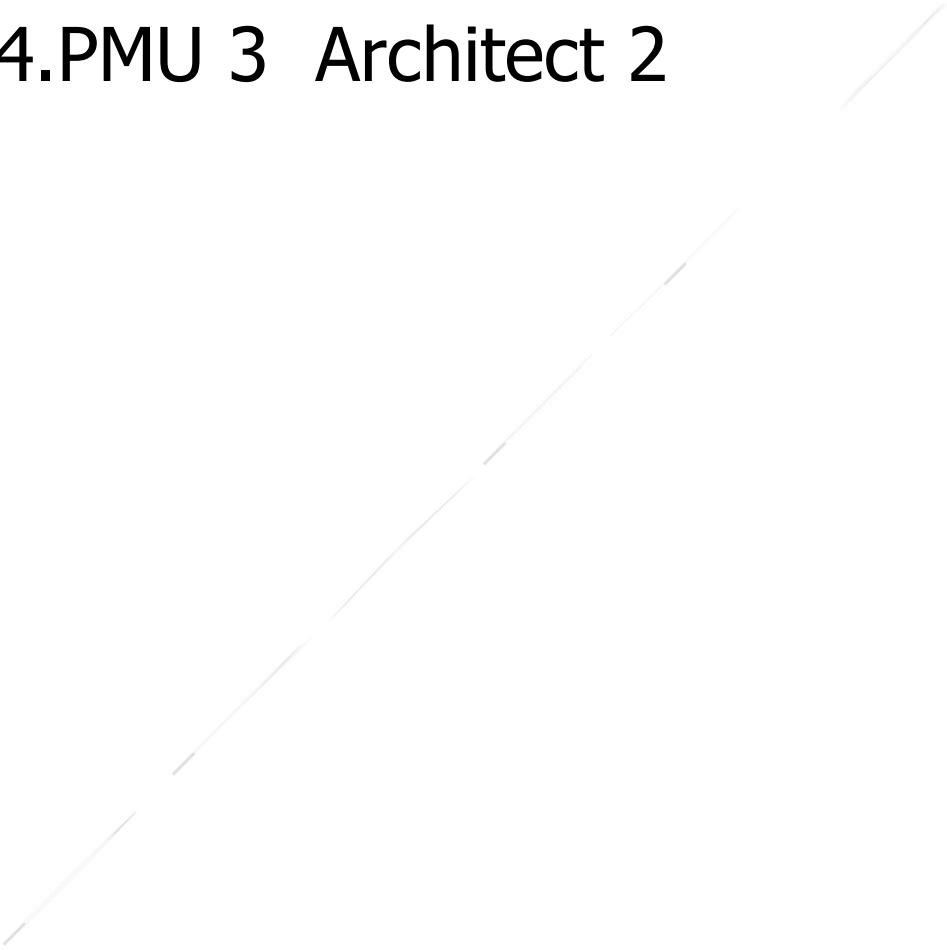
### **3. PMU 3 Planning Directorate**

#### **Programme Manager**

#### **(Leader)**

## 4. PMU 3 Architect 1

## 4.PMU 3 Architect 2



## 5. PMU 3 Electrical Engineer

## 6. PMU 3 Civil/Structural Engineer

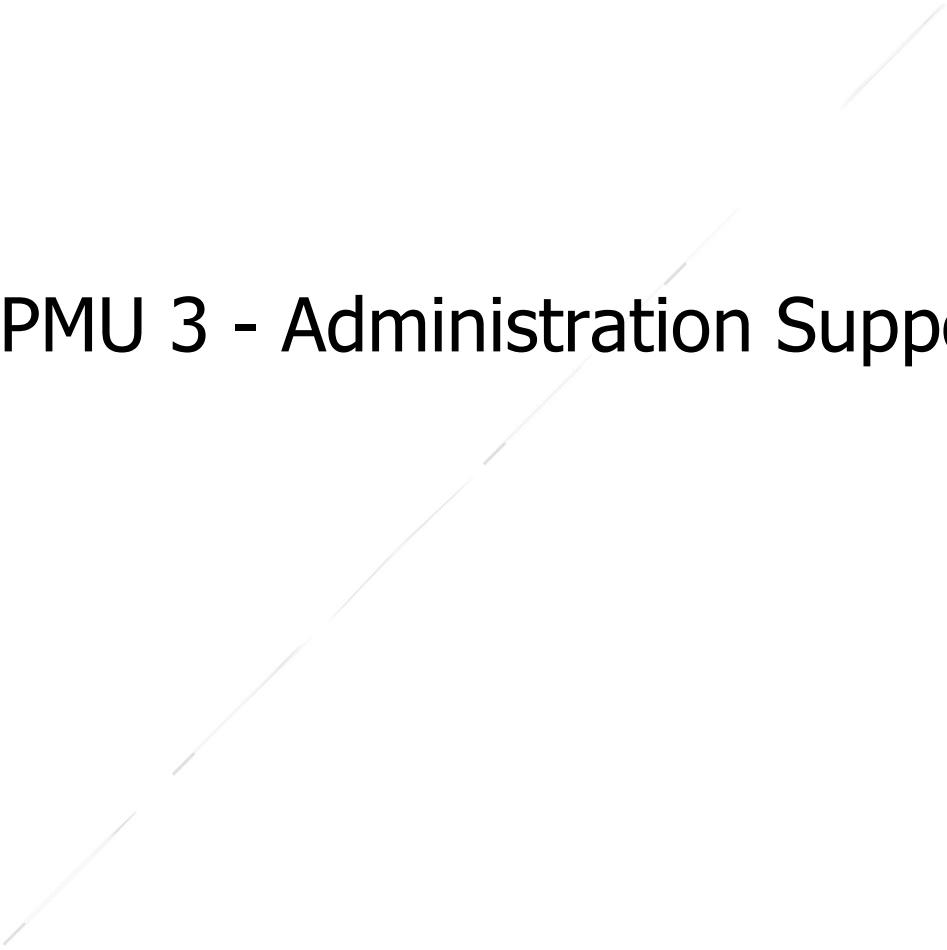
## 7. PMU 3 Mechanical Engineer



## 8. PMU 3 - Quantity Surveyor 1

## 8.PMU 3 - Quantity Surveyor 2

## **9.1. PMU 3 - Administration Support 1**



## **9.2. PMU 3 - Administration Support 2**



## 9.3. PMU 3 - Administration Support 3



## 9.4.PMU 3 - Administration Support 4



# 10.PMU 3 - Assistant Programme Manager (Operations & Support)



## 11. PMU 3- Delivery Directorate

### Programme Manager (Leader)

# 12.PMU 3- Delivery Directorate

## Assistant Programme Manager

### (Operations & Support)



# 13.PMU 3- Delivery Directorate

## Finance Manager (Leader)

## 14.PMU 3- Delivery Directorate

### Assistant Finance Manager (Support)



# 15.PMU 3- Engineering & Technical Services (ETS) Directorate

## Programme Manager (Leader)



# 16.PMU 3 - Engineering & Technical Services (ETS) Directorate

## Programme Manager (Support)



# 17.PMU 3- Health Technology (HT)

## Directorate Programme Manager

### (Leader)

# 18.PMU 3- Health Technology (HT)

Directorate Assistant Programme  
Manager (Support)

## 19.PMU 3- Health Planner (Leader)

# 20.PMU 3- Financial & Administration Support)

# 21.PMU 3- Health and Safety (Support)

## 22.PMU 3 - Contracts Manager



## **Evaluation Schedule B-3 : Relevant PMU Performance References from Client: Head Office-based PMU Services**

<b>REQUIREMENTS</b>						<b>RATING</b>
<b>Key Performance Indicator Score Matrix</b>	<b>Very Poor</b> <b>1=</b>	<b>Poor</b> <b>2</b>	<b>Fair</b> <b>3</b>	<b>Good</b> <b>4</b>	<b>Excellent</b> <b>5</b>	
PROOF OF PMU EXPERIENCE RELATED TO THE SCOPE OF WORK , MINIMUM ONE (1) PMU (PROGRAM) TOGETHER WITH A TESTIMONIAL SIGNED BY CLIENT REPRESENTATIVE ON LETTERHEAD SHALL BE PROVIDED. <b>ATTACH LETTER OF APPOINTMENT AND CLIENT REFERENCE LETTER.</b>						
1. PMU Services performance / time management / programming						
2. PMU Services - Quality of Services						
3. PMU Resources – Competency & Experience						
4. Suitability of ICT, Equipment & Software						
5. Financial management / payment of Service Providers / cash flow, etc						
<b>NB:</b> TO BE COMPLETED BY CLIENT						

**Evaluation Schedule A-2 Scorecard: Key Resources Competency & Experience Profiles : District-based PMU Services**

<b>PMU1 = GSA : A &amp; B - (Alfred Nzo and OR Tambo Health Districts, Chris Hani and Joe Gqabi Health Districts)</b>						
	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
1	PMU Leader / GSA PMU Manager District Based (Senior)	Name & Surname	NQF 7 (Built Environment) Registration as professional and must be registered as Pr Technologist / Pr Eng / Pr Arch / Pr QS		10 Years Post Registration experience in Public Infrastructure delivery and programme management.	
2	Manager: Construction Contracts Services	Name & Surname	NQF 7 (Built Environment) Registration as Pr Tech/ Pr Eng / Pr Technologist / Pr Arch / Pr QS		4 Years Post Registration and registered as Pr Eng / Pr Tech Eng / Pr Arch / Pr QS experience in construction contracts related to public sector Infrastructure delivery as a consultant.	

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
3	Quantity Surveying Services	Name & Surname	NQF 7(Quantity Surveying) Registration with as Pr QS		6 Years Post Registration Experience	
4	Architectural Services	Name & Surname	NQF7 (5 Year University Degree in Architecture) Registration with SACAP as Pr Arch		6 Years Post Registration Experience	
5	Electrical Engineering Services	Name & Surname	NQF7(Electrical Engineering) Registration with ECSA as a Pr Eng / Pr Tech Eng		6 Years Post Registration Experience	
6	Mechanical Engineering Services	Name & Surname	NQF7(Mechanical Engineering) Registration with ECSA as a Pr Eng / Pr Tech Eng		6 Years Post Registration Experience	
7	Civil and Structural Engineer Services	Name & Surname	NQF7(Civil Engineering) Registration with ECSA as Pr Eng / Pr Tech Eng.		6 Years Post Registration Experience	
8	Construction Project Manager Services	Name & Surname	NQF6( Building and Construction Management) SACPCMP as a Construction Project		6 Years Experience in Construction Project Management	

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
			Management Professional			
9	Occupational Health and Safety Services	Name & Surname	NQF 6(Built Environment) Registration with SACPCMP as a Professional Construction Healthy and Safety Agent.		6 Years Experience in Construction Health and Safety	
10	Stakeholder Engagement Specialist Services	Name & Surname	Relevant NQF 6 in Social Sciences or Public Relations		6 Years Post Qualification Experience in Project Initiations, Community Engagements, Community Project "buy in"	
10	Works Inspectorate Services	Name & Surname	NQF6(Buildings or Construction Management)		6 Years Post Qualification Experience	

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
11	Financial Support, Administration Support and PMIS Services	Name & Surname	NQF7(Financial Management or Accounting or Construction Economics)		6 Years Post Registration Experience	

## **PART C2: PRICING DATA**

### **C2.2 Pricing Schedules**

#### **C2.3.1 Pricing Schedules: Provincial Head Office Program 8 PMU Services (PMU 3)**

##### **Pricing Instructions:**

1. The pricing of these Schedules are for the **Provincial Head Office Program 8 PMU Management Services**.
2. The Charge Rate / Hour offered shall include costs of the professional resources and support staff employed to render the services, overheads, mark-up and profit.
3. All Parts, Items and sub-items listed in the Pricing Schedules must be completed in full. In the event where the bidder elects not to offer a resource, rate fee or disbursements, the items or sub-items shall not be left blank but populated to indicate the value of NIL (0).
4. Time-based Hourly Rates offered for the **Provincial Head Office Program 8 Management Services (PMU 3)** shall also apply for any additional services.

**Schedule 1 - Time Based Fees: Provincial Head Office Program 8**  
**Program Management Service (PMU 3):**

<b>Schedule 1</b>						
<b>Monthly PMU Cost of Employees: Time Based : Provincial Head Office Programme Management Services (PMU 3):</b>						
	Category of Provincial Head Office PMU Discipline Specific Built Environment Professionals / Resources required (For example: Leaders & Assistants)	Equivalent DPSA Level	No. of Resources Required (prerequisite)	Estimated total contract working hours for the resources / month(Maximum)	Rate per hour (R ) offered	Total cost / Month (R)
						D ( A x B x C = D)
			A	B	C	
1	PMU Chief Programme Manager (Leader)	13	1	80	R	R
2	PMU Chief Assistant Programme Manager (Operations & Support)	11	1	80	R	R
3	PMU Planning Directorate Programme Manager (Leader)	11	1	60	R	R
4	PMU - Architects	11	2	30	R	R
5	PMU - Quantity Surveyor	11	2	30	R	R
6	PMU – Electrical Engineer	11	1	30	R	R
7	PMU – Civil/Structural Engineer	11	1	30	R	R
8	PMU – Mechanical Engineer	11	1	30	R	R
9	PMU – Administration Support	8	4	30	R	R
10	PMU Planning Directorate Assistant Programme Manager (Operations & Support)	9	1	60	R	R
11	PMU Delivery Directorate Programme Manager (Leader)	11	1	60	R	R
12	PMU Delivery Directorate Assistant Programme Manager (Operations & Support)	9	1	60	R	R

13	PMU Delivery Directorate Finance Manager (Leader)	10	1	80	R	R
14	PMU Delivery Directorate Assistant Finance Manager (Support)	9	1	40	R	R
15	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Leader)	11	1	80	R	R
16	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Support)	9	1	40	R	R
17	PMU Health Technology (HT) Directorate Programme Manager (Leader)	11	1	30	R	R
18	PMU Health Technology (HT) Directorate Assistant Programme Manager (Support)	9	1	25	R	R
19	PMU Health Planner (Leader)	11	1	50	R	R
20	Financial & Administration Support	9	1	40	R	R
21	PMU Health and Safety (Support)	9	1	30	R	R
22	Contracts Manager	11	1	30	R	R
<b>TOTAL Schedule 1 : Monthly PMU Cost of Employees: Time Based : Provincial Head Programme Management Services (PMU 3):</b>						<b>R</b>

**Schedule 2 – Disbursements: Time Travel: Monthly PMU Cost:  
Provincial Head Office Program 8 PMU Services (PMU 3):**

<b>Schedule 2</b>						
<b>Disbursements: Time Travel: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):</b>						
	Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Estimated No. of Resources Required (prerequisite)	Travel Time No. of Hours (return trip) from Service Provider office to ECDoH Provincial Head Office Program 8.	Charge Rate per Hour offered	Estimated No. of trips	<b>Total cost / month (R)</b>
						<b>E</b>
						$( A \times B \times C \times D = E)$
1	PMU Chief Programme Manager (Leader)	1		R	15	R
2	PMU Chief Assistant Programme Manager (Operations & Support)	1		R	15	R
3	PMU Planning Directorate Programme Manager (Leader)	1		R	15	R
4	PMU - Architects	2		R	15	R
5	PMU - Quantity Surveyor	2		R	15	R
6	PMU – Electrical Engineer	1		R	15	R
7	PMU – Civil/Structural Engineer	1		R	15	R
8	PMU – Mechanical Engineer	1		R	15	R
9	PMU – Administration Support	4		R	15	R

10	PMU Planning Directorate Assistant Programme Manager (Operations & Support)	1		R	15	R
11	PMU Delivery Directorate Programme Manager (Leader)	1		R	15	R
12	PMU Delivery Directorate Assistant Programme Manager (Operations & Support)	1		R	15	R
13	PMU Delivery Directorate Finance Manager (Leader)	1		R	15	R
14	PMU Delivery Directorate Assistant Finance Manager (Support)	1		R	15	R
15	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Leader)	1		R	15	R
16	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Support)	1		R	15	R
17	PMU Health Technology (HT) Directorate Programme Manager (Leader)	1		R	15	R

18	PMU Health Technology (HT) Directorate Assistant Programme Manager (Support)	1		R	15	R
19	PMU Health Planner (Leader)	1		R	15	R
20	Financial & Administration Support	1		R	15	R
21	PMU Health and Safety (Support)	1		R	15	R
22	Contracts Manager	1		R	15	
<b>Total Schedule 2: Disbursements: Time Travel: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):</b>						R

**Schedule 3 – Disbursements: Vehicle Travel: Monthly PMU Cost:  
Provincial Head Office Program 8 PMU Services (PMU 3):**

<b>Schedule 3</b>						
<b>Disbursements: Vehicle Travel: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):</b>						
	Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Vehicle Engine Size used by Resource (Maximum 2500cc)	Distance (return trip) from GSA PMU Office location (As per SBD1) to ECDoH Provincial Head Office Program 8 Offices, Dukumbana Building, Bhisho. (km to be indicated by Bidder)	Charge Rate per Km (As per Department of Transport published tariffs for the current month at the time of Bid Closing)	Estimated No. of trips	<b>Total</b>
						<b>D</b>
						<b>( A x B x C = D )</b>
1	PMU Chief Programme Manager (Leader)			R	1	R
2	PMU Chief Assistant Programme Manager (Operations & Support)			R	1	R
3	PMU Planning Directorate Programme Manager (Leader)			R	1	R
4	PMU - Architects			R	2	R
5	PMU - Quantity Surveyor			R	1	R
6	PMU – Electrical Engineer			R	1	
7	PMU – Civil/Structural Engineer			R	1	
8	PMU – Mechanical Engineer			R	1	

9	PMU – Administration Support			R	2	R
10	PMU Planning Directorate Assistant Programme Manager (Operations & Support)			R	1	R
11	PMU Delivery Directorate Programme Manager (Leader)			R	2	R
12	PMU Delivery Directorate Assistant Programme Manager (Operations & Support)			R	1	R
13	PMU Delivery Directorate Finance Manager (Leader)			R	2	R
14	PMU Delivery Directorate Assistant Finance Manager (Support)			R	1	R
15	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Leader)			R	2	R
16	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Support)			R	1	R
17	PMU Health Technology (HT) Directorate			R	2	R

	Programme Manager (Leader)					
18	PMU Health Technology (HT) Directorate Assistant Programme Manager (Support)			R	1	R
19	PMU Health Planner (Leader)			R	2	R
20	Financial & Administration Support			R	2	R
21	PMU Health and Safety (Support)			R	1	R
22	Contracts Manager			R	1	R
	<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):</b>					R

**Schedule 4 – DisbuProvisional Sums: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):**

<b>Schedule 4</b>		
<b>Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):</b>		
<b>Item</b>	<b>Description</b>	<b>Estimated Value</b>
Item 8.4	Typing, duplicating Costs;	R10 000.00
Item 8.4	Training and Capacitation(ECDoH Staff)	R90 000.00
Item 8.4	Contingencies	R100 000.00
<b>TOTAL Schedule 4: Disbursements: Provisional Sums: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services (PMU 3):</b>		R200 000.00

**C2.3.2 Pricing Schedule: Summary of Costs / Month for:  
Provincial Head Office Program 8 PMU Services (PMU 3):**

<b>C2.3.2 Pricing Schedule</b>	
<b>Summary of Costs / Month for: Provincial Head Office Program 8 PMU Services (PMU 3):</b>	
<b>Total Schedule 1: Time Based Fees: Provincial Head Office Program 8 PMU Services:</b>	R
<b>Total Schedule 2 : Disbursements: Time Travel: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services:</b>	R
<b>Total Schedule 3: Disbursements: Vehicle Travel: Monthly PMU Cost: Provincial Head Office Program 8 PMU Services:</b>	R
<b>Total Schedule 4: Disbursements: Provisional Sums: Monthly PMU Cost: GSA Provincial Based PMU Services:</b>	R 200 000.00
<b>COMBIMED TOTAL: C2.3.2 Pricing Schedule: Summary of Costs / Month for: Provincial Head Office Program 8 PMU Services (PMU 3): (Schedules 1 – 4)</b>	R

**C2.3.3 Pricing Schedule: Costs / Year for: GSA Provincial Head Office Program 8 PMU Services (PMU 3):**

C2.3.3 Pricing Schedule			
Costs / Year for: Provincial Head Office Program 8 PMU Services (PMU 3):			
ITEM DESCRIPTION	COMBIMED TOTAL: C2.3.2 Pricing Schedule: Summary of Costs / Month for: Provincial Head Office Program 8 PMU Services: (Schedules 1 – 4)	No. of Months	TOTAL VALUE PER YEAR
<b>C2.3.3 Pricing Schedule: Costs / Year for: Provincial Head Office Program 8 PMU Services (PMU 3):</b>	R	12	R

**C2.3.4 Pricing Schedule: Costs for Five (5) Years for: Provincial Head Office Program 8 PMU Services (PMU 3): Carried to Form of Offer and Acceptance.**

C2.3.4 Pricing Schedule		
Costs for Five (5) Years for: Provincial Head Office Program 8 PMU Services (PMU 3): Carried to Form of Offer and Acceptance.		
COMBINED TOTAL: C2.3.3 Pricing Schedule: Summary of Costs / Year for: Provincial Head Office Program 8 PMU Services (PMU 3): (Excl. VAT)	No. of Years	VALUE
R	5	R
Add VAT @ 15%		R
<b>GRAND TOTAL: Costs for Five (5) Years for: Provincial Head Office Program 8 PMU Services (PMU 3): Carried to Form of Offer and Acceptance.</b>		R

## C2.2.1 Pricing Schedule: GSA District-Based PMU 1 Services

**PMU 1 = GSA – A & B - (Alfred Nzo and OR Tambo Health Districts, Chris Hani and Joe Gqabi Health Districts)**

### **Pricing Instructions:**

1. The pricing of these Schedules are for the **GSA District-Based PMU Services**.
2. The Bidder is required to select only **One (1) District-based Geographical Service Area** on the **District-based GSA List** below for Pricing the **District-Based PMU Services**.

### ***District Based GSA PMU List***

3. The Charge Rate / Hour and or Percentage based fees offered shall include costs of the professional resources and support staff employed to render the services, overheads, mark-up and profit.
4. All Parts, Items and sub-items listed in the Pricing Schedules must be completed in full. In the event where the bidder elects not to offer a resource, rate fee or disbursements, the items or sub-items shall not be left blank but populated to indicate the value of NIL (0).
5. Time-based Hourly Rates offered for the GSA District-Based PMU Services during the Feasibility FIDPM Stages 2 & 3 shall also apply for any additional services (other than the Fixed & Percentage based services) required by the Client during FIDPM Stages 4-7
6. Bidders shall not offer the same PMU team sub-consultants and resources for the different PMU bids, in other words, resources offered for one PMU bid may not feature in other PMU Bid Offers.
7. Each PMU Bid Offer shall have a different team of sub-consultants and resources.

**Schedule 1 - Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services : Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7**

<b>Schedule 1</b>						
<b>Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
	Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources required <i>(For example: Leaders &amp; Assistants)</i>	Equivalent DPSA Level	Estimated No. of Resources Required (Minimum, for pricing purposes only)	Estimated total contract working hours for the resources / month(minimum, for pricing purposes only)	Rate per hour (R ) offered	Total cost Year 1 (R)
						D ( A x B x C = D)
1	PMU Leader / GSA Programme Manager District Based (Senior)	13	1	75	R	R
2	Construction Contracts Services	11	1	63	R	R
3	Quantity Surveying Services	11	1	30	R	R
4	Architectural Services (	9	1	63	R	R
5	Electrical Engineering Servcies	10	1	21	R	R
6	Mechanical Engineering Services	11	1	38	R	R
7	Civil and Structural Engineer Services	11	1	29	R	R
8	Construction Project Management Services	11	1	29	R	R
9	Occupational Health and Safety Services	11	1	29	R	R
10	Stakeholder Engagement Specialist / Social Facilitator Services	9	1	50	R	R

11	Works Inspectorate Services	8	4	160	R	R
12	Financial & Administration Support, PMIS services	8	2	50	R	R
<b>TOTAL Schedule 1: Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>						R

**Schedule 2 - Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU 1 Services: Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 & 3**

<b>Schedule 2</b>					
<b>Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 &amp; 3</b>					
	<b>Category of GSA Project Management &amp; Discipline Specific Built Environment Professional Services / Resources offered (For example: Senior Professional who is a Director or Senior Partner and Junior Professional / Resource District Based</b>	<b>Equivalent DPSA Level</b>	<b>Estimated total contract working hours for the resources / month</b>	<b>Rate per hour (R ) offered</b>	<b>Total cost / month (R)</b>
					<b>D ( B x C = D)</b>
1.	PMU Leader / GSA Programme Manager District Based (Senior)	13	100	R	R
2.	Construction Contracts Services	11	10	R	R
3.	Quantity Surveying Services	11	50	R	R
4.	Architectural Services (	09	100	R	R
5.	Electrical Engineering Services	11	75	R	R
6.	Mechanical Engineering Services	09	150	R	R
7.	Civil and Structural Engineer Services	11	10	R	R
8.	Construction Project Management Services	09	50	R	R
9.	Occupational Health and Safety Services	11	10	R	R
10.	Stakeholder Engagement Specialist / Social Facilitator Services	09	50	R	R
11.	Works Inspectorate Services	11	10	R	R
12.	Financial & Administration Support, PMIS services	09	20	R	R
<b>TOTAL Schedule 2 : Time Based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 &amp; 3</b>					R

**Schedule 3 – Percentage based Fees: GSA District-Based PMU 1  
Services: Planned / Scheduled Building related Maintenance  
activities: FIDPM Stages 4 - 7**

<b>Schedule 3</b>			
<b>Percentage based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 – 7 for One (1) Cluster of facilities</b>			
<b>Estimated Infrastructure Maintenance Improvement value of a typical Rates-based Framework Contract for a cluster of facilities per GSA: R 6,000,000.00</b>			
Discipline Specific Built Environment Professional Services / Resources required to deliver the FIDPM End of Stage Deliverables for GSA District-Based PMU Services	Estimated Infrastructure Improvement value applicable per discipline (R6 000 000.00)	% Service Fee offered per discipline	Total % Fee Value (Fee shall cover cost of the professionals / resources employed, overheads, mark-up and profit)
<b>FIDPM Design Documentation Stage 4</b>			
PMU Lead GSA Management Services	R 6 000 000.00		R
Architectural Services	R 3 000 000.00		R
Quantity Surveying Services	R 6 000 000.00		R
Civil Engineering Services	R 400 000.00		R
Structural Engineering Services	R 530 000.00		R
Electrical Engineering Services	R 1 200 000.00		R
Mechanical Engineering Services	R 870 000.00		R
<b>SUB TOTAL : FIDPM Design Documentation Stage 4</b>			R

<b>FIDPM Works Stage 5</b>			
Consortium Lead Consultancy Services	R 6 000 000.00		R
Architectural Services	R 3 000 000.00		R
Quantity Surveying Services	R 6 000 000.00		R
Civil Engineering Services	R 400 000.00		R
Structural Engineering Services	R 530 000.00		R
Electrical Engineering Services	R 1 200 000.00		R
Mechanical Engineering Services	R 870 000.00		R
Principal Agent Services	R 6 000 000.00		R
<b>SUB TOTAL : FIDPM Works Stage 5</b>			R

<b>FIDPM Handover Stage 6</b>			
Consortium Lead Consultancy Services	R 6 000 000.00		R
Architectural Services	R 3 000 000.00		R
Quantity Surveying Services	R 6 000 000.00		R
Civil Engineering Services	R 400 000.00		R
Structural Engineering Services	R 530 000.00		R
Electrical Engineering Services	R 1 200 000.00		R
Mechanical Engineering Services	R 870 000.00		R
Principal Agent Services	R 6 000 000.00		R
<b>SUB TOTAL: FIDPM Handover Stage 6</b>			R

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<b>FIDPM Close - out Stage 7</b>			
Consortium Lead Consultancy Services	R 6 000 000.00		R
Architectural Services	R 3 000 000.00		R
Quantity Surveying Services	R 6 000 000.00		R
Civil Engineering Services	R 400 000.00		R
Structural Engineering Services	R 530 000.00		R
Electrical Engineering Services	R 1 200 000.00		R
Mechanical Engineering Services	R 870 000.00		R
Principal Agent Services	R 6 000 000.00		R
<b>SUB TOTAL: FIDPM Close - out Stage 7</b>			R
<b>Total Schedule 3: Percentage based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 – 7 for One (1) Cluster of facilities</b>			R

**Schedule 4 – Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU 1 Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 4</b>						
<b>Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Estimated Minimum No. of Resources	Estimated Travel Time No. of Hours (return trip)	Charge Rate per Hour offered	Estimated Number of Trips No. of trips	Total cost / month (R)	
	A	B	C	D	E	( A x B x C x D = E)
	1	3	R	1	R	
1	PMU Leader / GSA Programme Manager District Based (Senior)	1	3	R	1	R
2	Construction Contracts Services	1	3	R	1	R
3	Quantity Surveying Services	1	3	R	1	R
4	Architectural Services (	1	3	R	2	R
5	Electrical Engineering Servcies	1	3	R	1	R
6	Mechanical Engineering Services	1	3	R	2	R
7	Civil and Structural Engineer Services	1	3	R	1	R
8	Construction Project Management Services	1	3	R	2	R

9	Occupational Health and Safety Services	1	3	R	1	R
10	Stakeholder Engagement Specialist / Social Facilitator Services	1	3	R	2	R
11	Works Inspectorate Services	4	3	R	1	R
12	Financial & Administration Support, PMIS services	2	3	R	2	R
<b>Total Schedule 4: Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7</b>						R

**Schedule 5 – Disbursements: Time Travel: Monthly PMU Cost: GSA  
District-Based PMU 1 Services: Planned / Scheduled Building related  
Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 5</b>						
<b>Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Estimated No. of Resources	Estimated Travel Time No. of Hours (return trip)	Charge Rate per Hour offered	No. of trips	Total cost / month (R)	
	A	B	C	D	E ( A x B x C x D = E)	
1 PMU Leader / GSA Programme Manager District Based (Senior)	1	3	R	1	R	
2 Construction Contracts Services	1	3	R	2	R	
3 Quantity Surveying Services	1	3	R	2	R	
4 Architectural Services (	1	3	R	2	R	
5 Electrical Engineering Servcies	1	3	R	2	R	
6 Mechanical Engineering Services	1	3	R	2	R	
7 Civil and Structural Engineer Services	1	3	R	1	R	
8 Construction Project Management Services	1	3	R	2	R	
9 Occupational Health and Safety Services	1	3	R	1	R	

10	Stakeholder Engagement Specialist / Social Facilitator Services	1	3	R	2	R
11	Works Inspectorate Services	1	3	R	1	R
12	Financial & Administration Support, PMIS services	1	3	R	2	R
<b>Total Schedule 5 - Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						R

**Schedule 6 – Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU 1 Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 7</b>						
<b>Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Vehicle Engine Size used by Resource (Maximum 2500cc)	Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)	Charge Rate per Km (As per Department of Transport published tariffs at the time of Bid closing)	Estimated No. of trips	<b>Total</b>	
					A	D ( A x B x C = D)
					A	C
1	PMU Leader / GSA Programme Manager District Based (Senior)	250	R	1	R	
2	Construction Contracts Services	250	R	1	R	
3	Quantity Surveying Services	250	R	1	R	
4	Architectural Services (	250	R	2	R	
5	Electrical Engineering Services	250	R	1	R	
6	Mechanical Engineering Services	250	R	2	R	
7	Civil and Structural Engineer Services	250	R	1	R	
8	Construction Project Management Services	250	R	2	R	

9	Occupational Health and Safety Services		250	R	1	R
10	Stakeholder Engagement Specialist / Social Facilitator Services		250	R	2	R
11	Works Inspectorate Services		250	R	1	R
12	Financial & Administration Support, PMIS services		250	R	2	R
	<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>					

**Schedule 7 – Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU 1 Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 7</b>						
<b>Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Vehicle Engine Size used by Resource (Maximum 2500cc)	Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)	Charge Rate per Km (As per Department of Transport published tariffs at the time of Bid closing)	Estimated No. of trips	<b>Total</b>	
					A	D ( A x B x C = D)
					A	C
1	PMU Leader / GSA Programme Manager District Based (Senior)	250	R	1	R	
2	Construction Contracts Services	250	R	1	R	
3	Quantity Surveying Services	250	R	1	R	
4	Architectural Services (	250	R	2	R	
5	Electrical Engineering Services	250	R	1	R	
6	Mechanical Engineering Services	250	R	2	R	
7	Civil and Structural Engineer Services	250	R	1	R	
8	Construction Project Management Services	250	R	2	R	

9	Occupational Health and Safety Services		250	R	1	R
10	Stakeholder Engagement Specialist / Social Facilitator Services		250	R	2	R
11	Works Inspectorate Services		250	R	1	R
12	Financial & Administration Support, PMIS services		250	R	2	R
	<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>					

**Schedule 8 – Disbursements: Provisional Sums: Monthly PMU Cost:  
GSA District-Based PMU 1 Services:**

<b>Schedule 8</b>		
<b>Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU Services:</b>		
<b>Item</b>	<b>Description</b>	<b>Value</b>
Item 8.1	Geotechnical Investigations including test pits and laboratory tests;	R 10 000.00
Item 8.2	Topographical Technical Survey; Land Surveyor Boundaries, EIA, etc	R 10 000.00
Item 8.3	Investigations and Lab tests for traces of Asbestos;	R 10 000.00
Item 8.4	Typing, duplicating Costs;	R 10 000.00
Item 8.5	Training and Capacitation of ECDoh Employees	R60 000.00
Item 8.5	Contingencies	R50 000.00
<b>TOTAL Schedule 8: Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU Services:</b>		<b>R 150 000.00</b>

## **C2.2.2 Pricing Schedule: Summary of Costs / Month for: GSA District-Based PMU 1 Services:**

<b>C2.2.2 Pricing Schedule</b>	
<b>Summary of Costs / Month for: GSA District-Based PMU Services:</b>	
<b>Total Schedule 1: Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 2 : Time Based Fees: GSA District-Based PMU Services : Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 &amp; 3</b>	R
<b>Total Schedule 3: Percentage based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 - 7</b>	R
<b>Total Schedule 4: Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7</b>	R
<b>Total Schedule 5 - Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 6: Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 8: Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU Services:</b>	R 150 000.00
<b>COMBIMED TOTAL: C2.2.2 Pricing Schedule: Summary of Costs / Month for: GSA District-Based PMU Services: (Schedules 1 – 8)</b>	R

### **C2.2.3 Pricing Schedule: Costs / Year for: GSA District-Based PMU 1 Services:**

<b>C2.2.3 Pricing Schedule</b>			
<b>Costs / Year for: GSA District-Based PMU Services:</b>			
<b>ITEM DESCRIPTION</b>	<b>COMBIMED TOTAL: C2.2.2 Pricing Schedule: Summary of Costs / Month for: GSA District-Based PMU Services: (Schedules 1 – 8)</b>	<b>No. of Months</b>	<b>TOTAL VALUE PER YEAR</b>
<b>C2.2.3 Pricing Schedule: Costs / Year for: GSA District-Based PMU Services:</b>	R	12	R

### **C2.2.4 Pricing Schedule: Costs for Five (5) Years for: GSA District-Based PMU 1 Services: Carried to Form of Offer and Acceptance.**

<b>C2.2.4 Pricing Schedule</b>		
<b>Costs for Five (5) Years for: GSA District-Based PMU Services: Carried to Form of Offer and Acceptance.</b>		
<b>COMBIMED TOTAL: C2.2.3 Pricing Schedule: Summary of Costs / Year for: GSA District-Based PMU Services: (Excl. VAT)</b>	<b>No. of Years</b>	<b>VALUE</b>
R	5	R
Add VAT @ 15%		R
<b>GRAND TOTAL: Costs for Five (5) Years for: GSA District-Based PMU Services: Carried to Form of Offer and Acceptance.</b>		R

## **C2.2.1 Pricing Schedule: GSA District-Based PMU Services (PMU 2)**

**PMU 2 = GSA C & D - (Amathole and Buffalo City Metro Health Districts (Sarah Baartman and Nelson Mandela Bay Metro Health Districts)**

### **Pricing Instructions:**

8. The pricing of these Schedules are for the **GSA District-Based PMU 2 Services**.
9. The Bidder is required to select only **One (1) District-based Geographical Service Area** on the **District-based GSA List** below for Pricing the **District-Based PMU Services**.

### ***District Based GSA PMU List***

10. The Charge Rate / Hour and or Percentage based fees offered shall include costs of the professional resources and support staff employed to render the services, overheads, mark-up and profit.
11. All Parts, Items and sub-items listed in the Pricing Schedules must be completed in full. In the event where the bidder elects not to offer a resource, rate fee or disbursements, the items or sub-items shall not be left blank but populated to indicate the value of NIL (0).
12. Time-based Hourly Rates offered for the GSA District-Based PMU Services during the Feasibility FIDPM Stages 2 & 3 shall also apply for any additional services (other than the Fixed & Percentage based services) required by the Client during FIDPM Stages 4-7
13. Bidders shall not offer the same PMU team sub-consultants and resources for the different PMU bids, in other words, resources offered for one PMU bid may not feature in other PMU Bid Offers.
14. Each PMU Bid Offer shall have a different team of sub-consultants and resources.

**Schedule 1 - Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU 2 Services : Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 1</b>						
<b>Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
	Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources required <i>(For example: Leaders &amp; Assistants)</i>	Equivalent DPSA Level	Estimated No. of Resources Required (Minimum, form pricing purposes only )	Estimated total contract working hours for the resources / month	Rate per hour (R ) offered	Total cost Year 1 (R)
						A
						B
1	PMU Leader / GSA Programme Manager District Based (Senior)	13	1	75	R	D ( A x B x C = D)
2	Construction Contracts Services	11	1	63	R	R
3	Quantity Surveying Services	11	1	30	R	R
4	Architectural Services (	9	1	75	R	R
5	Electrical Engineering Servcies	11	1	30	R	R
6	Mechanical Engineering Services	9	1	63	R	R
7	Civil and Structural Engineer Services	10	1	21	R	R
8	Construction Project Management Services	9	1	42	R	R
9	Occupational Health and Safety Services	11	1	38	R	R
10	Stakeholder Engagement Specialist / Social Facilitator Services	9	1	42	R	R

11	Works Inspectorate Services	11	4	29	R	R
12	Financial & Administration Support, PMIS services	9	2	42	R	R
<b>TOTAL Schedule 1: Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>						R

## **Schedule 2 - Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU 2 Services: Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 & 3**

Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 & 3					
	Category of GSA Project Management & Discipline Specific Built Environment Professional Services / Resources offered (For example: Senior Professional who is a Director or Senior Partner and Junior Professional / Resource)	Equivalent DPSA Level	Estimated minimum total contract working hours for the resources / month	Rate per hour (R) offered	Total cost / month (R)
		A	B	C	D ( B x C = D)
1.	PMU Leader / GSA Programme Manager District Based (Senior)	13	100	R	R
2.	Construction Contracts Services	11	10	R	R
3.	Quantity Surveying Services	11	50	R	R
4.	Architectural Services (	09	100	R	R
5.	Electrical Engineering Services	11	75	R	R
6.	Mechanical Engineering Services	09	150	R	R
7.	Civil and Structural Engineer Services	11	10	R	R
8.	Construction Project Management Services	09	50	R	R
9.	Occupational Health and Safety Services	11	10	R	R
10.	Stakeholder Engagement Specialist / Social Facilitator Services	09	50	R	R
11.	Works Inspectorate Services	11	10	R	R
12.	Financial & Administration Support, PMIS services	09	20	R	R

**Schedule 3 – Percentage based Fees: GSA District-Based PMU 2 Services:**  
**Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 - 7**

<b>Schedule 3</b>			
<b>Percentage based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 – 7 for One (1) Cluster of facilities</b>			
<b>Estimated Infrastructure Maintenance Improvement value of a typical Rates-based Framework Contract for a cluster of facilities per GSA: R 6,000,000.00</b>			
Discipline Specific Built Environment Professional Services / Resources required to deliver the FIDPM End of Stage Deliverables for GSA District-Based PMU Services	Estimated Infrastructure Improvement value applicable per discipline (R6 000 000.00) <i>(For Guidance only, not to be added to Total Fees)</i>	% Service Fee offered per discipline	Total % Fee Value (Fee shall cover cost of the professionals / resources employed, overheads, mark-up and profit)
<b>FIDPM Design Documentation Stage 4</b>			
PMU Lead GSA Management Services	R 6 000 000.00	%	R
Architectural Services	R 3 000 000.00	%	R
Quantity Surveying Services	R 6 000 000.00	%	R
Civil Engineering Services	R 400 000.00	%	R
Structural Engineering Services	R 530 000.00	%	R
Electrical Engineering Services	R 1 200 000.00	%	R
Mechanical Engineering Services	R 870 000.00	%	R
<b>SUB TOTAL : FIDPM Design Documentation Stage 4</b>			R

<b>FIDPM Works Stage 5</b>			
Consortium Lead Consultancy Services	R 6 000 000.00	%	R
Architectural Services	R 3 000 000.00	%	R

Quantity Surveying Services	R 6 000 000.00	%	R
Civil Engineering Services	R 400 000.00	%	R
Structural Engineering Services	R 530 000.00	%	R
Electrical Engineering Services	R 1 200 000.00	%	R
Mechanical Engineering Services	R 870 000.00	%	R
Principal Agent Services	R 6 000 000.00	%	R
<b>SUB TOTAL : FIDPM Works Stage 5</b>			R

<b>FIDPM Handover Stage 6</b>			
Consortium Lead Consultancy Services	R 6 000 000.00	%	R
Architectural Services	R 3 000 000.00	%	R
Quantity Surveying Services	R 6 000 000.00	%	R
Civil Engineering Services	R 400 000.00	%	R
Structural Engineering Services	R 530 000.00	%	R
Electrical Engineering Services	R 1 200 000.00	%	R
Mechanical Engineering Services	R 870 000.00	%	R
Principal Agent Services	R 6 000 000.00	%	R
<b>SUB TOTAL: FIDPM Handover Stage 6</b>			R

<b>FIDPM Close - out Stage 7</b>			
Consortium Lead Consultancy Services	R 6 000 000.00	%	R
Architectural Services	R 3 000 000.00	%	R
Quantity Surveying Services	R 6 000 000.00	%	R
Civil Engineering Services	R 400 000.00	%	R
Structural Engineering Services	R 530 000.00	%	R
Electrical Engineering Services	R 1 200 000.00	%	R
Mechanical Engineering Services	R 870 000.00	%	R
Principal Agent Services	R 6 000 000.00	%	R
<b>SUB TOTAL: FIDPM Close - out Stage 7</b>			R
<b>Total Schedule 3: Percentage based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 – 7 for One (1) Cluster of facilities</b>			R

**Schedule 4 – Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU 2 Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 4</b>						
<b>Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Estimated Minimum No. of Resources	Estimated Travel Time No. of Hours (return trip)	Charge Rate per Hour offered	Estimated No. of trips	Total cost / month (R)	
	A	B	C	D	E	( A x B x C x D = E)
1 PMU Leader / GSA Programme Manager District Based (Senior)	1	3	R	1	R	
2 Construction Contracts Services	1	3	R	1	R	
3 Quantity Surveying Services	1	3	R	1	R	
4 Architectural Services (	1	3	R	2	R	
5 Electrical Engineering Servcies	1	3	R	1	R	
6 Mechanical Engineering Services	1	3	R	2	R	
7 Civil and Structural Engineer Services	1	3	R	1	R	
8 Construction Project Management Services	1	3	R	2	R	
9 Occupational Health and Safety Services	1	3	R	1	R	

10	Stakeholder Engagement Specialist / Social Facilitator Services	1	3	R	2	R
11	Works Inspectorate Services	4	3	R	1	R
12	Financial & Administration Support, PMIS services	2	3	R	2	R
<b>Total Schedule 4: Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7</b>						R

**Schedule 5 – Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU 2 Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 5</b>						
<b>Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Estimated No. of Resources	Estimated Travel Time No. of Hours (return trip)	Charge Rate per Hour offered	No. of trips	Total cost / month (R)	
	A	B	C	D	E ( A x B x C x D = E)	
1 PMU Leader / GSA Programme Manager District Based (Senior)	1	3	R	1	R	
2 Construction Contracts Services	1	3	R	2	R	
3 Quantity Surveying Services	1	3	R	2	R	
4 Architectural Services (	1	3	R	2	R	
5 Electrical Engineering Servcies	1	3	R	2	R	
6 Mechanical Engineering Services	1	3	R	2	R	
7 Civil and Structural Engineer Services	1	3	R	1	R	
8 Construction Project Management Services	1	3	R	2	R	
9 Occupational Health and Safety Services	1	3	R	1	R	

10	Stakeholder Engagement Specialist / Social Facilitator Services	1	3	R	2	R
11	Works Inspectorate Services	4	3	R	1	R
12	Financial & Administration Support, PMIS services	2	3	R	2	R
<b>Total Schedule 5 - Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						R

**Schedule 6 – Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU 2 Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 7</b>						
<b>Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Maximum Vehicle Engine Size used by Resource (Maximum 2500CC)	Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)	Charge Rate per Km (As per Department of Transport published tariffs at the time of Bid closing)	Estimated No. of trips	<b>Total</b>	
					A	D ( A x B x C = D)
					A	C
1	PMU Leader / GSA Programme Manager District Based (Senior)	250	R	1	R	
2	Construction Contracts Services	250	R	1	R	
3	Quantity Surveying Services	250	R	1	R	
4	Architectural Services (	250	R	2	R	
5	Electrical Engineering Services	250	R	1	R	
6	Mechanical Engineering Services	250	R	2	R	
7	Civil and Structural Engineer Services	250	R	1	R	
8	Construction Project Management Services	250	R	2	R	

9	Occupational Health and Safety Services		250	R	1	R
10	Stakeholder Engagement Specialist / Social Facilitator Services		250	R	2	R
11	Works Inspectorate Services		250	R	1	R
12	Financial & Administration Support, PMIS services		250	R	2	R
	<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>					

**Schedule 7 – Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU 2 Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7**

<b>Schedule 7</b>						
<b>Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>						
<b>Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)</b>						
Category of GSA District-Based PMU Discipline Specific Built Environment Professionals / Resources	Maximum Vehicle Engine Size used by Resource (Maximum 2500CC)	Estimated Distance from GSA PMU Office location (As per SBD1) to One (1) Cluster of sites, round trip and back (250 km)	Charge Rate per Km (As per Department of Transport published tariffs at the time of Bid closing)	Estimated No. of trips	<b>Total</b>	
					A	C
					D ( A x B x C = D)	
1	PMU Leader / GSA Programme Manager District Based (Senior)	250	R	1	R	
2	Construction Contracts Services	250	R	1	R	
3	Quantity Surveying Services	250	R	1	R	
4	Architectural Services (	250	R	2	R	
5	Electrical Engineering Services	250	R	1	R	
6	Mechanical Engineering Services	250	R	2	R	
7	Civil and Structural Engineer Services	250	R	1	R	
8	Construction Project Management Services	250	R	2	R	

9	Occupational Health and Safety Services		250	R	1	R
10	Stakeholder Engagement Specialist / Social Facilitator Services		250	R	2	R
11	Works Inspectorate Services		250	R	1	R
12	Financial & Administration Support, PMIS services		250	R	2	R
	<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>					

**Schedule 8 – Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU 2 Services:**

<b>Schedule 8</b>		
<b>Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU Services:</b>		
<b>Item</b>	<b>Description</b>	<b>Value</b>
Item 8.1	Geotechnical Investigations including test pits and laboratory tests;	R 10 000.00
Item 8.2	Topographical Technical Survey; Land Surveyor Boundaries, EIA, etc	R 10 000.00
Item 8.3	Investigations and Lab tests for traces of Asbestos;	R 10 000.00
Item 8.4	Typing, duplicating Costs;	R 10 000.00
Item 8.5	Training and Capacitation of ECDoH Employees	R50 000.00
Item 8.6	Contingencies	R50 000.00
<b>TOTAL Schedule 8: Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU Services:</b>		<b>R150 000.00</b>

**C2.2.2 Pricing Schedule: Summary of Costs / Month for: GSA District-Based PMU 2 Services:**

C2.2.2 Pricing Schedule	
<b>Summary of Costs / Month for: GSA District-Based PMU Services:</b>	
<b>Total Schedule 1: Time Based Fees: Monthly PMU Cost of Employees: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 2 : Time Based Fees: GSA District-Based PMU Services : Planned / Scheduled Building related Maintenance activities: FIDPM Feasibility Stages 2 &amp; 3</b>	R
<b>Total Schedule 3: Percentage based Fees: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 4 - 7</b>	R
<b>Total Schedule 4: Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 – 7</b>	R
<b>Total Schedule 5 - Disbursements: Time Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 6: Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Un-Planned / Emergency Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 7 - Disbursements: Vehicle Travel: Monthly PMU Cost: GSA District-Based PMU Services: Planned / Scheduled Building related Maintenance activities: FIDPM Stages 1 - 7</b>	R
<b>Total Schedule 8: Disbursements: Provisional Sums: Monthly PMU Cost: GSA District-Based PMU Services:</b>	R150 000.00
<b>COMBINED TOTAL: C2.2.2 Pricing Schedule: Summary of Costs / Month for: GSA District-Based PMU Services: (Schedules 1 – 8)</b>	R

**C2.2.3 Pricing Schedule: Costs / Year for: GSA District-Based PMU 2 Services:**

<b>C2.2.3 Pricing Schedule</b>			
<b>Costs / Year for: GSA District-Based PMU Services:</b>			
<b>ITEM DESCRIPTION</b>	<b>COMBIMED TOTAL: C2.2.2 Pricing Schedule: Summary of Costs / Month for: GSA District-Based PMU Services: (Schedules 1 – 8)</b>	<b>No. of Months</b>	<b>TOTAL VALUE PER YEAR</b>
<b>C2.2.3 Pricing Schedule: Costs / Year for: GSA District-Based PMU Services:</b>	<b>R</b>	<b>12</b>	<b>R</b>

**C2.2.4 Pricing Schedule: Costs for Five (5) Years for: GSA District-Based PMU 2 Services: Carried to Form of Offer and Acceptance.**

<b>C2.2.4 Pricing Schedule</b>		
<b>Costs for Five (5) Years for: GSA District-Based PMU Services: Carried to Form of Offer and Acceptance.</b>		
<b>COMBIMED TOTAL: C2.2.3 Pricing Schedule: Summary of Costs / Year for: GSA District-Based PMU Services: (Excl. VAT)</b>	<b>No. of Years</b>	<b>VALUE</b>
<b>R</b>	<b>5</b>	<b>R</b>
<b>Add VAT @ 15%</b>		<b>R</b>
<b>GRAND TOTAL: Costs for Five (5) Years for: GSA District-Based PMU Services: Carried to Form of Offer and Acceptance.</b>		<b>R</b>

## PART C3: SCOPE OF WORK

<b>Bid No.</b>	<b>SCMU3-23/24-0397-HO</b>
<b>Bid Description:</b>	<b>PROCUREMENT OF A PROJECT MANAGEMENT UNIT (PMU) SERVICE PROVIDER TO PROVIDE PROGRAM &amp; PROJECT MANAGEMENT SERVICES FOR PLANNED AND UNPLANNED BUILDINGS RELATED MAINTENANCE SERVICES</b>

### C3.1 STANDARD REQUIREMENTS

The scope of work is based on the Client requirements and the latest Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Council of Built Environment Act, 2000 (Act No. 46 of 2000) as published in Government Gazette No.39480 dated 4 December 2015. The following exceptions to the above shall apply:

This bid is for:

1. Project Management Services (Including Built Environment Professional Services): Planned / Scheduled Building related Maintenance activities: FIDPM Stages 2 – 7 at specific Health Districts. (**PMU 1 & 2**)
2. Provincial Head Office Program 8 Management Services (**PMU 3**) .

### C3.2 BACKGROUND, TERMS OF REFERENCE & EXPECTATIONS OF THE CLIENT

1. The Eastern Cape Department of Health is responsible for over 800 Facilities; clinics, community health centres, District hospitals, Regional Hospitals, Tertiary hospitals, one Academic hospital, Forensic Pathologies, Emergency Medical Services bases, Lilitha nursing colleges, 2 X pharmaceutical depots. Although the core mandate of ECDoH is the provision of health services, appropriate and safe infrastructure is required to provide such a service to enable the Department to fulfil its constitutional mandate in alignment with the National Health Insurance Plan. A large number of these Health facilities are old, inappropriate and in need of constant infrastructure maintenance, repairs and improvements.

To maintain and do infrastructure improvements to these facilities, the Program 8 Health Facilities Management Chief Directorate aligns its approach and workplans to Government's District Development Model (DDM) and the Health Department's Geographical Service Area (GSA) Governance Model. Under this model, the Department is divided into 4 Geographical Service Areas, each with a "District Health Services (DHS) Chief Director".

The Three PMU bids cover the following: :

- **PMU 1 = GSA : A & B - (Alfred Nzo and OR Tambo Health Districts, Chris Hani and Joe Gqabi Health Districts)**
- **PMU 2 = GSA : C & D - (Amathole and Buffalo City Metro Health Districts (Sarah Baartman and Nelson Mandela Bay Metro Health Districts)**
- **PMU 3 = HEAD OFFICE PMU – Program 8 Management Activities**

2. The Purpose of the **Programme 8 Health Facilities Management**, based at Eastern Cape Department of Health Provincial Head Office in Bhisho, is to improve access to health care services through provision of new health facilities, upgrading and revitalisation, as well as maintenance of existing facilities, including the provision of appropriate health care equipment
3. The programme supports 5 sub-programmes, namely:
  - Community Health Facilities
  - Emergency Medical Services
  - District Hospital Services
  - Provincial Hospital services
  - Other facilities
4. In terms of how the Programme 8 Health Facilities Management currently deals with **Maintenance and Repairs**, the following is to be noted:
  - a. Facilities report Infrastructure related Emergency & General issues and needs to the Call Center located in East London through a dedicated call Centre Number. A Call Centre Agent then evaluates the nature of the call; whether it is buildings related or electromechanical related.
  - b. If Buildings related, the fault, thorough an email is dispatched to the relevant ECDoH Infrastructure Responsible Manager who, **ideally**, should in turn assess and prepare specifications and a mini BoQ for the procurement of a contractor to attend to the fault, project manage the repair/maintenance works and on completion.
  - c. The delegated Programme 8 HFM Manager approves and sign off the invoice for payment.
  - d. The Department has a database of contractors for all CIDB Grading of works and procurement of contractors will be undertaken with the assistance of District based Supply Chain Management.

5. Shortcomings and Gaps in Operating Procedures: Due to Resource capacity constraints, buildings related faults and requests have not been fully attended to, resulting in a huge backlog dating back to a number of years(5 years at least). The logged faults continue to accumulate. *(See attached sample for type of buildings related backlog)*
6. The Department is also implementing **Capital Projects** through the two Implementing Agents; Department of Public Works and Infrastructure(DPW&I) and Coega Development Corporation(CDC). At Programme level, in August of each year, the Department submits an Infrastructure Programme Implementation Plan(IPMP) to the 2 Implementing Agents with a 'long list' of projects(B5) to be implemented in the following 3 Years(MTEF). At project level, the department then 'triggers' a project on the B5 by submitting an Initiation Report to the Implementing Agent as outlined in table below.

Table 6.1

<b>FIDPM STAGE</b>	<b>STAGE GATE</b>	<b>RESPONSIBILITY</b>	<b>APPROVING ENTITY</b>
Stage 1	Initiation	ECDoH	ECDoH
Stage 2	Conceptualisation	Implementing Agent	ECDoH
Stage 3	Design Development	Implementing Agent	ECDoH
Stage 4	Documentation	Implementing Agent	ECDoH
Stage 5	Works	Implementing Agent	ECDoH
Stage 6	Close Out	Implementing Agent/ ECDoH	ECDoH
Stage 7	Hand Over	ECDoH	ECDoH

The Department, in its oversight role, is mandated to review, evaluate and approve submissions from the implementing Agents before the Implementing Agent embarks onto the next stage. During Stage 5, Works, The Department is expected to play an oversight role by participating in site meetings, monthly monitoring meetings and some technical meetings to ensure prompt decision making to avoid projects delays that might result in delayed service delivery, and at times interest payments. The Department is expected to ensure payment of service providers, especially contractors, is done within the regulated 30 days. Currently, the Department does not have a fully functionally Operating Procedure or invoice tracking system to track and identify bottlenecks. A draft is being developed, and the PMU will be expected to assist to finalize this as part of the service.

Due to lack of capacity, the Department has not been able to perform most of the functions above resulting in

- Auditor General findings due to non representation at site meetings
- delayed service delivery
- additional project costs due to payment of interest
- poor workmanship by contractors due to lack of monitoring
- budget under expenditure due delays in project implementation
- delays in planning phases of projects due delayed decision making by the Department
- variations on site due to limited design review during planning stage

**NB.** The Department has a fully licenced Microsoft Suite of Programmes and intends to utilise such for simplicity and continuity at the completion of the contract. The Department is not intending to procure or take over any special type or purpose made programme due to licencing issues.

7. In light of the above, The Department resolved to create a **PMU at District level and at Provincial Head Office level** to assist and capacitate the current staff establishment with the provision of technical, project and programme management services for infrastructure development and maintenance, so that the department to fulfil its mandate over a five year period, whilst the Department embarks on increasing internal capacity in line with National Treasury Health Facilities Revitalisation Capacitation Grant. .
8. The PMU's at **District level and at Provincial Head Office** level shall consist of resources with a wide range of skill sets, consisting of experienced Built Environment Professionals and appropriate competent Technically qualified resources. Noting that the whole country is experiencing skills shortage problems and as such the PMU's will also be required to do capacitation & skills transfer to staff, for example at the maintenance hubs, which the Department wishes to establish at District level, including transfer of skills at Provincial Head office in instances where such skills are lacking. These are additional services and to be managed by the Contract Administrator in accordance with the provisions of the Special Conditions of Contract.
9. The required skillset for the PMU at Provincial Head Office level is very specific in order to respond effectively to Provincial Head Office Program 8 HFM Management Key Result Area's and Deliverables.
10. The maintenance budget of the Department is approximately R500m annually, which is far below the 60% of total budget as required by National Treasury. The Department has a further R1bn for the Capital Expenditure and with less than 30 staff members in the Infrastructure Directorate of the Department; it has become necessary to solicit the

assistance of the additional resources. The CAPEX budget is for the construction and building of new works, renovations, upgrading, and all related activities including procurement of medical equipment.

11. It is the Expectation of the Client that the PMU Service providers at District and Provincial Head Office shall execute the required services in a professional manner, complying with the relevant prescribed specifications.
12. The PMU's shall comply with all relevant legislation pertaining to the built environment industry as stipulated in the Council of Built Environment Act, hence the need for appropriately registered professionals.
13. **THE NATURE AND ROLE OF THE PMU:** The PMU will compose full time and part time personnel to support the ECDOH and its personnel in their programme and project management functions, as well as supporting them individually in certain line function activities.
14. Respondents are required to propose a team of experts, professionals and practitioners for this purpose.
15. Resources are to be based within the same municipal jurisdiction as the GSA Office.
16. The PMU will also support the various Project Steering Committees for projects and programmes at both head office and within the regions, until GSA support is in place, both administratively and operationally in order to ensure that all the committees function effectively.
17. Where proposed staff fulfil the requirements for more than one role, that resource may perform a dual role, but a maximum of **160 hours per month** can be allowed for that resource. In such a case, the resource will be paid at the rate submitted for each of the roles performed, ie a dual rate will be applied. Bidders must ensure that sufficient personnel are available to fulfil the estimated hours per category of work.
18. Procurement Strategy: The type of Infrastructure Improvements required for the various Scope Areas is complex and specialist in nature and the bulk of the professional services required involves technically complex work which calls for considerable innovation, creativity, expertise and/or skills.
19. The SANS 294, Construction Procurement Processes, Procedures and Methods, states that a contract shall not be awarded to a tenderer who cannot demonstrate that he possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, and the personnel, to perform the contract. The procurement of professional services should result in the award of a professional service contract based on demonstrated competence and qualifications for the type of services required, at fair and reasonable prices.

20. To ensure that professional service contracts are awarded to firms which have both the capacity and capability to provide the quality of the service at a reasonable price and not necessarily to those that are the least costly, the procurement strategy, pricing strategy and contracting strategy adopted to achieve quality and value for money in the professional service appointments, have the following features and elements:

- a. A competitive bidding procedure has been adopted, whereby Built Environment Professional Service Providers who are eligible in terms of the pre-qualification criteria applicable to this bid are invited to submit bids.
- b. The full and unambiguous requirements in the scope of work required have been specified in **Part C3 – Specifications** with clear quantities and timelines. Bids are invited from enterprises that have the various categories of resources and multi-discipline Built Environment Professionals with a nominated Leader responsible for the overall co-ordination of the professional services of all the Consortium / JV and or Sub-Consultant Members. Individual Companies which possess all different categories of resources & multi-discipline Built Environment Professional Members required, are also eligible to bid.
- c. Bidders, Multi-discipline enterprises, Groups with sub-consultants, Consortiums and or JV's, are allowed to bid for more than one PMU Geographical Service Area (PMU GSA) subject to the following:
  - i. Separate Bids shall be submitted for each PMU GSA.
  - ii. Bidders shall not offer the same PMU resources and or sub-consultants for the different PMU Geographical Service Areas, in other words, resources and or sub-consultants offered for one PMU GSA shall not feature in other PMU GSA Bid Offers.
  - iii. Each PMU GSA Bid Offer shall have a different team of resources and or sub-consultants.

21. The objective of this approach to allow for an association of two or more individuals, companies, or organisations with the objective of participating in a common activity, pooling their resources to achieve a common goal. Within a consortium and or JV, each participant retains their separate legal status and the consortium's or JV's control over each participant is limited to activities involving the Joeint endeavour, particularly the division of profits. The Consortium or JV shall be formed by contract.

22. Pricing Strategy: For the feasibility stages of the Infrastructure Improvement projects, the time-base proven cost Pricing Method has been adopted for the professional services required and once the feasibility and estimated cost have been established, a fixed Primary Fee and a Percentage Fee based on an estimated infrastructure improvement value per Built Environment Professional Discipline Pricing Method applies.

23. The minimum qualifications and experience of persons required to perform specific functions have been specified and proof of professional registration forms part of the Administrative Compliance Stage 1 Evaluation Criteria.
24. Where applicable, Bidders may not claim Professional Fees for resources that are not registered with the relevant Statutory bodies. Professional Resources, including candidate professional resources employed to render services related to this bid, must be professionally registered with the relevant statutory bodies and proof of Professional Registration shall be provided on the SBD 1 form if the service is offered on the Pricing Schedules.
25. Contracting Strategy: In terms of the contracting strategy, the Professional Services Contract shall be a Term Contract with the following featuring elements:
  - a. Duration of the Term Contract is a minimum of 5-years and or until the next milestones/gate(FIDPM) have been achieved by the Service Providers under conditions as described in the Special Conditions of Contract (SCC) for projects identified by the Employer.
  - b. Fixed hourly rates for certain time-based services shall be based on a predetermined time period during which these services must be rendered.
  - c. Percentage Fee based on an estimated infrastructure improvement value per Built Environment Professional Discipline can be charged once the feasibility and estimated Infrastructure Improvement Cost have been established.
26. Special Conditions of Contract applies to this bid and services offered. The Special Conditions of Contract (SCC) supplements the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

### C3.3 Specifications for: District-based PMU Services (PMU 1 & 2)

Specifications for activities, reporting Protocols, Roles, responsibilities: Project Processes for Buildings related Planned and un- planned / emergency maintenance & Infrastructure Improvements				
Key Performance Areas & Deliverables	Responsible Programme 8 Directorate (s)	Responsible entity if outsourced	Applicable Treasury Policies & Guidelines, Departmental Infrastructure Plans, policies & agreements	Timelines & frequency
1 Un-Planned / Emergency Building related Maintenance activities:	ETS Directorate, Planning & Delivery Directorates	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Framework Maintenance Agreements, SDA, ECDOH Procurement Plan	Day to Day
1.1 Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management	<p>Un-Planned / Emergency Building related Maintenance activities: Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): 1. In terms of the IDMS-FIDPM guidelines, provide Technical guidance and information to the PMU for the procurement of Management Contractor(s) to perform Un-Planned / Emergency maintenance activities in accordance with a rates-based Framework Contract. 2. The Principal Agent / Administrator, appointed and employed by the PMU, to administer the rates based Framework Maintenance Contract, receives from the Infrastructure Emergency Contact Call Centre, a description of the Un-Planned / Emergency maintenance "Instruction/Request" in the form of a Work Order, via electronic means, depicting the name of the District and or Sub-District, Name of the Facility, Priority and high-level nature of the Un-Planned / Emergency maintenance issue, and assesses together with the appointed Management Contractor (when and where relevant), the Type, Scope, Quantity of the Infrastructure Works Intervention required, and issues a Contract Instruction in terms of the rates-based Framework Maintenance Contract for execution of the Infrastructure Maintenance emergency intervention. 3. The Principal Agent / Administrator of the rates based Framework Maintenance Contract, receives from the Management Contractor(s) the Claim/Invoice for the Infrastructure Works Intervention, evaluate it against the Portfolio of Evidence (POE) which includes the Initial Assessment report, and Quotation/Estimate of the Infrastructure Works Intervention required, and exercise due diligence vetting of the Claim, issues recommendation for approval or issue fee note instructions so that a Tax Invoice can be generated. 4. The delegated Planning &amp; Delivery Directorate Officials approve the Tax Invoice(s) by appending , Name, delegation, signature and date. 5. The delegated Planning &amp; Delivery Directorate Officials, in collaboration with the delegated Finance Support and SCM officials, ensure that a "commitment(s)" are made in accordance with the "Basic Accounting System" (BAS) for the vetted and approved Infrastructure Works Intervention claim / Tax Invoice of the Management Contractor(s). 6. The delegated Planning &amp; Delivery Directorate Officials, in collaboration with the delegated Program 8 Finance officials &amp; Finance Support officials, ensure that the "SCM Works Order" is created against the "commitment" and approve and sign-off on the "Goods Receiving Voucher" (GRV). 7. In collaboration with the Program 8 Finance officials &amp; Finance Support officials, ensure that the "Batch for payment", which now includes all documents is submitted to the " CFO Payment Office" for payment. 8. The delegated Planning &amp; Delivery Directorate Officials, in collaboration with the delegated Program 8 Finance officials &amp; Finance Support officials, monitor when payment was made and provide status reports on payments.</p>			
1.2 Specification of activities, reporting Protocols, Roles, responsibilities of PMU's	<p>1. The PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for Un-Planned / Emergency Building related Maintenance activities. 2. The PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>			

2	Planned / Scheduled Building related Maintenance activities	ETS Directorate, Planning & Delivery Directorates	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Framework Maintenance Agreements, SDA, ECDOH Procurement Plan	12 - 36 months or as specified in the Initiation Report
2.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	Planned / Scheduled Building related Maintenance activities: Planning & Delivery Directorate: Officials "District Development Model" (DDM): 1. In terms of the IDMS-FIDPM guidelines, provide Technical guidance and information for the procurement of Management Contractor(s) to perform Planned / Scheduled maintenance activities in accordance with a rates-based Framework Contract . 2. Assist the PMU with administering the contracts between the Department and Management Contractor(s). 3. Receive from the PMU Project Manager/Principal Agent, the Progress Payment Certificates and exercise due diligence in vetting of the Progress Payment Certificates, issue recommendation for approval or issue fee note instructions. 4. Approve the Tax Invoice by appending , Name, delegation, signature and date. 5. In collaboration with the delegated Finance Support and SCM officials, ensure that a "commitment" is made in accordance with the "Basic Accounting System" (BAS). 6. In collaboration with the delegated Program 8 Finance officials & Finance Support officials, ensure that the "SCM Works Order" is created against the "commitment", approve and sign-off on the "Goods Receiving Voucher" (GRV). 7. In collaboration with the Program 8 Finance officials & Finance Support officials, ensure that the "Batch for payment", which now includes all documents is submitted to the " CFO Payment Office" for payment. 8. In collaboration with the delegated Program 8 Finance officials & Finance Support officials, monitor when payment was made and provide status reports on payments.				
2.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for Planned Building related Maintenance activities. 2. The PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
3	FIDPM Stage 1 - Initiation Report	Planning & Delivery Directorate	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
3.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT, lead by the Planning Directorate is responsible for: Initiation of the project - Prepare and submit End of Stage 1 Deliverable, the Initiation report /Strategic Brief to the PMU; Receiving the accepted Stage 1 Deliverable back from the PMU				
3.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The Implementer / PMU is responsible for: Receiving the End of Stage Deliverable: The Initiation report /Strategic Brief from the CLIENT; Submit to the CLIENT acceptance and confirmation of Stage 1 Initiation Report. 2. The PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				

4	FIDPM Stage 2 - Concept	Planning & Delivery Directorate	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
4.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT, lead by the Planning Directorate is responsible for: Receiving the accepted Stage Deliverable and approving the End of Stage Deliverables from the PMU; Issuing instructions to the PMU to proceed with every next stage of the Project; Facilitate, conduct, administer and attend meetings to provide Value Engineering guidance and exercise oversight through all the cycles of the Project. Attend Monitor meetings arranged to receive progress update on the Project. Update the NDOH PMIS Database (National Department of Health Project Management Information System).				
4.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The Implementer / PMU is responsible for: Submitting to the CLIENT for approval, the End of Stage Deliverables; Receive from the CLIENT approval for the End of Stages Deliverables; Receive instructions from the CLIENT to proceed with every next stage of the Project; Receive Value Engineering guidance from the CLIENT by attending meetings arranged by the Client and allow oversight through all the cycles of the Project. Facilitate, conduct and administer Monitor meetings to provide progress updates to the CLIENT on the Project. 2. The PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
5	FIDPM Stage 3 - Design Development	Delivery Directorate	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
5.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT is responsible for: Receiving the End of Stage Deliverables from the PMU; Issuing instructions to the PMU to proceed with every next stage of the Project; Facilitate, conduct, administer and attend meetings to provide Value Engineering guidance and exercise oversight through all the cycles of the Project. Attend Monitor meetings arranged to receive progress update on the Project. Update the NDOH PMIS Database (National Department of Health Project Management Information System).				
5.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	The Implementer / PMU is responsible for: Submit to the CLIENT for approval, the End of Stages Deliverables; Receive from the CLIENT approval for the End of Stages 4 Deliverables; Receive instructions from the CLIENT to proceed with every next stage of the Project; Receive Value Engineering guidance from the CLIENT by attending meetings arranged by the Client and allow oversight through all the cycles of the Project. Facilitate, conduct and administer Monitor meetings to provide progress updates to the CLIENT on the Project.				
6	FIDPM Stage 4 - Design Documentation (Tender)	Delivery Directorate	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
6.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT is responsible for: Receiving the End of Stage Deliverables from the PMU; Issuing instructions to the PMU to proceed with every next stage of the Project; Facilitate, conduct, administer and attend meetings to provide Value Engineering guidance and exercise oversight through all the cycles of the Project. Attend Monitor meetings arranged to receive progress update on the Project. Update the NDOH PMIS Database (National Department of Health Project Management Information System).				
6.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	The Implementer / PMU is responsible for: Submit to the CLIENT for approval, the End of Stages Deliverables; Receive from the CLIENT approval for the End of Stage Deliverables; Receive instructions from the CLIENT to proceed with every next stage of the Project; Receive Value Engineering guidance from the CLIENT by attending meetings arranged by the Client and allow oversight through all the cycles of the Project. Facilitate, conduct and administer Monitor meetings to provide progress updates to the CLIENT on the Project.				

7	<b>FIDPM Stage 5 - Works</b>	Delivery Directorate	District Based GSA PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
7.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT is responsible for: Receiving the End of Stage Deliverables from the IA; Issuing instructions to the PMU to proceed with every next stage of the Project; Facilitate, conduct, administer and attend meetings to provide Value Engineering guidance and exercise oversight through all the cycles of the Project. Attend Monitor meetings arranged to receive progress update on the Project. Update the NDOH PMIS Database (National Department of Health Project Management Information System).				
7.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
8	<b>FIDPM Stage 6 - Handover &amp; Commissioning</b>	Delivery Directorate & HT Directorate	NA	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
8.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT is responsible for: Receiving the End of Stage Deliverables from the PMU; Issuing instructions to the IA to proceed with every next stage of the Project; Facilitate, conduct, administer and attend meetings to provide Value Engineering guidance and exercise oversight through all the cycles of the Project. Attend Monitor meetings arranged to receive progress update on the Project. Update the NDOH PMIS Database (National Department of Health Project Management Information System). HT Directorate to provide leadership in the provisioning and commissioning of HT equipment during this stage.				
8.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	The Implementer / PMU is responsible for: Submitting to the CLIENT for approval, the End of Stage Deliverables; Receive from the CLIENT approval for the End of Stage Deliverables; Receive instructions from the CLIENT to proceed with every next stage of the Project; Receive Value Engineering guidance from the CLIENT by attending meetings arranged by the Client and allow oversight through all the cycles of the Project. Facilitate, conduct and administer Monitor meetings to provide progress updates to the CLIENT on the Project.				
9	<b>FIDPM Stage 7 - Close-out</b>	Delivery Directorate & HT Directorate	NA	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved AIP	As per IPIP
9.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Department of Health as CLIENT is responsible for: Receiving the End of Stage Deliverables from the PMU; Issuing instructions to the PMU to proceed with every next stage of the Project; Facilitate, conduct, administer and attend meetings to provide Value Engineering guidance and exercise oversight through all the cycles of the Project. Attend Monitor meetings arranged to receive progress update on the Project. Update the NDOH PMIS Database (National Department of Health Project Management Information System). HT Directorate to provide leadership in the provisioning and commissioning of HT equipment during this stage.				
9.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	The Implementer / PMU is responsible for: Submitting to the CLIENT for approval, the End of Stage Deliverables; Receive from the CLIENT approval for the End of Stages Deliverables; Receive instructions from the CLIENT to proceed with every next stage of the Project; Receive Value Engineering guidance from the CLIENT by attending meetings arranged by the Client and allow oversight through all the cycles of the Project. Facilitate, conduct and administer Monitor meetings to provide progress updates to the CLIENT on the Project.				

## **C3.4 Specifications for: Provincial Head Office PMU Services (PMU 3):**

	<b>Specifications for: Programme Management Operations Processes – Geographical Service Area (GSA) - Provincial Head Office in Bhisho: Activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<b>Key Performance Areas &amp; Deliverables</b>	<b>Responsible Programme 8 Directorate (s)</b>	<b>Responsible entity if outsourced</b>	<b>Applicable Treasury Policies &amp; Guidelines, Departmental Infrastructure Plans, policies &amp; agreements</b>	<b>Timelines &amp; frequency</b>
1	End of Year Report	Office of the Chief Director together with the delegated Grant Manager, Finance Support Monitor & Evaluation officials, and relevant Programme 8 Officials in Planning, Delivery, ETS & HT Directorates	PMU	Provincial Treasury EOY Report & Performance assessment guidelines, APP & Operational Plan & Service Delivery Agreements (where relevant)	1. Quarterly & Half Year Monitoring & EOY Reports: 1 April to 31st of March. 2. Submission Date of Quarterly Reports: 14 days from end of each Quarter. 3. Submission date of the Draft End-of Year Report (EOY) to Provincial Treasury for moderation assessment: 10 May each year. 4. Submission date of the Final End-of Year Report (EOY) to Provincial Treasury: 30 May each year.
1.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<p>1. Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Capital Project, &amp; Operations &amp; Maintenance (Planned and un-planned Buildings related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS) and or written Quarterly Performance Reports to the Planning Director, Delivery Directorate (or delegated Senior Manager) or office of Chief Director.</p> <p>2. Engineering &amp; Technical Services (ETS) Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Operations &amp; Maintenance (Planned and un-planned Mechanical &amp; Electrical Engineering related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS), and or written Quarterly Performance Reports to the ETS Director (or delegated Senior Manager) or office of Chief Director.</p> <p>3. Health Technology (HT) Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Operations &amp; Maintenance (Planned and un-planned Health Technology related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS), and or written Quarterly Performance Reports to the HT Director (or delegated Senior Manager) or office of Chief Director.</p> <p>4. Financial Performance Information: Grant Manager, Finance Support Monitor &amp; Evaluation officials: Capturing Financial Performance Information on the Provincial Treasury "Infrastructure Reporting Model" (IRM) and preparing the Financial Performance &amp; Variance Information in alignment with the templates provided for "In-Year Monitoring" (IYM) and "Provincial Budget Advisory Committee (PBAC).</p> <p>5. Submission &amp; Presenting Reports: Chief Director&amp; Grant Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings.</p>				
	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
1.2	<p>1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency to prepare the Quarterly Reports, Half-year Report and End of Year (EOY) Report. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>				

2	Annual Report	Office of the Chief Director together with the delegated Grant Manager, Finance Support Monitor & Evaluation officials, and relevant Programme 8 Officials in Planning, Delivery, ETS & HT Directorates	PMU	Provincial Treasury EOY Report & Performance assessment guidelines, APP & Operational Plan & Service Delivery Agreements (where relevant)	1. Quarterly & Half Year Monitoring & Annual Reports: 1 April to 31st of March. 2. Submission Date of Quarterly Reports: 14 days from end of each Quarter. 3. Submission date of the Draft Annual Report to the Office of Strategic Planning for moderation assessment: 10 May each year. 4. Submission date of the Final Annual Report to the Office of Strategic Planning 30 May each year.
2.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<p>1. Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Capital Project, &amp; Operations &amp; Maintenance (Planned and un-planned Buildings related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS) and or written Quarterly Performance Reports to the Planning Director, Delivery Directorate (or delegated Senior Manager) or office of Chief Director.</p> <p>2. Engineering &amp; Technical Services (ETS) Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Operations &amp; Maintenance (Planned and un-planned Mechanical &amp; Electrical Engineering related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS), and or written Quarterly Performance Reports to the ETS Director (or delegated Senior Manager) or office of Chief Director.</p> <p>3. Health Technology (HT) Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Operations &amp; Maintenance (Planned and un-planned Health Technology related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS), and or written Quarterly Performance Reports to the HT Director (or delegated Senior Manager) or office of Chief Director.</p> <p>4. Financial Performance Information: Grant Manager, Finance Support Monitor &amp; Evaluation officials: Capturing Financial Performance Information on the Provincial Treasury "Infrastructure Reporting Model" (IRM) and preparing the Financial Performance &amp; Variance Information in alignment with the templates provided for "In-Year Monitoring" (IYM) and "Provincial Budget Advisory Committee (PBAC)."</p> <p>5. Submission &amp; Presenting Reports: Chief Director&amp; Grant Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings.</p>				
2.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	<p>1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency to prepare the Quarterly Reports, Half-year Report and Annual Report. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>				

<b>3</b>	<b>U-Amp (Long Term Infrastructure Planning - 10 year)</b>	<b>Chief Director, Grant Manager, Planning Director or delegated Senior Manager together, Finance Support Monitor &amp; Evaluation officials, and relevant Programme 8 Officials in Planning, Delivery, ETS &amp; HT Directorates</b>	<b>PMU</b>	<b>U-Amp Guidelines, IDMS, FIDPM &amp; PT Infrastructure Procurement Policy</b>	<b>30th of June - submission date</b>
<b>3.1</b>	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<p>1. Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of "User Asset Management Plan (U-AMP) by receiving, analysing the Condition &amp; Assessment reports, which was compiled in terms of the Government Immovable Assets Management Act (GIAMA) and providing relevant written " technical, financial &amp; non-financial" reports and information.</p> <p>2. Engineering &amp; Technical Services (ETS) Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of "User Asset Management Plan (U-AMP) by receiving, analysing the Condition &amp; Assessment reports, which was compiled in terms of the Government Immovable Assets Management Act (GIAMA) and providing relevant written " technical, financial &amp; non-financial" reports and information.</p> <p>3. Health Technology (HT) Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of "User Asset Management Plan (U-AMP) by receiving, analysing the Condition &amp; Assessment reports, which was compiled in terms of the Government Immovable Assets Management Act (GIAMA) and providing relevant written " technical, financial &amp; non-financial" reports and information.</p> <p>4. Financial Performance Information: Grant Manager, Finance Support Monitor &amp; Evaluation officials: Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of "User Asset Management Plan (U-AMP) by receiving, analysing the Condition &amp; Assessment reports, which was compiled in terms of the Government Immovable Assets Management Act (GIAMA) and providing relevant written Financial Performance Information from the Provincial Treasury "Infrastructure Reporting Model" (IRM) and relevant "In-Year Monitoring" (IYM) and "Provincial Budget Advisory Committee (PBAC) reports.</p> <p>5. Submission &amp; Presenting Reports: Chief Director, Grant Manager, Planning Director or delegated Senior Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings.</p>				
<b>3.2</b>	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	<p>1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency to prepare the U-Amp Report. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>				

4	IPMP	Chief Director, Grant Manager, Planning Director, Delivery Director or delegated Senior Manager together with Finance Support Monitor & Evaluation officials, and relevant Programme 8 Officials in Planning, Delivery, ETS & HT Directorates	PMU	IPMP Guidelines, U-AMP, FIDPM & PT Infrastructure Procurement Policy, PT VO guidelines, End of Year Report, Annual Report, U-AMP & SDM (Service Delivery Model) & Strategic decisions	30th of August - submission date
4.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<p>1. Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Management Plan (IPMP) by receiving, analysing the "End of Year" (EOY) Report, Annual Report "User Asset Management Plan (U-AMP), and providing relevant written "technical, financial &amp; non-financial" reports and information.</p> <p>2. Engineering &amp; Technical Services (ETS) Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Management Plan (IPMP) by receiving, analysing the "End of Year" (EOY) Report, Annual Report "User Asset Management Plan (U-AMP), and providing relevant written "technical, financial &amp; non-financial" reports and information.</p> <p>3. Health Technology (HT) Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Management Plan (IPMP) by receiving, analysing the "End of Year" (EOY) Report, Annual Report "User Asset Management Plan (U-AMP), and providing relevant written "technical, financial &amp; non-financial" reports and information.</p> <p>4. Financial Performance Information: Grant Manager, Finance Support Monitor &amp; Evaluation officials: Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Management Plan (IPMP) by receiving, analysing the "End of Year" (EOY) Report, Annual Report "User Asset Management Plan (U-AMP), and providing relevant written Financial Performance Information from the Provincial Treasury "Infrastructure Reporting Model" (IRM) and relevant "In-Year Monitoring" (IYM) and "Provincial Budget Advisory Committee (PBAC) reports.</p> <p>5. Submission &amp; Presenting Reports: Chief Director, Grant Manager, Planning Director, Delivery Director and or delegated Senior Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings.</p>				
4.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	<p>1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency to prepare the "Infrastructure Programme Management Plan" (IPMP). 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>				

5	IPIP	Chief Director, Grant Manager, Planning Director, Delivery Director or delegated Senior Manager together with Finance Support Monitor & Evaluation officials, and relevant Programme 8 Officials in Planning, Delivery, ETS & HT Directorates	IA'S & PMU	IPIP Guidelines & IPMP	30th of November - submission date
5.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<p>1. Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Implementation Plan" (IPIP) by receiving, analysing the IPMP, and providing relevant written "technical, financial &amp; non-financial" reports and information.</p> <p>2. Engineering &amp; Technical Services (ETS) Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Implementation Plan" (IPIP) by receiving, analysing the IPMP, and providing relevant written "technical, financial &amp; non-financial" reports and information.</p> <p>3. Health Technology (HT) Directorate: Officials "District Development Model" (DDM): Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Implementation Plan" (IPIP) by receiving, analysing the IPMP, and providing relevant written "technical, financial &amp; non-financial" reports and information.</p> <p>4. Financial Performance Information: Grant Manager, Finance Support Monitor &amp; Evaluation officials: Assist the Planning &amp; Delivery Directors (or delegated Senior Manager) with the compilation of the "Infrastructure Programme Implementation Plan" (IPIP) by receiving, analysing the IPMP, and providing relevant written "technical, financial &amp; non-financial" reports and information, and providing relevant written Financial Performance Information from the Provincial Treasury "Infrastructure Reporting Model" (IRM) and relevant "In-Year Monitoring" (IYM) and "Provincial Budget Advisory Committee (PBAC) reports.</p> <p>5. Submission &amp; Presenting Reports: Chief Director, Grant Manager, Planning Director, Delivery Director and or delegated Senior Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings.</p>				
5.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	<p>The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency to prepare the "Infrastructure Programme Implementation (IPIP)" and "Annual Implementation Plan (AIP) or B5 in response to the "Infrastructure Programme Management Plan" (IPMP). 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>				

6	<b>Applications for alternative Sources of Funding, BFI etc.</b>	Chief Director, Grant Manager, Planning Director, Delivery Director or delegated Senior Manager together with Finance Support Monitor & Evaluation officials, and relevant Programme 8 Officials in Planning, Delivery, ETS & HT Directorates	IA'S & PMU	Applications for alternative Sources of Funding, BFI Applications guidelines, End of Year Report, Annual Report, U-Amp & SDM (Service Delivery Model) & Strategic decisions	Yearly
6.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	Preparing, Submission & Presenting Reports: Chief Director, Grant Manager, Planning Director, Delivery Director and or delegated Senior Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings. Clinical Cluster confirms the SDM (Service Delivery Model) in terms of Hub & Spoke Model, CFO Finance Budget Office & HR provides Information with regards to the Operational cost and feasibility study/Business Case.				
6.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
6.3	The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency related to the "Budget Fund for Infrastructure (BFI)" application to National Treasury. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
7	<b>WIPS Registers, Immovable Asset Registers, AG RFI's, AG COAF's, Audit Improvement Plans (AIPS), Risk Registers &amp; compliance reports - Operations &amp; Activities</b>	The Chief Director together with the delegated Grant Manager, Finance & Finance Support Monitor delegated Programme 8 Officials in Planning, Delivery, ETS & HT Directorates	IA'S & PMU	PFMA, IDMS, FIDPM & PT IRM Guidelines, Infrastructure Procurement Policy, Framework Maintenance Agreements, SDA, ECDOH Procurement Plan	Monthly
7.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Chief Director together with the delegated Program 8 Officials, ensure timeous submission of all Compliance reports and attend and present relevant information and reports at meetings.				
7.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for the WIPS Registers, Immovable Asset Registers, AG RFI's, AG COAF's, Audit Improvement Plans (AIPS), Risk Registers & compliance reports . 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				

8	<b>PMIS &amp; IRM Operations &amp; Activities</b>	<b>Office of the Chief Director together with the delegated Grant Manager, Finance &amp; Finance Support Monitor delegated Programme 8 Officials in Planning, Delivery, ETS &amp; HT Directorates</b>	<b>IA'S &amp; PMU</b>	<b>PFMA, IDMS, FIDPM &amp; PT IRM Guidelines, Infrastructure Procurement Policy, Framework Maintenance Agreements, SDA, ECDOH Procurement Plan</b>	<b>Monthly</b>
<b>8.1</b>	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	<p>1. Planning &amp; Delivery Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Capital Project, &amp; Operations &amp; Maintenance (Planned and un-planned Buildings related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS) and or written Quarterly Performance Reports to the Planning Director, Delivery Directorate (or delegated Senior Manager) or office of Chief Director.</p> <p>2. Engineering &amp; Technical Services (ETS) Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Operations &amp; Maintenance (Planned and un-planned Mechanical &amp; Electrical Engineering related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS), and or written Quarterly Performance Reports to the ETS Director (or delegated Senior Manager) or office of Chief Director.</p> <p>3. Health Technology (HT) Directorate: Officials "District Development Model" (DDM): Providing " financial &amp; non-financial" Operations &amp; Maintenance (Planned and un-planned Health Technology related) Implementation &amp; Performance related information in terms of the IDMS-FIDPM guidelines by way capturing and updating the National Department of Health "Project Information Management System" (PMIS), and or written Quarterly Performance Reports to the HT Director (or delegated Senior Manager) or office of Chief Director.</p> <p>4. Financial Performance Information: Grant Manager, Finance Support Monitor &amp; Evaluation officials: Capturing Financial Performance Information on the Provincial Treasury "Infrastructure Reporting Model" (IRM) and preparing the Financial Performance &amp; Variance Information in alignment with the templates provided for "In-Year Monitoring" (IYM) and "Provincial Budget Advisory Committee (PBAC).</p> <p>5. Submission &amp; Presenting Reports: Chief Director&amp; Grant Manager: Provide and exercise continuous due diligence guidance, issue instructions, approvals, oversight, drafting the executive summaries of each report , attend and presenting the reports to the targeted recipients in meetings.</p>				
<b>8.2</b>	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	<p>1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency to prepare the PMIS / IRM Monthly, Quarterly, Half-year and End of Year (EOY) &amp; Annual Reports. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.</p>				

9	<b>Audit Committee Meetings &amp; Audit Work Group Meetings - Operations &amp; activities</b>	<b>The Chief Director together with the delegated Grant Manager, Finance &amp; Finance Support, delegated Programme 8 Officials in Planning, Delivery, ETS &amp; HT Directorates</b>	<b>IA'S &amp; PMU</b>	<b>PFMA, IDMS, FIDPM &amp; PT IRM Guidelines, Infrastructure Procurement Policy, Framework Maintenance Agreements, SDA, ECDOH Procurement Plan</b>	<b>Monthly</b>
9.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Chief Director together with the delegated Program 8 Officials, ensure timeous submission of all Compliance reports and attend and present relevant information and reports at meetings.				
9.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for the Audit Committee Meetings & Audit Work Group Meetings . 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
10	<b>Legislature, Parliamentary responses, Public Protector &amp; Office of the SG &amp; MEC reports - Operations &amp; Activities</b>	<b>The Chief Director together with the delegated Grant Manager, Finance &amp; Finance Support, delegated Programme 8 Officials in Planning, Delivery, ETS &amp; HT Directorates</b>	<b>IA'S &amp; PMU</b>	<b>PFMA, IDMS, FIDPM &amp; PT IRM Guidelines, Infrastructure Procurement Policy, Framework Maintenance Agreements, SDA, ECDOH Procurement Plan, EOY &amp; Annual Reports, APP &amp; Operational Plan &amp; Service Delivery Agreements (where relevant)</b>	<b>Monthly</b>
10.1	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	The Chief Director together with the delegated Program 8 Officials, ensure timeous submission of all Compliance reports and attend and present relevant information and reports at meetings.				
10.2	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for the Legislature, Parliamentary response, Public Protector & Office of the SG & MEC reports. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				

11	Operations - Procurement Plan Status update	Chief Directorate & all 4 Directorates	IA'S & PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, ECDOH Procurement Plan policies & guidelines	Monthly
11.1.	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	Lead by the Delivery Directorate & Monitoring & Evaluation the Chief Directorate together with the 4 Directorates facilitates engagement with Public Works (monthly) to update the status of Projects in Procurement for submission to the SCM & CFO for submission to PT				
11.2.	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for developing the Procurement Plan and provide Status updates. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
12	Operations - Review and updating of SDA's	Chief Directorate & all 4 Directorates	IA'S & PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, ECDOH Procurement Plan policies & guidelines	Yearly
12.1.	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	Lead by Monitoring & Evaluation, Chief Directorate & all 4 Directorates facilitate value engineering sessions with Stakeholders & Implementing Agents to review and update service delivery agreements for submission to the SG for approval.				
12.2.	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for Review and updating of SDA's. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				

13	<b>Operations - Monitoring of Programmes &amp; Projects from Outsourced Entities and Implementing Agents</b>	Chief Directorate & all 4 Directorates	IA'S & PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, ECDOH Procurement Plan policies & guidelines	Monthly
13.1.	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	Lead by Director Delivery, Monitoring & Evaluation, the Chief Directorate & all 4 Directorates facilitate Monitor meetings with clear TOR's for reporting				
13.2.	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for Monitoring of Programmes & Projects from Outsourced Entities and Implementing Agents. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
14	<b>Operations &amp; Maintenance - HT</b>	HT Directorate	IA'S & PMU	PT Treasury procurement policy, ECDOH Procurement Plan	Day to Day & Yearly
14.1.	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	HT Directorate does assessments, compiles specifications, procurement plans, ECDOH Procures				
14.2.	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for HT related Operations & Maintenance Activities. 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				
15	<b>FIDPM Stage 0 - Clinical Brief in terms of SDM (Service Delivery Model)</b>	Planning Directorate	IA'S & PMU	PFMA, IDMS, FIDPM & PT Infrastructure Procurement Policy, Approved U-Amp & IPMP & SDM (Service Delivery Model) & Strategic decisions	As per IPMP & IPIP
15.1.	<b>Specification of activities, Process Flows, Reporting Protocols, Roles and responsibilities of Program 8 Health Facilities Management</b>				
	Prepare FIDPM Stage 0 Clinical Brief, facilitate engagements with the Clinical Cluster and end-user				
15.2.	<b>Specification of activities, reporting Protocols, Roles, responsibilities of PMU's</b>				
	1. The IA and or PMU receives Contract Instructions from the duly nominated Contract Administrator to provide the relevant resources and perform the activities and services in accordance with the prescribed timelines and frequency for developing the FIDPM Stage 0 - Clinical Brief in terms of SDM (Service Delivery Model). 2. The IA and or PMU submits to the Contract Administrator, the details in terms of quantum, estimated cost to perform the activities and services and proceeds only on receiving a written instruction.				

## **C3.5 Description of Resources & Discipline Specific Built Environment Professional Services required for: District-based GSA PMU Services (PMU 1 & 2)**

- a) The District-based PMU Leader (Program Manager) for the District-based GSA PMU Services**
  - i. The District-based **PMU Leader (Program Manager)** means the person appointed by the Employer to manage and administer the services of all other resources and professionals in the PMU, and are responsible for all activities of the District based (GSA) PMU.
  - ii. The **District-based PMU Leader (Program Manager)** shall be professionally registered with relevant experience in the planning, delivery and management of all types of health facility projects. Registration with the relevant Statutory body is a requirement.
  - iii. The Scope of the Professional Services required under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
  - iv. Where relevant, the District-based PMU Leader (Programme Manager) will also conduct, administer, and be responsible for minutes of "PCU" (Planning Commissioning Unit) meetings during all FIDPM stages of the proposed infrastructure improvement schemes, with the Facility Managers and their core management team, including clinicians where relevant, as a minimum, once a month.
- b) Construction Contracts Management Services / Principal Agent Services.**
  - i. The role and functions of the Contracts Managers / principal agent / Contract Administrator shall be as described in the JBCC principal agreement and or other relevant CIDB approved Construction Contracts.
  - ii. Principal Agent means the person appointed to fulfil the obligations of the agreed form of contract during FIDPM Stages 5, 6 & 7.
  - iii. The Scope of the Professional Services required under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
- c) Architectural Services.**
  - i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
  - ii. The resources employed shall be registered with the South African Council for the Architectural Profession (SACAP) (Architectural Profession Act of 2000 (Act No. 44 of 2000)).
  - iii. Architectural Services include Condition & Suitability Assessments, preparation of as-built drawings, the planning and design of buildings for the use of people by the creative organization of materials and components with consideration to mass, space, form, volume, texture, structure, light, shadow, materials and the project brief.
  - iv. Where applicable, submit and obtain Municipal approval of a Site Development Plan and Building Plans with the aim of obtaining Occupation certificates for the various Scope Areas.
  - v. As-built drawings, Condition & Functionality Assessment reports of all buildings in terms of the GIAMA guidelines where relevant.

- vi. Where applicable, prepare and present detailed Room data sheet drawings and illustrations for each room during the FIDPM Design Development Stage 3 & Design Documentation Stage 4 where relevant.

**d) Quantity Surveying Services.**

- i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
- ii. The resources employed shall be registered with the South African Council for the Quantity Surveying Profession (SACQSP) (Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000).
- iii. Quantity surveying (cost management) include the provision of expert, professional services and advice on construction procurement, contracting and costs.

**e) Civil Engineering Services.**

- i. The Scope of the Professional Services required under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
- ii. The resources employed shall be registered with the Engineering Council of South Africa (ECSA) (Engineering Profession Act of 2000 (Act No. 46 of 2000)
- iii. Civil engineering Services include the planning and design of earthworks, dredging and geotechnical processes, transportation, water supply and treatment, drainage and sewerage systems and storm water control and.
- iv. Geotechnical engineering Services which include the evaluation of the geotechnical characteristics of a site and the provision of specialist advice on the behavior and engineering properties of on-site earth materials and the design of earthworks and foundations for structures.
- v. As-built drawings, Condition & Functionality Assessment reports of all buildings in terms of the GIAMA guidelines

**f) Structural Engineering Services.**

- i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
- ii. The resources employed shall be registered with the Engineering Council of South Africa (ECSA) (Engineering Profession Act of 2000 (Act No. 46 of 2000)
- iii. Structural engineering Services include the designing of the structures to withstand the loads that they are likely to be subjected to safely and without loss of function.
- iv. As-built drawings, Condition & Functionality Assessment reports of all buildings in terms of the GIAMA guidelines
- v. Roof truss inspections, designing new roof trusses and issuing of roof truss compliance certificates for existing trusses and new trusses.

**g) Electrical and Electronic Engineering Services.**

- i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.

- ii. The resources employed shall be registered with the Engineering Council of South Africa (ECSA) (Engineering Profession Act of 2000 (Act No. 46 of 2000)
- iii. Electrical and Electronic Engineering Services include the planning and design of systems for generating, transmitting, distributing and utilizing electrical energy.
- iv. Electronic Engineering Services include services related to the provision of electronic systems and detailing the terminations, signals and interconnections of electronic components as distinct from conventional electrical HV, MV and LV systems and related reticulation – including but not limited to access control, nurse call systems, fire detection and alarm systems, CCTV, BMS and ICT.
- v. As-built drawings, Condition & Functionality Assessment reports of all buildings in terms of the GIAMA guidelines
- vi. Preparing and presenting detailed Room data sheet drawings and illustrations for each room during the FIDPM Design Development Stage 3 & Design Documentation Stage 4.

**h) Mechanical Engineering Services.**

- i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
- ii. The resources employed shall be registered with the Engineering Council of South Africa (ECSA) (Engineering Profession Act of 2000 (Act No. 46 of 2000)
- iii. Mechanical engineering Services include the planning and design of plant and systems for lifting, hoisting and materials handling, turbines, pumps and fluid power, heating, cooling, and ventilating and air-conditioning and.
- iv. Fire engineering which includes the planning and designing of fire protection system to protect people and their environments from the destructive effects of fire and smoke.
- v. As-built drawings, Condition & Functionality Assessment reports of all buildings in terms of the GIAMA guidelines.
- vi. Preparing and presenting detailed Room data sheet drawings and illustrations for each room during the FIDPM Design Development Stage 3 & Design Documentation Stage 4.

**i) Construction Health & Safety Agent Services.**

- i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines, scope and and code of conduct to achieve the (FIDPM) deliverables.
- ii. Asisst in reviewing and advising contractors on the construction work permit applications to DoL
- iii. The Construction Health and Safety Agent shall be registered with the South African Council for the Project and Construction Management Professions (SACPCMP) (Project and Construction Management Profession Act of 2000 (Act No. 48 of 2000) as a Professional Construction Health & Safety Agent (PrCHSA) to perform the required functions.
- iv. The PrCHSA will on behalf of the client apply to the provincial director in writing at least 30 days before construction work is carried out where applicable (Depending on the contract value and the duration of the project) for a construction work permit to perform construction work.
- v. The Construction Health and Safety Professional will manage health and safety on a construction project for the client to prevent and limit project risks.
- vi. Attending Site/and or Technical meetings on behalf of the Department.

- vii. The Construction Health and Safety Professional will periodically or as and when required report to the Occupational Health Safety Manager in Head Office
- viii. Updating PMIS

- j) **Professional Construction Project Management Services – External Stakeholder Engagement and Secondary Social Deliverables.**
  - i. The Scope of the Professional Services required and offered under this discipline shall be in alignment with the relevant Statutory Council's professional services guidelines and code of conduct to achieve the (FIDPM) deliverables.
  - ii. The delivery of construction projects involves the manufacturing of a product on a site. The desire and expectations of the surrounding communities to become involved in and gain economically from projects in their area are genuine and cannot be dismissed and must be met. Local communities expect and demand participation in projects given that there are opportunities for numbers of skilled and semi-skilled persons on a site.
  - iii. The SACPCMP Professional responsible for External Stakeholder Engagement and Secondary Social Deliverables management, shall under the guidance of the Consortium Lead Consultant and in liaison with all the other Consortium members:
    - a. Deal with the demands of local communities and business forums through early and regular engagements and;
    - b. Deal with the risks posed by not accommodating the demands;
    - c. Depending upon the nature of the works, identify SMME subcontracting opportunities and requirements for several trades and local materials and facilitate, conduct and manage engagements with the stakeholders.
  - iv. For this programme to be successful and sustainable, the social facilitator must perform strategic and technical support in line with the expected deliverables of the programme:
    - a. To develop a social facilitation Implementing Plan.
    - b. To facilitate stakeholder engagement both at management and stakeholder level
    - c. To provide inputs to the Risk Management Plan
    - d. To develop and manage the Communication Plan
    - e. To provide input into the Monitoring and Reporting tool for the projects (with reference to employment, training and SMME development reports)
    - f. To develop and apply conflict resolution mechanisms
    - g. To craft and implement interventions and mitigation strategies
  - v. Furthermore, Social facilitators deal with the day-to-day operations of the project such as:
    - a. Environmental scanning.
    - b. Identification of existing stakeholders and their role thereof.
    - c. Setting up the local governing structures, provide capacitation and ensure sign-off of the Development Charters.
    - d. Ensure smooth decanting and beneficiation processes.
    - e. Manage and monitor risk.
    - f. Manage conflict resolution between the communities and site agents.
    - g. Formulate co-ordination of the strategies and the implementation of the systems of regular reporting to the relevant structures such as PSP Team, PSC Committee, the DEPARTMENT OF HEALTH, including local structures linked to the projects such as

- Building Steering Committees for Health programme and other stakeholders in accordance with relevant protocols.
- h. Create an enabling environment for the implementation of the programme, through the promotion of partnerships between the Health Districts, community structures, and the DEPARTMENT OF HEALTH.
- i. Prepare documentation for proper handover of the projects once completed (report).
- vi. Ensure that all relevant legislation is complied with during project implementation.
- vii. Project Outputs/Deliverables.
  - a. Inception Report: The report shall cover an overall project plan (inclusive of a project schedule) with intermediate and final outputs, proposed methodology and identified timeframes/milestones.
  - b. Stakeholder mapping report: The report shall indicate all stakeholders that are relevant to the projects include, their interests, influence,
  - c. Evidence of stakeholder consultation and community mobilization: The minutes of all meetings held with the relevant stakeholders, including a summary of community mobilization meeting outcomes, shall be provided. In addition, practical information with clear step-by-step guidelines for field facilitators (inclusive of local community members) engaging with the community shall also be provided.
  - d. Evidence of community awareness raising: Report on all community awareness raising activities shall be provided.
  - e. Evidence of Project Steering Committee establishment: The Terms of Reference for each project Steering Committee shall be provided in a format to be agreed to with DEPARTMENT OF HEALTH. Project Steering Committee Skills Audit Report: A report outlining the skills set of members of the Project Steering Committee shall be provided.
  - f. Project Steering Committee Members" Capacitation Report: A report regarding the training of Project Steering Committee on their roles and responsibilities, procedural terms for meetings and conflict resolution shall be provided.
  - g. Final Report: An overall Social Facilitation report shall be submitted to, and accepted by the DEPARTMENT OF HEALTH.
  - h. Monthly EPWP Reporting
  - i. CLO duties and responsibilities

**k) Works Inspectors**

- a. Assessment of maintenance requests received through the call centre for unplanned emergency maintenance and/or planned maintenance to determine the nature of intervention required, perform the actions & activities as described in the Specifications & Scope of Work.
- b. Inspection, approving & certification of quality and quantities of work done performed by contractors.

**l) Financial & Administration Support Services**

- a. Perform the Financial & Administration Support Services required as described in the Specifications & Scope of Work.
- b. Updating payments on PMIS

**Table 1: Specifications for Competency Profile & Experience requirements for District-based GSA PMU Resources (PMU 1 & 2): Qualifications & Experience**

Notes:

1. The competencies & experience of the key persons who will be performing the PMU Services will be evaluated in terms of their academic qualifications and experience.

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
1	PMU Leader / GSA PMU Manager District Based (Senior)	Name & Surname	NQF 7 (Built Environment) Registration as professional and must be registered as Pr Technologist / Pr Eng / Pr Arch / Pr QS		10 Years Post Registration experience in Public Infrastructure delivery and programme management.	
2	Manager: Construction Contracts Services	Name & Surname	NQF 7 (Built Environment) Registration as Pr Tech/ Pr Eng / Pr Technologist / Pr Arch / Pr QS		5 Years Post Registration and registered as Pr Eng / Pr Tech Eng / Pr Arch / Pr QS experience in construction	

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
					contracts related to public sector Infrastructure delivery as a consultant.	
3	Quantity Surveying Services	Name & Surname	NQF 7(Quantity Surveying) Registration with as Pr QS		6 Years Post Registration Experience	
4	Architectural Services	Name & Surname	NQF7 (5 Year University Degree in Architecture) Registration with SACAP as Pr Arch		6 Years Post Registration Experience	
5	Electrical Engineering Services	Name & Surname	NQF7(Electrical Engineering) Registration with ECSA as a Pr Eng / Pr Tech Eng		6 Years Post Registration Experience	
6	Mechanical Engineering Services	Name & Surname	NQF7(Mechanical Engineering) Registration with ECSA as a Pr Eng / Pr Tech Eng		6 Years Post Registration Experience	
7	Civil and Structural Engineer Services	Name & Surname	NQF7(Civil Engineering) Registration with		6 Years Post Registration Experience	

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
			ECSA as Pr Eng / Pr Tech Eng.			
8	Construction Project Manager Services	Name & Surname	NQF6( Building and Construction Management) SACPCMP as a Construction Project Management Professional		6 Years Experience in Construction Project Management	
9	Occupational Health and Safety Services	Name & Surname	NQF 6(Built Environment) Registration with SACPCMP as a Professional Construction Healthy and Safety Agent.		6 Years Experience in Construction Health and Safety	
10	Stakeholder Engagement Specialist Services	Name & Surname	Relevant NQF 6 in Social Sciences or Public Relations		6 Years Post Qualification Experience in Project Initiations, Community Engagements, Community Project "buy in"	

	<b>Category of GSA District-Based PMU Resources required</b>	<b>Name &amp; Surname of Multi-Disciplinary Consortium Leader</b>	<b>Competence Profile required</b>	<b>Competence Profile offered</b>	<b>Relevant Experience required</b>	<b>Relevant Experience offered</b>
10	Works Inspectorate Services	Name & Surname	NQF6(Buildings or Construction Management)		6 Years Post Qualification Experience	
11	Financial Support, Administration Support and PMIS Services	Name & Surname	NQF7(Financial Management or Accounting or Construction Economics)		6 Years Post Registration Experience	

## **C3.6 Description of Resources & Discipline Specific Built Environment Professional Services required for: Provincial Head Office-based PMU Services (PMU 3):**

- a) PMU Chief Program Manager (Leader)& Assistant at GSA – Provincial Head Office**
  - 1. The PMU Chief Programme Manager (Leader) & Assistant means the persons appointed by the Employer to manage and administer the services of all other resources and professionals in the PMU, and are responsible for liaising with and overseeing and assisting with the management of the District based (GSA) PMU Contracts
  - 2. The resources shall be responsible for the relevant Key Performance Areas and deliverables as described in C3.4 Specifications for: Provincial Head Office Program 8 PMU Services:
  - 3. The resources offered shall have the relevant competency & experience profile as specified in **Table 2** here below.
- b) PMU Planning Directorate Program Manager (Leader)**
  - 1. The **PMU Planning Directorate** Programme Manager (Leader) & Assistant means the persons appointed by the Employer to manage and administer the services of all other resources and professionals under the relevant Directorate, Key Performance Areas and deliverables as described in **C3.4** Specifications for: Provincial Head Office Program 8 PMU Services.
  - 2. The resources offered shall have the relevant competency profile as specified in **Table 2** here below.
- c) PMU Delivery Directorate Program Manager (Leader)**
  - 1. The **PMU Delivery Directorate** Programme Manager (Leader) & Assistant means the persons appointed by the Employer to manage and administer the services of all other resources and professionals under the relevant Directorate, Key Performance Areas and deliverables as described in **C3.4** Specifications for: Provincial Head Office Program 8 PMU Services.
  - 2. The resources offered shall have the relevant competency profile as specified in **Table 2** here below.
- d) Finance Manager (Leader)**
  - 1. The PMU Delivery Directorate **Finance Manager** (Leader) & Assistant means the persons appointed by the Employer to manage and administer the services of all other resources and professionals under the relevant Directorate, Key Performance Areas and deliverables as described in **C3.4** Specifications for: Provincial Head Office Program 8 PMU Services.
  - 2. The resources offered shall have the relevant competency profile as specified in **Table 2** here below.
- e) PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Leader)**
  - 1. The PMU (ETS) Directorate Programme Manager (Leader) & Assistant means the persons appointed by the Employer to manage and administer the services of all other resources and

professionals under the relevant Directorate, Key Performance Areas and deliverables as described in **C3.4 Specifications for: Provincial Head Office Program 8 PMU Services.**

2. The resources offered shall have the relevant competency profile as specified in Table 2 here below.

**f) PMU Health Technology (HT) Directorate Programme Manager (Leader)**

1. The PMU (HT) Directorate Programme Manager (Leader) & Assistant means the persons appointed by the Employer to manage and administer the services of all other resources and professionals under the relevant Directorate, Key Performance Areas and deliverables as described in **C3.4 Specifications for: Provincial Head Office Program 8 PMU Services.**
2. The resources offered shall have the relevant competency profile as specified in Table 2 here below.

**g) PMU Health Planner (Leader)**

1. The PMU Health Planner (Leader) & Assistant means the persons appointed by the Employer to assist with Health Planning related services Performance Areas and deliverables as described in **C3.4 Specifications for: Provincial Head Office Program 8 PMU Services.**
2. The resources offered shall have the relevant competency profile as specified in Table 2 here below.

**h) Architect, QS,**

1. These resources means the persons appointed by the Employer to assist with discipline specific activities & performance Areas and deliverables as described in **C3.4 Specifications for: Provincial Head Office Program 8 PMU Services.**
2. The resources offered shall have the relevant competency profile as specified in Table 2 here below.

**i) Administrative Support**

3. These resources means the persons appointed by the Employer to assist with administrative specific activities & performance Areas and deliverables as described in **C3.4 Specifications for: Provincial Head Office Program 8 PMU Services.**
4. The resources offered shall have the relevant competency profile as specified in Table 2 here below.

**Table 2: Specifications for Competency Profile & Experience requirements for Provincial Head Office PMU3 Resources**

Notes:

- a) The competencies of the key persons who will be performing the PMU Services will be evaluated in terms of their academic **qualifications and experience**.

<b>Table 2: Specifications for Competency Profile &amp; Experience requirements for (GSA) - Provincial Head Office PMU Resources</b>
<b>Key Performance Areas &amp; Deliverables: As per C.3 Specifications</b>
<b>End of Year Report, Annual Report, U-Amp, IPMP, IPIP, BFI Applications, WIPS Registers, Immovable Asset Registers, AG RFI's, AG COAF's, Audit Improvement Plans (AIPS), Risk Registers &amp; compliance reports, PMIS &amp; IRM, Audit Committee Meetings &amp; Audit Work Group Meetings, Legislature, Parliamentary responses, Public Protector &amp; Office of the HOD &amp; MEC reports, Operations - Procurement Plan Status update, Review and updating of SDA's, Monitoring of Programmes &amp; Projects from Outsourced Entities and Implementing Agents, Operations &amp; Maintenance - HT, Clinical Briefs in terms of SDM (Service Delivery Model), Training &amp; Capacitation Programs (Skills transfer)</b>

Resource No.	Category of PMU3- Head Office Based Resources required	Name & Surname	Competence Profile required	Competence Profile offered	Relevant Experience required	Relevant Experience Offered
1	PMU Chief Programme Manager (Leader)	Name & Surname	NQF7 (Built Environment) and Registration as a Professional with SACPCMP or SACQSP or SACAP(Pr Arch) or ECSA as Pr Technician/Pr Technologist/ Pr Eng/Pr Cert Eng.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [8–10 years]. 5 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
2	PMU Chief Assistant Programme Manager (Operations & Support)	Name & Surname	NQF7 (Built Environment) and Registration as a Professional with SACPCMP or SACQSP or SACAP(Pr Arch) or ECSA as Pr Technician/Pr Technologist/ Pr Eng/Pr Cert Eng.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes 3–5 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	

3	PMU Planning Directorate Programme Manager (Leader)	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [5–8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
4	PMU Architects	Name & Surname	NQF 7 in Built Environment and Registration with SACAP as a Professional Architect. .		6 Years Post Registration Experience	
5	PMU Electrical Engineer	Name & Surname	NQF 7 in Built Environment and Registration with ECSA as a Professional Engineer/Technologist/Technician		6 Years Post Registration Experience	
6	PMU Civil/Structural Engineer	Name & Surname	NQF 7 in Built Environment and Registration with ECSA as a Professional Engineer/Technologist/Technician		6 Years Post Registration Experience	

7	PMU Mechanical Engineer	Name & Surname	NQF 7 in Built Environment and Registration with ECSA as a Professional Engineer/Technologist/Technician		6 Years Post Registration Experience	
8	PMU - Quantity Surveyor	Name & Surname	NQF 7 in Built Environment and Registration with SAQPS as a Professional Quantity Surveyor .		6 Years Post Registration Experience	
9	PMU Administration Support	Name & Surname	NQF 6 in Administration or related qualification.		Administrative Support services experience (3– 5 years)	
10	PMU Assistant Programme Manager (Operations & Support).	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [5– 8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	

11	PMU Delivery Directorate Programme Manager (Leader)	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional .		Public Sector Management and/or related Management experience in the design and delivery of Infrastructure programmes [5–8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
12	PMU Delivery Directorate Assistant Programme Manager (Operations & Support)	Name & Surname	Built Environment Degree, NQF 7 Built Environment, Registration as a Built Environment Professional.		Public Sector Management or related Management experience in the design and delivery of Infrastructure programmes [5–8 years]. 3 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents.	

13	PMU Delivery Directorate Finance Manager (Leader)	Name & Surname	Economic Sciences Qualification, NQF7, Financial Management or Accounting or Construction Economics.		Public Sector Management or related Management experience in the Finance Management of delivery of Infrastructure programmes [8–10 years]. 5 Years' senior management experience in Government Infrastructure Departments and or Government Implementing Agents	
14	PMU Delivery Directorate Assistant Finance Manager (Support)	Name & Surname	Economic Sciences Qualification.		3 – 5 Years appropriate experience in Government Finance Management, from a infrastructure perspective, post qualification	
15	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Leader)	Name & Surname	NQF 7 in Mechanical Engineering. Registration with ECSA as a Professional Engineer/Technologist/Technician		Public Sector Management or related Management experience in the Government Engineering & Technical Services (ETS), delivery of Infrastructure programmes [5–8 years]. 3 Years' senior	

					management experience in Government Infrastructure Departments and or Government Implementing Agents	
16	PMU Engineering & Technical Services (ETS) Directorate Programme Manager (Support)	Name & Surname	Engineering Sciences Qualification (Mechanical Engineering Qualification		4 – 5 Years appropriate experience in Government Engineering & Technical Services (ETS), from a infrastructure perspective, post qualification	
17	PMU Health Technology (HT) Directorate Programme Manager (Leader)	Name & Surname	At least a National Diploma in Electrical, Mechanical or Clinical Engineering. A post-graduate Qualification in either Healthcare technology Management, Engineering Management or Project Management will be an added advantage.		At least 8 years experience in a Health Technology Management setup, post qualification. 3 years must be at least in management of Government HT planning, acquisitioning, commissioning and maintenence. Experience in HT projects oversight essential.	
18	PMU Health Technology (HT) Directorate Assistant Programme	Name & Surname	At least a National Diploma in Electrical, Mechanical or Clinical Engineering.		2 – 3 Years appropriate experience in Government Health Technology (HT)	

	Manager (Support)				from a infrastructure perspective, post qualification	
19	PMU Health Planner (Leader)	Name & Surname	A qualification in built environment and health sciences. A health facilities planning qualification will be an added advantage.		3 – 5 Years experience in planning, design, development and commissioning of healthcare infrastructure. Experience in functional performance assessment of healthcare infrastructure is essential.	
20	Financial & Administration Support)	Name & Surname	NQF Level 7 in Economic Sciences Qualification.		3 – 5 Years experience	
21	PMU Health and Safety (Support)	Name & Surname	NQF 6(Built Environment) Registration with SACPCMP as a an OHS Professional		2 – 3 Years experience	
22	Contracts Manager	Name and Surname	NQF 7(Architecture, Quantity Surveying, Construction Management or Building Studies) and Registration with SACPCMP as a Project Manager		3 Years Experience in Construction Contracts	
			OR NQF 7 recognised by SAQA ; LLB/ BJURIS/ BPROC / Bachelor of Laws OR NQF 7 recognised by SAQA in Logistics / Supply chain management / Finance		6 Years experience in construction contracts	

## Part C4: Site information

All Health Facilities listed below forms part of the Site Information for the 3 GSA PMU Areas.

DISTRICT	Clinics	CHC	Hosp	DH	TB	Psych	Reg	Tert	Other
<b>Alfred Nzo</b>	72	2	7	5	1	0	1	0	0
<b>Amathole</b>	144	5	14	12	1	1	0	0	0
<b>BCM</b>	74	5	6	2	1	0	1	1	1 (NH)
<b>C Hani</b>	152	7	16	14	0	1	1	0	0
<b>Joe Gqabi</b>	52	0	11	11	0	0	0	0	0
									1
<b>NMMBM</b>	39	9	8	1	3	1	1	1	(PEPH)
									1
<b>OR Tambo</b>	141	10	13	9	0	0	2	0	(Bedf)
<b>Sarah Baartman</b>	60	3	15	10	4	1	0	0	0
<b>TOTAL</b>	734	41	90	65	10	4	6	2	3