



Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal.

Reference is to be made to  
Clause F.1.2 and F.3.2  
of the Conditions of Tender.

## Human Settlements

# PROCUREMENT DOCUMENT PROFESSIONAL SERVICES

**CONTRACT No:** 1H-18433

**TITLE:** Professional Services Contract for The Design and Construction Monitoring of 250 New Units at Klaarwater Community Residential Units (CRU)

Issued by: Human Settlements

Date of Issue June 2022

**Document Version : 01/04/2021**

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**PART T1 : TENDERING PROCEDURES**  
**T1.1 : TENDER NOTICE AND INVITATION TO TENDER**

Tenders are hereby invited for the works to [Professional Services Contract for The Design and Construction Monitoring of 250 New Units at Klaarwater Community Residential Units (CRU) .]

The Employer is the eThekweni Municipality as represented by: Head of Department : HUMAN SETTLEMENT

Tenders must be submitted on official tender documentation issued (in electronic format) by the eThekweni Municipality.

- Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Website. The entire document should be printed and suitably bound by the tenderer.

(F.2.7) **There will be no clarification Meeting. Bidders are requested to submit email queries related to the bid. All email queries are to be submitted by 2022-07-01 Email questions and answers will be consolidated and posted on eTenders/Municipal website for the benefit of all tenderers by 2022-07-08.**

(F.2.13) Tender offers shall be delivered to:

City Engineer Building  
Ground Floor Foyer, Engineering Unit,  
Municipal Centre  
166 K.E. Masinga Road (formerly Old Fort  
Road)  
DURBAN

(F.2.15) Tender offers shall be delivered:

15 July 2022 **Error! Reference source not found.**  
at or before 11:00

**Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data**

## **PART T1 : TENDERING PROCEDURES**

### **T1.2: TENDER DATA**

#### **T1.2.1 STANDARD CONDITIONS OF TENDER**

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (July 2015) as published in Government Gazette No 38960, Board Notice 136 of 10 July 2015.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

#### **T1.2.2 TENDER DATA**

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

**F.1.1 The employer :** The Employer for this Contract is the eThekweni Municipality as represented by: [Human Settlements](#)

**F.1.2 Tender documents:** The Tender Documents issued by the Employer comprise the documents as per the **INDEX** of this Tender Document.

Tenders must be submitted on official tender documentation issued (in electronic format) by the eThekweni Municipality.

- Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal. The entire document should be printed and suitably bound by the tenderer.

In addition, Tenderers are advised in their own interest, to obtain their own copies of the following acts, and regulations or standard documents, referred to in this document:

- The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, and the Construction Regulations 2014.
- The Preferential Procurement Policy Framework Act No 5 of 2000, and the Preferential Procurement Policy Framework Act Regulations (January 2017).
- The Construction Industry Development Board Act No 38 of 2000 and the Regulations (2013)
- CIDB Standard for Uniformity in Construction Procurement (July 2015).
- The Employer's current Supply Chain Management Policy.

**F.1.4 The employer's agent :** The Employer's agent is :

Name : [Khethiwe Phewa](#)  
Tel : [031 322 5958 \(t\)](#)  
Email : [khethiwe.phewa@durban.gov.za](mailto:khethiwe.phewa@durban.gov.za)

**F.2.1 Eligibility :** A Tenderer will not be eligible to submit a tender if:

- (a) the Tenderer submitting the tender is under restrictions or has principals who are under

- restriction to participate in the Employer's procurement due to corrupt or fraudulent practices;
- (b) the Tenderer does not have the legal capacity to enter into the contract;
  - (c) The Tenderer does not comply with the legal requirements stated in the Employer's current SCM Policy;
  - (d) The Tenderer cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract.
  - (e) at the time of closing of tenders, the Tenderer is not registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture.
  - (f) If the tenderer is required by law to prepare annual financial statements for auditing, the tenderer must submit their audited annual financial statements:
    - i) for the past three years; or
    - ii) since their establishment if established during the past three years;
- If the tenderer is not required by law to prepare audited financial statements, then the tenderer must submit a Public Interest (PI) Score, whereby if the PI score is above 350 points then the bidder must submit audited financial statements.

- F.2.1.1** Only those respondents who satisfy the following eligibility criteria are eligible to submit a tender:
- 1) Extensive experience in housing (or similar) type projects
  - 2) Valid original tax clearance for "Tender" issued by SARS (Tax clearance certificate for "Good standing" will NOT be accepted).
  - 3) Provide certified copies of academic and professional certificates of Key Personnel/team.
  - 4) Certified registration with relevant statutory bodies

**F.2.2.2 The cost of the tender documents:**

"Documents may be obtained, free of charge, in electronic format, from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal. The entire electronically downloaded document should be printed and suitably bound by the tenderer.

**F.2.7 Clarification meeting :** There are no compulsory clarification meetings.

**F.2.12 Alternative tender offers :** No alternative tender offers will be considered.

**F.2.13 Submitting a tender offer :** The following applies to this tender

- **F.2.13.3:** Tender offers shall be submitted as an original only;
- **F.2.13.5:** Identification details to be shown on each tender offer package, are: Contract No., Contract Title, Tenderers Name, Contact Address;
- **F.2.13.9 :** Telephonic, telegraphic, telex, facsimile, posted or e-mailed tender offers will not be accepted.

**F.2.15 Closing time :** The closing time and the address for delivery of tender offers is :

Closing Date : 15 July 2022  
Closing Time : at or before 11:00  
Delivery Address : City Engineers Building, Municipal Centre,  
166 K.E. Masinga Road (formerly Old Fort Road)  
DURBAN

**F.2.16 Tender offer validity :** The Tender Offer validity period is 84 Days from the closing time for submission of tenders.

**F.2.23 Certificates :** Refer to **Part T2.1.2** for a listing of certificates that must be provided with the tender.

**F.3.4 Opening of Tender Submissions :** Tenders will be opened immediately after the closing time for tenders. The public reading of tenders will take place in **the Boardroom, 6th Floor, Municipal Building, 166 KE Masinga Road**

**F.3.11 Evaluation of Tender Offers :** The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy, the Preferential Procurement Policy Framework Act No 5 of 2000, and the Preferential Procurement Policy Framework Act Regulations (January 2017).

- The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule;
- The procedure for the evaluation of responsive tenders is **Method 2**;
- The **80/20** preference points system will be used where the financial value (incl. VAT) of one or more responsive tender offers have a value that equals or is less than R 50,000,000. The Formula used to calculate the **Price Points** will be that in F.3.11.3.4(a) and the **Preference Points** will be allocated according to the 2017 PPPFA Regs.
- The **90/10** preference points system will be used where the financial value (incl. VAT) of all responsive tenders received have a value in excess of R 50,000,000. The Formula used to calculate the **Price Points** will be that in Cl. F.3.11.3.5(a) and the **Preference Points** will be allocated according to the 2017 PPPFA Regs.
  - The minimum number of evaluation points for Quality is **70**, although no individual quality criteria shall be below 70
  - The quality criteria and maximum score in respect of each of the criteria are as follows:

Quality criteria	Subcriteria	Maximum number of points	Evaluation Schedule(s)
Approach Paper / Methodology / Programme	Methodologies to be adopted, project plan and programme, procedures and associated resources, risk management	20	A1
Tenderer's experience	Experience of service provider in undertaking work of similar type	30	A2
Project Organogram and Experience of Key Staff	a. Project Manager (Pr. CPM) b. Town / Urban Planner ( Pr. Planner.) c. Architect (Pr. Arch. OR Pr. S.Arch. T.) d. Civil Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.) e. Structural Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.) f. Electrical Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.) g. Mechanical Engineer/ Technologist (Pr. Eng. OR Pr. Tech. Eng.) h. Quantity Surveyor (Pr. QS) i. Geotechnical Engineer/Technologist ( Pr. Sci Nat.) j. Land Surveyor ( Pr. Surveyor) k. Environmental Control Officer (ECO) l. Social Facilitator	5 3 5 5 5 5 5 5 5 3 2 2	A3
<b>Maximum possible score for quality (Ms)</b>		100	

- Each evaluation criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively;
- The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows:

Level	Score	Prompt for judgement
0	0	Failed to address the question / issue
1	40	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
2	70	Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought
3	90	Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.
4	100	Excellent – response / answer / solution gives real confidence that the tenderer will add real value.

Level	Pts	Criterion : Approach / Methodology
0	0	No response/ no documents submitted
1	40	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The programme is poor and has missed critical aspects
2	70	The approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project.  The project plan and manner in which risk is to be managed etc is tailored to the key aspects of the programme.  The programme is adequate.
3	90	The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution.  The project plan and approach to managing risk etc is tailored to the critical characteristics of the project.  The programme is good and has allowed for all critical aspects
4	100	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches.  The programme is well thought out and makes allowance for all the key risk areas.  The approach paper details ways to improve the project outcomes and the quality of the outputs

Level	pts	Criterion: Tenderer's Experience
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	To have successfully completed (1) <u>projects</u> of a similar nature within the past 10 years.
2	70	To have successfully completed (2) <u>projects</u> of a similar nature within the past 10 years..
3	90	To have successfully completed (3-4) <u>projects</u> of a similar nature within the past 10 years.
4	100	To have successfully completed (5) <u>projects</u> of a similar nature within the past 10 years.

Experience of Key Resources							
Job Title	Professional Registration Required	Number of Years' Relevant Experience					Total Points
		Score 0	Poor (score 40)	Satisfactory (score 70)	Good (score 90)	Very good (score 100)	50
Project Manager	Pr. CPM.	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Town Planner	Pr SACPLAN	No submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	3
Architect	Pr. Arch. OR Pr. S.Arch. T.	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Civil Engineer / Technologist	Pr. Eng. or Pr Tech Eng	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Structural Engineer/ Technologist	Pr. Eng. or Pr Tech Eng	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Electrical Engineer/ Technologist	Pr. Eng. or Pr Tech Eng	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Mechanical Engineer/ Technologist	Pr. Eng. or Pr Tech Eng	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Quantity Surveyor	Pr. QS	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Geotechnical engineer	Pr. Sci Nat	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	5
Land surveyor	GPr Ls	No Subbmission	≤ 3	>3 ≤ 7	> 7 ≤ 10	> 10	3
Environmentalist	ECO	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	2
Social Facilitator	N/A	No Submission	≤ 1	> 2 ≤ 3	> 4 ≤ 5	> 6	2
Note : "accredited degree / diploma" implies a minimum 3 yr qualification within the built environment, from a registered University or Institute of Technology.							

**F.3.13 Acceptance of tender offer :** In addition to the requirements of Clause F.3.13 of the Standard Conditions of Tender, tender offers will only be accepted if:

- (a) The tenderer submits a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Services, or has made



- arrangements to meet outstanding tax obligations;
- (b) 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;
  - (c) The tenderer has not:
    - Abused the Employer's Supply Chain Management System; or
    - Failed to perform on any previous contract and has a contract that been terminated due to no performance.
  - (d) 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;
  - (e) The Municipality does not bind itself to accept the lowest or any tender. It reserves the right to accept the whole or any part of a tender to place orders. Bidders shall not bind the Municipality to any minimum quantity per order. The successful Tenderer (s) shall be bound to provide any quantities stipulated in the specification.

**F.3.18**      **Copies of contract** : The number of paper copies of the signed contract to be provided by the Employer is ONE.

**The additional conditions of tender are:**

**F.2.6 Acknowledge addenda**

Add the following paragraphs to the clause:

“Acknowledgement of receipt will be by the return of the relevant completed and signed portion of the addenda, to the address / fax number / email address as specified on the addenda. Failure of the tenderer to comply with the requirements of the addenda may result in the tender submission being made non-responsive.”

**F.2.24 Appeals**

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the Municipality, may lodge an appeal within 14 days of the decision or action, in writing to the Municipality. All appeals (clearly setting out the reasons for the appeal) and queries with regard to the decision of award are to be directed to:

The City Manager

Attention Ms S. Pillay

eMail: [Simone.Pillay@durban.gov.za](mailto:Simone.Pillay@durban.gov.za)

P O Box 1394

DURBAN

4000

**F2.25 Prohibition on awards to persons in the service of the state**

Clause 44 of the Supply Chain Management Regulations states that the Municipality or Municipal Entity may not make any award to a person:

- (a) Who is in the service of the State;
- (b) If that person is not a natural person, of which a director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) Who is an advisor or consultant contracted with the municipality or a municipal entity.

Should a contract be awarded, and it is subsequently established that Clause 44 has been breached, the Employer shall have the right to terminate the contract with immediate effect.

**F.2.26 Code of Conduct and Local Labour**

The Tenderers shall make themselves familiar with the requirements of the following policies that are available on web address: <ftp://ftp.durban.gov.za/cesu/StdContractDocs/>:

- Code of Conduct;
- The Use of CLOs and Local Labour.

## **PART T2 : RETURNABLE DOCUMENTS**

### **T2.1 : LIST OF RETURNABLE SCHEDULES, FORMS, AND CERTIFICATES**

#### **T2.1.1 General**

The Tender Document must be submitted as a whole. All forms must be properly completed as required, and the document shall not be taken apart or altered in any way whatsoever.

The Tenderer is required to complete each and every Schedule and Form listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the Tenderer. Failure of a Tenderer to complete the Schedules and Forms to the satisfaction of the Employer will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive. The same applies to the Targeted Procurement Schedules.

#### **T2.1.2 Returnable Schedules, Forms and Certificates**

##### **Company Specific**

Certificate of Authority	11
Declaration of Municipal Fees	15
Compulsory Enterprise Questionnaire	16

MBD2 : Tax Clearance Certificate Requirements	18
MBD4 : Declaration of Interest	19
MBD5 : Declaration For Procurement Above R10 Million	21
MBD6.1 : Preference Points Claim Form ITO the Preferential Regulations	22
MBD8 : Declaration of Bidder's Past SCM Practices	23
MBD9 : Certificate of Independent Bid Determination	25

##### **Technical and Evaluation**

Details of proposed methodology/programme	28
Details of experience of tenderer	29
Details of experience of key staff	31

##### **Contractual**

Joint Venture Agreements (if applicable)	33
Record of Addenda to Tender Documents	34
Amendments, Qualifications and Alternatives	35
Form of Offer	37
Bill of Quantities / Priced Schedule of Activities	44

### **T2.1.3 Preferential Procurement Schedules and Affidavits**

In the event of the Tenderer not being registered with the eThekwini Municipality, the tenderer must register on the internet at [www.durban.gov.za](http://www.durban.gov.za) by following these links:

- eThekwini Municipality
- City Government
- Administration
- Administrative Clusters
- Finance
- Supply Chain Management
- Accredited Supplier and Contractor's Database.

#### **NOTES**

- (a) The information for registration as in the possession of the eThekwini Municipality will apply.
- (b) It is the Tenderer's responsibility to ensure that the details as submitted to the Municipality are correct.
- (c) Tenderers are to register prior to the submission of tenders.

### **T2.2 : RETURNABLE SCHEDULES, FORMS, AND CERTIFICATES**

returnable schedules, forms, and certificates as listed in T2.1.2 can be found on the pages [12](#) to [36](#)

### **CERTIFICATE OF AUTHORITY**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) JOINT VENTURE	(V) SOLE PROPRIETOR

**Tenderers are to attach Company / Close Corporation / Partnership / Joint Venture / Sole Proprietor registration certificates.**

**In the case of a Joint Venture, the Joint Venture Agreement and power of attorney are to be attached.**

**In the case of one-man concerns, ID certificates are to be attached.**

---

#### **(I) CERTIFICATE FOR COMPANY**

I, ....., chairperson of the Board of Directors of  
....., hereby confirm that by resolution of the Board (copy attached) taken on  
..... 20....., Mr/Ms ....., acting in the capacity of  
..... was authorised to sign all documents in connection  
with this tender and any contract resulting from it on behalf of the company.

**Chairman :** .....

**Date :** .....

**As Witnesses :** 1. .... 2. ....

---

**(II) CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as .....

..... hereby authorise Mr/Ms .....,

acting in the capacity of ....., to sign all documents in connection

with the tender for Contract No. .... and any contract resulting from it on our behalf.

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>DATE</u>

**Note :**      *This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.*

**(III) CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as .....

..... hereby authorise Mr/Ms .....,

acting in the capacity of ....., to sign all documents in connection

with the tender for Contract No. .... and any contract resulting from it on our behalf.

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>DATE</u>

**Note :**      *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

**(IV) CERTIFICATE FOR JOINT VENTURE**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Ms ..... , authorized signatory of the company, .....

..... acting in the capacity of lead partner, to sign all documents in

connection with the tender offer for Contract No. .... and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>DATE</u>

**Note :**      *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Joint Venture as a whole.*

**(V) CERTIFICATE FOR SOLE PROPRIETOR**

I, ....., hereby confirm that I am the sole owner of

the business trading as .....

**Signature of Sole owner :** .....

**Date :** .....

**As Witnesses :**      1. ....

2. ....

**DECLARATION OF MUNICIPAL FEES**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
(full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)  
(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an  
Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

Account

Account Number: to be completed by tenderer.

Consolidated Account No.

--	--	--	--	--	--	--	--	--	--	--	--	--

Electricity

--	--	--	--	--	--	--	--	--	--	--	--	--

Water

--	--	--	--	--	--	--	--	--	--	--	--	--

Rates

--	--	--	--	--	--	--	--	--	--	--	--	--

JSB Levies

--	--	--	--	--	--	--	--	--	--	--	--	--

Other

--	--	--	--	--	--	--	--	--	--	--	--	--

Other

--	--	--	--	--	--	--	--	--	--	--	--	--

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears. ATTACHED, to the back inside cover of this document, please find copies of the above account's and or agreements signed with the municipality.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThewini municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : .....

(Block Capitals)

SIGNATURE : .....  
(of person authorised to sign on behalf of the Tenderer)

DATE: .....



## **COMPULSORY ENTERPRISE QUESTIONNAIRE**

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

- 1) **Name of enterprise:** .....
- 2) **VAT registration number, if any:** .....
- 3) **CIDB registration number, if any:** .....
- 4) **Particulars of sole proprietors and partners in partnerships**

Full Name	Identity number*	Personal income tax number *

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

- 5) **Particulars of companies and close corporations**

Company registration number, if applicable: .....

Close corporation number, if applicable: .....

Tax Reference number, if any: .....

- 6) **Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Insert separate page if necessary

7) **Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Insert separate page if necessary

The undersigned, who warrant 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 exercise, or may exercise, control over the enterprise appears on the Register of Tender 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 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 tendering entities submitting tender offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed ..... Date .....

Name ..... Position .....

Enterprise Name .....

## **MBD 2 : TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1) In order to meet this requirement bidders are required to complete the TCC 001 : "Application for a Tax Clearance Certificate" form and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2) SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3) The original Tax Clearance Certificate must be submitted together with the bid (attached to the inside back cover of this procurement document). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4) In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5) Copies of the TCC 001 : "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za) .
- 6) Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za) .
- 7) Notwithstanding Clauses 1) to 6) above; since 18 April 2016, SARS has introduced a new Tax Compliance Status System (TCS). As part of this enhanced system, tenderers can now submit a Tax Compliance Status PIN instead of an original Tax Clearance Certificate (TCC). This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.  
For further particulars please contact your nearest SARS branch, or call the SARS Contact Centre on 0800 00 7277, or log onto SARS eFiling.

**Attach a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Service, to the inside back cover of this procurement document**

#### **MBD 4 : DECLARATION OF INTEREST**

1. No bid will be accepted from persons "in the service of the state<sup>1</sup>".
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative .....
- 3.2 ID Number of bidder or his or her representative .....
- 3.3 Position occupied in the enterprise (dir, trustee, shareholder<sup>2</sup>) .....
- 3.4 Company registration number .....
- 3.5 Tax Reference number .....
- 3.6 VAT registration number .....
- 3.7 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state? YES / NO  
3.8.1 If yes, furnish particulars .....
- 3.9 Have you been in the service of the state for the past twelve months? YES / NO  
3.9.1 If yes, furnish particulars .....
- 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO  
3.10.1 If yes, furnish particulars .....

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars .....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars .....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars .....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract YES / NO

3.14.1 If yes, furnish particulars .....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity number	State Employee Number	Personal income tax number *

Signed ..... Date .....

Name ..... Position .....

Enterprise Name .....

**MBD 5 : DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

		Tenderers are to circle applicable	
1.0	Are you by law required to prepare annual financial statements for auditing?	YES	NO
1.1	If YES, you will be required to submit audited annual financial statements (on request during the tender evaluation period) for the past three years or since the date of establishment if established during the past three years.		
2.0	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	YES	NO
2.1	If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.		
2.2	If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this document).		
3.0	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES	NO
3.1	If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this document).		
4.0	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES	NO
4.1	If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this document).		
5.0	If the tenderer is not required by law to prepare audited financial statements, then the tenderer must submit a Public Interest (PI) Score, whereby if the PI score is above 350 points then the bidder must submit audited financial statements.		

I, the undersigned, certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

**MBD 6.1 (Reduced) : PREFERENCE POINTS CLAIM ITO THE PREFERENTIAL REGULATIONS)**

**1.0 GENERAL**

1.1 Preference points for this tender shall be awarded as per the Tender Data (T1.2.2 – F.3.11) and the Preferential Procurement Regulations (2017).

1.2 Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

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

**Attach the B-BBEE Verification Certificate to the inside back cover of this document.**

**2.0 DECLARATION**

2.1 B-BBEE Status Level of Contribution claimed: .....  
(tenderer to complete)

2.2 Will any portion of the contract be sub-contracted? (circle applicable) YES / NO

2.2.1 If YES, indicate:

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

(ii) the name of the sub-contractor? .....  
(tenderer to complete)

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

(iv) whether the sub-contractor is an EME? (circle applicable) YES / NO

2.3 I / we, the undersigned, certify that the B-BBEE status level of contribution indicated in paragraph 2.1 above qualifies the company / firm for preference points and I / we acknowledge that the remedies as per Clause 14 of the Preferential Procurement Regulations (2017) shall apply.

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

**MBD8 : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

This Municipal Bidding Document must form part of all bids invited. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- b) been convicted for fraud or corruption during the past five years;
- c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

In order to give effect to the above, the following questionnaire must be completed.

Tenderers are to  
circle applicable

- 1) Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).

YES NO

The Database of Restricted Suppliers now resides on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

If yes, furnish particulars .....

.....

- 2) Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

YES NO

The Register for Tender Defaulters can be accessed on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page.

If yes, furnish particulars .....

.....

- 3) Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

YES NO

If yes, furnish particulars .....

.....



Tenderers are to  
circle applicable

- 4) Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? YES NO

If yes, furnish particulars .....

.....

- 5) Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? YES NO

If yes, furnish particulars .....

.....

I, the undersigned, certify that the information furnished on this declaration form true and correct. I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

---

**MBD9 : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.

Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- (a) take all reasonable steps to prevent such abuse;
- (b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- (c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

The following MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the following Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

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

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

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid, in response to the invitation for the bid made by the Human Settlements : Human Settlements UNIT, do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation;
  - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding. (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.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation);
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid;
  - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

10. 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.

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

### **APPROACH PAPER / METHODOLOGY / PROGRAMME**

Tenderers must explain their understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies to be adopted, and should also include a project plan and programme which outlines processes, procedures and associated resources, indicates how risks will be managed and identifies what contribution can be made regarding value management.

Tenderers must attach their approach papers to this page. The approach paper should not be longer than 6 pages.

The scoring of the approach paper will be as follows:

Criterion : Approach / Methodology		
Level 0	0 pts	No response/ no documents submitted
Level 1	40 pts	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The programme is poor and has missed critical aspects
Level 2	70 pts	The approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project.  The project plan and manner in which risk is to be managed etc is tailored to the key aspects of the programme.  The programme is adequate.
Level 3	90 pts	The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects
Level 4	100 pts	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The programme is well thought out and makes allowance for all the key risk areas. The approach paper details ways to improve the project outcomes and the quality of the outputs

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

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

## **TENDERER'S EXPERIENCE**

The experience of the tendering entity or joint venture partners in the case of an unincorporated joint venture or consortium, as opposed to the key staff members / experts, in projects of similar type and scale ( 300 Sites) over the last ten(10) years will be evaluated. Tenderers must provide details of their experience.

Tenderers should very briefly describe their experience in working in human settlement projects in this regard and attach this to this schedule. Proof of participation / case studies and contact details of clients of the relevant projects must also be provided

The description should be put in tabular form with the following headings:

<b>Employer, contact person and telephone number, where available</b>	<b>Description of event</b>	<b>Detail of work undertaken, nature of work &amp; value</b>	<b>Date undertaken</b>
---	-----------------------------	--	------------------------

The scoring of the tenderer's experience will be as follows:

<b>Level</b>	<b>pts</b>	<b>Criterion: Tenderer's Experience</b>
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	To have successfully completed (1) <u>projects</u> similar to building (High Rise Hostels,High Rise Flats, High Rise Malls and High occupancy building) within the past 10 years.
2	70	To have successfully completed (2) <u>projects</u> similar to building (High Rise Hostels,High Rise Flats, High Rise Malls and High occupancy building) within the past 10 years..
3	90	To have successfully completed (3-4) <u>projects</u> similar to building (High Rise Hostels,High Rise Flats, High Rise Malls and High occupancy building) within the past 10 years.
4	100	To have successfully completed (5) <u>projects</u> similar to building (High Rise Hostels,High Rise Flats, High Rise Malls and High occupancy building) within the past 10 years.

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

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

[illegible]

## **EXPERIENCE OF KEY STAFF**

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience, level of education and training and positions held of each operational area team leader.
- 2) The skills and experience of the assigned staff in the specific operational areas. Linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to events e.g. local conditions, legislation, techniques etc.

CVs of the team director and team leaders as identified below of **not more than 2 pages each** should be attached to this schedule:

Each CV should be structured under the following headings:

Personal particulars	Qualifications	Skills	Name of current employer and position in enterprise	Outline of recent assignments / experience that has a bearing on the scope of work
----------------------	----------------	--------	---	--

The scoring of the experience of key staff will be as follows:

<b>Experience of Professional individual in executing work of similar to building (Hostels, Flats, Malls and High occupancy building)</b>							
Job Title	Professional Registration Required	Number of Years' Relevant Experience on projects of a similar to building (Hostels, Flats, Malls and High occupancy building)					Total Points
		Score 0	Poor (score 40)	Satisfactory (score 70)	Good (score 90)	Very good (score 100)	
Project Manager	Pr. CPM.	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Town / Urban Planner	Pr. Planner	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	3
Architect	Pr. Arch. OR Pr. S.Arch. T.	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Civil Engineer /Technologist	Pr. Eng, or Pr Tech Eng	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Structural Engineer /Technologist	Pr. Eng, or Pr Tech Eng	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Electrical Engineer /Technologist	Pr. Eng, or Pr Tech Eng	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Mechanical Engineer/ Technologist	Pr. Eng, or Pr Tech Eng	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Quantity Surveyor	Pr. QS	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5
Geotechnical Engineer/	Pr. Sci. Nat.	No Submission	≤ 3	> 3 ≤ 7	> 7 ≤ 10	> 10	5



Technologist							
Land Surveyor	Pr. Surveyor	No Submission	$\leq 3$	$> 3 \leq 7$	$> 7 \leq 10$	$> 10$	3
Environmental Control Officer (ECO)	No Pr Required but Relevant Qualifications and experience	No Submission	$\leq 3$	$> 3 \leq 7$	$> 7 \leq 10$	$> 10$	2
Social Facilitator	No Pr Required but relevant experience.	No Submission	$\leq 3$	$> 3 \leq 7$	$> 7 \leq 10$	$> 10$	2
<p>Note 1: "experience" implies experience on projects of a similar to building (Hostels, Flats, Malls and High occupancy building) with respect to the Scope</p> <p>Note 2: "accredited degree / diploma" implies a minimum 3 yr qualification within the built environment, from a registered University or Institute of Technology.</p>							

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

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

### **JOINT VENTURES AGREEMENTS**

Joint Venture agreement and Power of Attorney Agreements to be attached here.

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

ADD.No	DATE	TITLE OR DETAILS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

## **AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES**

(This is not an invitation for amendments, deviations or alternatives but should the Tenderer desire to make any departures from the provisions of this contract he shall set out his proposals clearly hereunder. The Employer will not consider any amendment, alternative offers or discounts unless forms (a), (b) and (c) have been completed to the satisfaction of the Employer).

I / We herewith propose the amendments, alternatives and discounts as set out in the tables below :

### **(a) AMENDMENTS**

<b>PAGE, CLAUSE OR ITEM NO</b>	<b>PROPOSED AMENDMENT</b>

**Notes:**

- (1) *Amendments to the General and Special Conditions of Contract are not acceptable;*
- (2) *The Tenderer must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his tender.*

### **(b) ALTERNATIVES**

<b>PROPOSED ALTERNATIVE</b>	<b>DESCRIPTION OF ALTERNATIVE</b>

**Notes:**

- (1) *Individual alternative items that do not justify an alternative tender, and an alternative offer for time for completion should be listed here.*
- (2) *In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the tender.*
- (3) *Alternative tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main tender offer.*

(c) **DISCOUNTS**

ITEM ON WHICH DISCOUNT IS OFFERED	DESCRIPTION OF DISCOUNT OFFERED

**Notes:**

- (1) *The Tenderer must give full details of the discounts offered in a covering letter attached to his tender, failing which, the offer will be prejudiced.*

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

**PART C1 : AGREEMENTS AND CONTRACT DATA**

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

**C1.1.1 : OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

Contract No: 1H-

Contract Title: Professional Services Contract for The Design and Construction Monitoring of 250 New  
Units at Klaarwater Community Residential Units (CRU)

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer 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 inclusive of Value Added Tax is:**

R..... (In words .....  
.....)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**For the Tenderer:**

**Signature** (of person authorized to sign the tender) : .....

**Name** (of signatory in capitals) : .....

**Capacity** (of Signatory) : .....

**Name of Tenderer** (organisation) : .....

**Address** : .....

**Witness:**

**Signature** : .....

**Name**(in capitals) : : .....

**Date** : .....

**Note : Failure of a Tenderer to complete and sign this form will invalidate the tender**

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

### **C1.1.2 : FORM OF ACCEPTANCE**

**This Form will be completed by the Employer**

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer'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 Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

- Part C1 : Agreement and Contract Data, (which includes this Agreement)
- Part C2 : Pricing Data, including the Bill of Quantities
- Part C3 : Scope of Work
- Part C4 : Site Information

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill 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 Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five 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.

**Signature** (*person authorized to sign the acceptance*) : .....

**Name** (*of signatory in capitals*) : .....

**Capacity** (*of Signatory*) : .....

**Name of Employer** (*organisation*) : .....

**Address** : .....

: .....

**Witness:**

**Signature** : ..... **Date** : .....

**Name**(*in capitals*) : : .....

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

**C1.1.3 : SCHEDULE OF DEVIATIONS**

**This form will be completed by THE EMPLOYER and ONLY THE SUCCESSFUL TENDERER**

1. **Subject** : .....
- Details** : .....
- : .....
2. **Subject** : .....
- Details** : .....
- : .....
3. **Subject** : .....
- Details** : .....
- : .....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

**FOR THE TENDERER**

**FOR THE EMPLOYER**

.....	Signature	.....
.....	Name ( <i>in capitals</i> )	.....
.....	Capacity	.....
.....	Name and Address of	.....
.....	Organisation	.....
.....		.....
.....		.....
.....	Witness Signature	.....
.....	Witness Name	.....
.....	Date	.....



## **C1.2 : CONTRACT DATA**

### **C1.2.1 CONDITIONS OF CONTRACT**

#### **C1.2.1.1 GENERAL CONDITIONS OF CONTRACT**

The Conditions of Contract are the Standard Professional Services Contract (Third edition: July 2009) published by the Construction Industry Development Board. (see [www.cidb.co.za](http://www.cidb.co.za) - copied for ease of reference in C4.2).

The Contract Data (including variations and additions) shall amplify, modify or supersede, as the case may be, the Standard Professional Services Contract, to the extent specified below, and shall take precedence and shall govern.

Each item of data given below is cross-referenced to the clause in the Standard Professional Services Contract to which it mainly applies.

### **C1.2.2 CONTRACT DATA**

#### **C1.2.2.1 DATA TO BE PROVIDED BY THE EMPLOYER**

The Employer is the eThekweni Municipality as represented by : Deputy Head : [Human Settlements](#)

3.4 & The authorised and designated representative of the Employer is: **Error! Reference source not found.**

4.3.2 The contact details of the authorised and designated representative are:

- Telephone : 031 322 5958 (t)
- e-mail : [khethiwe.phewa@durban.gov.za](mailto:khethiwe.phewa@durban.gov.za)

The address for the Receipt of communications is: [Human Settlements, 221 Anton Lembede Street \(Smith Street\), DURBAN, 4001](#)

1 The Project is : 1H-  
Professional Services Contract for The Design and Construction Monitoring of 250 New Units at  
[Klaarwater Community Residential Units \(CRU\)](#)

1 Period of Performance : **36 months**

1 Period of Performance : Unless terminated in terms of the Contract, or otherwise specified in the  
Contract Data, the Contract completion shall be when the Service Provider has completed all Deliverables  
in accordance with the Scope of Work. . Irrespective of the scope of work completed the maximum period  
of performance shall be 3 years.

1 Start Date : **14 days from receipt of Award letter**

3.4.1 Communications by e-mail is permitted.

3.5 The location for the performance of the Project is : Klaarwater CRU

3.6 The Service Provider may not release public or media statements or publish material related to the

Services or Project under any circumstances.

- 3.9.2 The time-based fees used to determine changes to the Contract Price are as stated in the Pricing Data.
- 3.12 The penalty per Day payable is : **R 3000** subject to a maximum of **R1 000 000.00 (relate to Contract amount)**.
- 3.15.1 The programme shall be submitted within **30 Days** of the award of the Contract.
- 3.15.2 The Service Provider shall update the programme at intervals not exceeding **4 weeks**.
- 3.16 The time-based fees shall not be adjusted for inflation
- 3.16.2 The indices are those contained in **Table A of P0141 Consumer Price Index** for “CPI for services” Published by Statistics South Africa.
- 4.3.1(d) The Service Provider is required to assist in the obtaining of approvals, licenses and permits from the state, regional and municipal authorities having jurisdiction over the Project.
- 8.1 The Service Provider is to commence the performance of the Services within **14 Days** of date that the Contract becomes effective.
- 8.2.1 The Contract is concluded when : **Period of performance expires after the maximum permitted 36 months , successful conclusion of the project or employer terminates project**
- 9.1 Copyright of documents prepared for the Project shall be vested with the **Employer**
- 11.1 A Service Provider may subcontract any work to another service provider which has the skill and competency to perform that specific work.
- 12.1 Interim settlement of disputes is to be by **Mediation**.
- 12.2/3 Should mediation fail, the dispute must be referred for **Arbitration**.
- 12.2.1 In the event that the parties fail to agree on the Arbitrator; the Association of Arbitrators will appoint the Arbitrator.

The additional conditions of contract are:

**ACC1 PERFORMANCE MONITORING OF SERVICE PROVIDERS**

For contract awards that are greater than R10m, the Service Provider shall be subjected to “Performance Monitoring” assessments in terms of the applicable Section of the Council’s current Supply Chain Management Policy.

**ACC2 EMPOWERMENT INITIATIVE**

It is a condition of this tender that a minimum of 10% will be outsourced to entities that are PPG (76% owned and will be applicable per discipline) of the contract value will be sub-contracted to consulting companies with the BEE level contributor that is not more than Level 2. Proof of payment to the subcontractors will be required to verify that the minimum has been achieved.

The sub-contracted entity will have to provide professional which are registered with the relevant statutory bodies as per the tender document.

~

**C1.2.2.2 DATA TO BE PROVIDED BY THE SERVICE PROVIDER**

Ref / Clause Number	Data
1	<p>The Service Provider is: .....</p> <p>.....</p> <p>Address : .....</p> <p>.....</p> <p>.....</p> <p>Telephone : ..... Fax : .....</p>
5.3	<p>The authorised and designated representative of the Service Provider is:</p> <p>Name : .....</p> <p>The address for receipt of communications is:</p> <p>Address : .....</p> <p>.....</p> <p>.....</p> <p>Telephone : ..... Fax : .....</p> <p>E-Mail : .....</p>
1	<p>The Period of Performance is : .....</p>
5.5 & 7.1.2	<p>The Key Persons and their jobs / functions in relation to the services are:</p> <p>Name : .....</p> <p>Specific Duties : .....</p> <p>Name : .....</p> <p>Specific Duties : .....</p>

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**PART C2 : PRICING DATA**

**C2.1 : PRICING INSTRUCTIONS**

- C 2.1.1 The Service Provider is required to provide all the services necessary to undertake the project requirements in accordance with the Scope of Work. This includes all things necessary and incidental to providing the Services, including appointment and payment of subcontractors.
- C 2.1.2 The sole basis for the remuneration of the Service Provider to be appointed to proceed with the project shall be:
- C 2.1.2.1 a) Fees:  
Professional fees shall be invoiced on a progressive prorate basis for services that have been approved and accepted by the Client, subject to the following:  
The client's approval is to be obtained to proceed to the applicable stage being invoiced
- b) Professionals shall submit payment schedule detailing the percentages intended to be claimed

**C2.2 : PRICING SCHEDULE**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Amount</u></b>
<b>1</b>	<b>Project Manager</b>			
1.1	Design Development services [SACPCMP – Stage3]	Sum	1	R
1.2	Tender Documentation [SACPCMP – Stage4]	Sum	1	R
1.3	Construction services [SACPCMP – Stage5]	Sum	1	R
1.4	Close Out services [SACPCMP – Stage6]	Sum	1	R
<b>2</b>	<b>Town / Urban Planner</b>	Sum	1	R
<b>3</b>	<b>Architect</b>			
3.1	Design Development services [SACAP – Stage3]	Sum	1	R
3.2	Tender Documentation [SACAP – Stage4]	Sum	1	R
3.3	Contract Administration and Inspection services [SACAP – Stage5]	Sum	1	R
3.4	Close Out services [SACAP – Stage6]	Sum	1	R
<b>4</b>	<b>Civil Engineer/Technologist</b>			
4.1	Detailed Design services [ECSA – Stage3]	Sum	1	R
4.2	Tender Documentation [ECSA – Stage4]	Sum	1	R
4.3	Contract Administration and Inspection services [ECSA – Stage5] Normal Services: ECSA – Stage5 Construction Monitoring Level 1: Periodic Construction Monitoring	Sum	1	R
4.4	Additional Services ECSA – Stage5 Construction Monitoring Level 2: Part-time Construction Monitoring	Sum	1	R
4.5	Project Close Out services [ECSA – Stage6]	Sum	1	R
<b>5</b>	<b>Structural Engineer/Technologist</b>			
5.1	Detailed Design services [ECSA – Stage3]	Sum	1	R
5.2	Tender Documentation [ECSA – Stage4]	Sum	1	R
5.3	Contract Administration and Inspection services [ECSA – Stage5] Normal Services: ECSA – Stage5 Construction Monitoring Level 2: Part-time Construction Monitoring	Sum	1	R
5.4	Additional Services ECSA – Stage5 Construction Monitoring Level 3: Full-time Construction Monitoring	Sum	1	R
5.5	Project Close Out services [ECSA – Stage6]	Sum	1	R
	<b>Sub-Total: Carried Forward</b>	<b>R</b>		

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Amount</b>
	<b>Sub-Total: Brought Forward</b>	<b>R</b>		
<b>6</b>	<b>Electrical Engineer/Technologist</b>			
6.1	Detailed Design services [ECSA – Stage3]	Sum	1	R
6.2	Tender Documentation [ECSA – Stage4]	Sum	1	R
6.3	Contract Administration and Inspection services [ECSA – Stage5] Normal Services: ECSA – Stage5 Construction Monitoring Level 1: Periodic Construction Monitoring	Sum	1	R
6.4	Project Close Out services [ECSA – Stage6]	Sum	1	R
<b>7</b>	<b>Mechanical Engineer/Technologist</b>			
7.1	Detailed Design services [ECSA – Stage3]	Sum	1	R
7.2	Tender Documentation [ECSA – Stage4]	Sum	1	R
7.3	Contract Administration and Inspection services [ECSA – Stage5] Normal Services: ECSA – Stage5 Construction Monitoring Level 1: Periodic Construction Monitoring	Sum	1	R
7.4	Project Close Out services [ECSA – Stage6]	Sum	1	R
<b>8</b>	<b>Quantity Surveyor (Pr. QS)</b>			
8.1	Tender Documentation [SACQSP – Stage4]	Sum	1	R
8.2	Contract Administration and Inspection services [SACQSP – Stage5]	Sum	1	R
8.3	Project Close Out services [SACQSP – Stage6]	Sum	1	R
<b>9</b>	<b>Geotechnical Engineer/Technologist</b>			
9.1	Phase 1 Investigation	Sum	1	R
9.2	Phase 2 Investigation	Sum	1	R
<b>10</b>	<b>Land Surveyor</b>	Sum	1	R
<b>11</b>	<b>Environmental Control Officer (ECO)</b>	Sum	1	R
<b>12</b>	<b>Social facilitator</b>	Sum	1	R
<b>13</b>	<b>Disbursements</b>	Sum	1	R
<b>TOTAL EXCLUDING VAT</b>		<b>R</b>		
<b>VAT 15%</b>		<b>R</b>		
<b>TOTAL INCLUDING VAT</b> (this value to be transferred to the Form of Offer)		<b>R</b>		

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

## **PART C3 : SCOPE OF WORK**

### **C3.1 BACKGROUND**

The **Klaarwater** Community Residential Units (CRU) is located in the Western part of the eThekweni Municipal area.

The CRU upgrade programme aims to facilitate the provision of secure, stable rental tenure for lower income persons. The programme provides a coherent framework for dealing with the many different forms of existing public sector residential accommodation.

The proposed development comprises in-situ upgrading by way of installation of new services, upgrading existing services, construction of internal access roads & parkings, fencing and construction of top structures. The project has been prioritized in the eThekweni Municipality's Integrated Development Plan.

The eThekweni Metropolitan Municipality intends to develop 250 CRUs fully subsidized for the **Klaarwater** CRU (20No. Blocks, 12No. Units per Block, 2No. Bedrooms per Unit). Over and above this, the Municipality intends to fast-track all the outstanding planning requirements for the construction of these units in **Klaarwater** CRU.

The works relate to the development of CRUs on Municipal owned land, in line with the accepted overall spatial development framework of the proposed areas. To execute the works, the Employer seeks to appoint a Professional Team who will be responsible for professional project designs; construction management and project close out activities, including but not limited to:

1. Preparation and management of a development program ensuring that all developmental milestones are reached.
2. The execution of a phased planning, design and implementation process, construction of top structures, access roads, parkings, fencing, preparation of monthly reports as required by the Employer.
3. Facilitating of all outstanding planning and compliance issues to ensure successful execution and completion of the project up to handover stage.

The Employer intends to complete the project in 3 Financial years, i.e. from 2021/2022 to 2023/2024 fiscal years.

### **C3.2 EMPLOYER'S OBJECTIVES**

The Employer requires the services of the following professional disciplines forming the Professional Team;

1. Project Manager (Pr. CPM)
2. Town / Urban Planner ( Pr. Planner)
3. Architect (Pr. Arch. OR Pr. S.Arch. T.)
4. Civil Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)
5. Structural Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)
6. Electrical Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)
7. Mechanical Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)
8. Quantity Surveyor (Pr. QS)
9. Geotechnical Engineer/Technologist (Pr. Sci. Nat. OR Pr. Eng. OR Pr. Tech. Eng.)
10. Land Surveyor (Pr. Surveyor)
11. Social facilitator
12. Environmental Control Officer (ECO)

The professional duties to be performed in terms of this contract will be as defined in Annexure 2: CIDB Standard Professional Services Contract as well as the Identification of Work Document (IDoW) as recommended by the Council for the Built Environment (CBE) for various Councils within the Built Environment for persons registered in terms of the Council for the Built Environment Act (Act No 43 of 2000). The version will be the latest version as at the date of close of this tender. The stages in the Form of Agreement to this contract are from project initiation briefing through to project close out stages

The employer reserves the right to suspend the work on this project at any of the stages. In this event no additional fees will be payable. Should the project be suspended during any stage for any duration of time for reasons beyond the control of the employer and the service provider, all work shall cease immediately and no additional fees will be applicable for the period of the suspension.

Discipline specific requirements are noted in the table below include, but are not limited to:

<b>1 Professional Team (ALL)</b>	<p>The entire Professional Team shall consult with various relevant local and provincial departments for their input prior to commencement with the works, and where required:</p> <ol style="list-style-type: none"> <li>1. Ensure that all communications are carried through the Employer's office.</li> <li>2. Work in close consultation and in an integrated manner with the Employer, Project Steering Committee &amp; Ward Councillor</li> <li>3. Continuously provide sufficient information to the Employer, members of the Professional Team and other stakeholders as and when required to ensure successful and timeous completion of the project</li> <li>4. Attend monthly progress meetings as scheduled by the Employer and/or Project Manager</li> <li>5. Comply with programme requirements as stipulated by the Employer and/or Project Manager to ensure that neither part nor whole of the works (construction of housing and/or services) is or will be delayed in any way.</li> <li>6. Ensure that all relevant documents and forms are submitted to the Employer at completion of each milestone.</li> <li>7. Ensure all designs undertaken are submitted to the relative Municipal Line Departments to meet all their requirements in order to obtain approval of designs prior to the execution of the works</li> <li>8. Engage with the necessary Municipal Line Departments during execution of the works to monitor and ensure compliance in execution to aid in handing over services and infrastructure to the Municipal Line Departments on completion of the works</li> <li>9. Provide Professional Indemnity to the value of the work done linked to the capacity / responsible areas within the project</li> </ol>
<b>2 Project Manager (Pr. CPM)</b>	<p><i>Compulsory registration as a Professional Construction Project Manager with South African Council for the Project and Construction Management Professions [SACPCMP] is required to qualify as a responsive tenderer (Copies of registration certificates are to be attached and submitted with this tender document).</i></p> <p><i>The scope of service for the Project Manager shall be based on the Identification of Work Document as prescribed by the South African Council for Project and Construction Management Professions (SACPCMP) for persons registered in terms of the Project and Construction Management Act (Act No. 48 of 2000), as amended</i></p> <ol style="list-style-type: none"> <li>1. The Project Manager is required to manage and co-ordinate the services of all role payers in the Professional Team to achieve the desired results outlined in C3.1.</li> <li>2. Manage all feasibility and detailed planning activities</li> <li>3. Formulate, facilitate, co-ordinate and maintain a sustainable continued regular liaison and interaction(s) by and between individual members of the Professional Team for the Project, Municipal Line Departments including relevant committees, service and statutory institutions as well as relevant Government Departments and the beneficiary community representatives</li> </ol>



<p>together with Human Settlements: Project Officials.</p> <ol style="list-style-type: none"> <li>4. Support and encourage on-going consultation between the Professional Team as well as project stakeholders including Municipal Line Departments and Government Departments in order to manage and control effective flow of communication, progress and completion of the commissioned tasks, assignments, studies, required services and process, feedback, compilation of all forms of reports, drawings, statistics, design and applications to ensure that they are obtained and delivered/submitted within the stipulated time frames.</li> <li>5. Understanding confidently and convincingly translate the project specifics in terms of the activities of various role players involved and ensure that they deliver on time and in the correct sequence according to the estimated duration and the order in which the activities must be performed relating to the following:-             <ol style="list-style-type: none"> <li>a. Environmental Issues;</li> <li>b. Geotechnical Matters;</li> <li>c. Town Planning;</li> <li>d. Land Surveying;</li> <li>e. Roles of Municipal Line Departments</li> <li>f. Responsibilities of the Provincial Government Departments and</li> <li>g. Beneficiary Community Representative Structures</li> </ol> </li> <li>6. Be empowered with Knowledge and Understanding of key factors which involve the technical, social, financial investigations/aspects required to make the project feasible as well as any other factors which are important and mandatory for the success of implementation of the project.</li> <li>7. Responsible for submission and successful approval of engineering designs, authorisations and by related department.</li> <li>8. Be familiar with and understand the relevant project funding instruments, models and source together with the applicable adjustments of the Housing Subsidy Quantum and Grant Amounts by the Department of Human Settlements - KZN (DoHS).</li> <li>9. Sufficient capacity and competency to understand the contents during perusal and scrutiny of individual professional reports, drawings, designs and any other project related illustrations that are submitted by the Professional Team in order to combine the respective reports and prepare, compile and submit the following:-             <ol style="list-style-type: none"> <li>a. The Project Feasibility Report</li> <li>b. Submission of Planning Approvals to Housing Working Group (HWG)</li> <li>c. Project Packaging and Preparation</li> <li>d. Project Tender Documentation preparation</li> <li>e. NHBRC (National Home Builders Registration Council) Enrolment submission (Project Enrolment Stage 1 and Home Enrolment Stage 2)</li> <li>f. Direct and manage the Professional Team as well as contractors during construction.</li> <li>g. Compile close out report during closing of project and reconciliation of all finances.</li> </ol> </li> <li>10. Proceed to manage the approvals of all submissions</li> <li>11. To undertake the required project management services, including:             <ol style="list-style-type: none"> <li>a. To provide Design Development for the project [SACPCMP – Stage 3]</li> <li>b. To produce the Tender Document [SACPCMP – Stage 4]</li> <li>c. To provide Construction services for the duration of the Contract [SACPCMP – Stage 5]</li> <li>d. To provide Close Out services on completion of the Contract [SACPCMP – Stage 6]</li> </ol> </li> </ol>	<p><b>3 Town Planner (Pr. Planner)</b></p> <p><i>Professional Planner</i></p> <p><i>Compulsory registration as a Professional Planner with South African Council for Planners [SACPLAN] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i></p> <p><i>The scope of service for the Town Planner shall be based on the Guidelines Scope of Services as recommended by the South African Council for Planners [SACPLAN] for persons registered</i></p>
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<i>in terms of the Planning Professions Act No 36 of 2002, as amended</i>	
<ol style="list-style-type: none"> <li>1. To design in detail the precinct as indicated in the Framework Plan and the Land Use Management Plan approved by the Municipality. The planning process will culminate in the approval of the layout by the Municipal Line Departments in accordance to the Spatial Planning and Land Use Management Act, 2013 (SPLUMA), if applicable</li> <li>2. Should amendments be required to the layout during construction, then these amendments and approvals will form part of the scope of the appointment</li> </ol> <p>The attainment of block layout concept illustrated in the framework plan is a key deliverable. Maintaining the concept of having the housing blocks around a private open space and other larger play lots is critical towards the vision of the business plan. Densification of the development is critical to making the project sustainable</p>	
<b>4 Architect (Pr. Arch. OR Pr. S.Arch. T.)</b>	
<p><i>Compulsory registration as a Professional Architect with South African Council for Architectural Professions [SACAP] is required to qualify as a responsive tenderer (Copies of registration certificates are to be attached and submitted with this tender document).</i></p> <p><i>The scope of service for the Architect shall be based on the guidelines as recommended by the South African Council for the Architectural Profession [SACAP] for persons registered in terms of the Architectural Profession Act No 44 of 2000, as amended</i></p>	
<ol style="list-style-type: none"> <li>1. Creating building designs and highly detailed drawings both by hand and by using specialist computer aided design (CAD) applications.</li> <li>2. Working around constraining factors such as town planning legislation, environmental impact and project budget.</li> <li>3. Applying for planning permission and advice from governmental new build and legal departments.</li> <li>4. Adapting plans according to circumstances and resolving any problems that may arise during construction.</li> <li>5. To undertake the required architectural services, including: <ol style="list-style-type: none"> <li>a. To provide Design Development for the project [SACAP – Stage 3]</li> <li>b. To provide input to the Tender Documentation undertaken by the Project Manager [SACAP – Stage 4]</li> <li>c. To provide Contract Administration, Inspection and Project Close Out services for the duration of the Contract [SACAP – Stage 5]</li> </ol> </li> </ol>	
<b>5 Civil Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)</b>	
<p><i>Professional Civil Engineer.</i></p> <p><i>Compulsory registration as a Professional Civil Engineer with Engineering Council of South Africa [ECSA] is required to qualify as a responsive tenderer (Copies of registration certificates are to be attached and submitted with this tender document).</i></p> <p><i>The scope of service for the Civil Engineer shall be based on the Guidelines Scope of Services as recommended by the Engineering Council of South Africa [ECSA] for persons registered in terms of the Engineering Professions Act No 46 of 2000, as amended</i></p>	
<ol style="list-style-type: none"> <li>1. To provide technical input into the planning stage of the project such that the SPLUMA approval is obtained and will require that the preliminary civil engineering design is approved by the Municipal Line Departments and will also inform the Town Planning SPLUMA process.</li> <li>2. Evaluation of existing bulk infrastructure servicing the area to determine current infrastructure, available capacity and future demand based on the proposed town planning layout in order to determine any future upgrades that may be necessary. This will entail inter alia physically verifying existing infrastructure, developing existing infrastructure layout drawings and details (Including various other telecommunication services such as Telkom, Neotel, etc.), liaising with the various role players including but not limited to: service providers, town planners, Municipal Officials etc. It is envisaged that each housing unit will be supplied with water borne sewer and a house connection with potable water and electricity.</li> <li>3. A detailed study establishing pre and post-development storm water runoff. This study will</li> </ol>	

<p>comment on and advise on any attenuation structures that maybe required</p> <ol style="list-style-type: none"> <li>4. Flood line determination report comprising of determination of flood levels along all drainages in the study area; Annual flood limit, The 1:50 year and the 1: 100 year flood lines</li> <li>5. To undertake the required civil engineering services, including: <ol style="list-style-type: none"> <li>a. To provide Detailed Designs for the project [ECSA – Stage 3] – Including, but not limited to Bulk Supply: Water, Sewer and Storm water; Fencing, Roads and parking areas, Earthworks and embankments, etc.</li> <li>b. To provide input to the Tender Document undertaken by the Project Manager [ECSA – Stage 4]</li> <li>c. To provide Contract Administration and Inspection services for the duration of the Contract [ECSA – Stage 5] aligned to ECSA Construction Monitoring Level 2: Part-time Construction Monitoring</li> <li>d. To provide Project Close Out services on completion of the Contract [ECSA – Stage 6]</li> </ol> </li> <li>6. To produce as built drawing for services undertaken in accordance with the provisions of NHBRC requirements in order to satisfy certain provisions of the generic specifications GFSH-10 (Design and Construction of Municipal Engineering Services)</li> <li>7. Professional Indemnity cover must be maintained by the Professional for a minimum period of three (3) years after completion of the project as stipulated by ECSA</li> </ol>	<p><b>6 Structural Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)</b></p>
<p><i>Professional Structural Engineer.</i>  <i>Compulsory registration as a Professional Structural Engineer with Engineering Council of South Africa [ECSA] is required to qualify as a responsive tenderer (Copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Structural Engineer shall be based on the Guidelines Scope of Services as recommended by the Engineering Council of South Africa [ECSA] for persons registered in terms of the Engineering Professions Act No 46 of 2000, as amended</i></p>	<ol style="list-style-type: none"> <li>1. To undertake the required structural engineering services, including: <ol style="list-style-type: none"> <li>a. To provide Detailed Designs for the project [ECSA – Stage 3] – Including, but not limited to Foundations, Building frame – concrete / masonry / timber, Roofing structure – including waterproofing and roof ancillaries, Retaining walls, etc.</li> <li>b. To provide input to the Tender Document undertaken by the Project Manager [ECSA – Stage 4]</li> <li>c. To provide Contract Administration and Inspection services for the duration of the Contract [ECSA – Stage 5] aligned to ECSA Construction Monitoring Level 3: Full-time Construction Monitoring</li> <li>d. To ensure compliance with the technical requirements of National Home Builders Registration Council (NHBRC)</li> <li>e. To provide Project Close Out services on completion of the Contract [ECSA – Stage 6]</li> </ol> </li> <li>2. To provide rational designs of the structural elements of housing in accordance with the provisions of the Home Building Manual and NHBRC requirements in order to satisfy certain provisions of the generic specifications GFSH-11 (Design and Construction of Houses)</li> <li>3. Professional Indemnity cover must be maintained by the Professional for a minimum period of three (3) years after completion of the project as stipulated by ECSA</li> </ol>
<p><b>7 Electrical Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)</b></p>	<p><i>Professional Electrical Engineer</i>  <i>Compulsory registration as a Professional Electrical Engineer with Engineering Council of South Africa [ECSA] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Electrical Engineer shall be based on the Guidelines Scope of Services as recommended by the Engineering Council of South Africa [ECSA] for persons registered in terms of the Engineering Professions Act No 46 of 2000, as amended</i></p>

<ol style="list-style-type: none"> <li>1. Evaluates electrical systems, products, components and applications by designing and conducting research programs; applying knowledge of electricity and materials.</li> <li>2. Confirms systems and components capabilities by designing testing methods and testing properties for compliance adherence by the Contractor</li> <li>3. Maintains a detailed product data base for the project</li> <li>4. Investigate and detail existing bulk electrical services. <ol style="list-style-type: none"> <li>a. Show locations of cables, both underground and overhead, transmission boxes and substations on adequately scaled drawings.</li> <li>b. Electrical servitudes and Eskom HV overhead transmission lines must also be depicted.</li> <li>c. Liaison with the eThekweni Municipality's Electricity Unit to establish available capacity of the existing system.</li> <li>d. Liaison with the eThekweni Municipality's Electricity Unit/ Eskom to determine necessary upgrades to the network and for provision of new sub-stations to meet the new demand.</li> </ol> </li> <li>5. To undertake the required electrical engineering services, including: <ol style="list-style-type: none"> <li>a. To provide Detailed Designs for the project [ECSA – Stage 3] – Including, but not limited to LV, Substation, Switch gear, Standby Generator, UPS Installations, Lightning Protection, etc.</li> <li>b. To provide input to the Tender Document undertaken by the Project Manager [ECSA – Stage 4]</li> <li>c. To provide Contract Administration and Inspection services for the duration of the Contract [ECSA – Stage 5] aligned to ECSA Construction Monitoring Level 1: Periodic Construction Monitoring</li> <li>d. To provide Project Close Out services on completion of the Contract [ECSA – Stage 6]</li> </ol> </li> <li>6. Professional Indemnity cover must be maintained by the Professional for a minimum period of three (3) years after completion of the project as stipulated by ECSA</li> </ol>	<table border="1"> <tr> <td data-bbox="203 1094 1373 1129"> <p><b>8 Mechanical Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)</b></p> </td><td data-bbox="203 1129 1373 1360"> <p><i>Professional Mechanical Engineer</i>  <i>Compulsory registration as a Professional Mechanical Engineer with Engineering Council of South Africa [ECSA] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Mechanical Engineer shall be based on the Guidelines Scope of Services as recommended by the Engineering Council of South Africa [ECSA] for persons registered in terms of the Engineering Professions Act No 46 of 2000, as amended</i></p> </td></tr> <tr> <td data-bbox="203 1360 1373 1917"> <ol style="list-style-type: none"> <li>1. To undertake the required mechanical engineering services, including: <ol style="list-style-type: none"> <li>a. To provide Detailed Designs for the project [ECSA – Stage 3] – Including, but not limited to Facility equipment, Fire related components, Wet services etc.</li> <li>b. To provide input to the Tender Document undertaken by the Project Manager [ECSA – Stage 4]</li> <li>c. To provide Contract Administration and Inspection services for the duration of the Contract [ECSA – Stage 5] aligned to ECSA Construction Monitoring Level 1: Periodic Construction Monitoring</li> <li>d. To provide Project Close Out services on completion of the Contract [ECSA – Stage 6]</li> </ol> </li> <li>2. Professional Indemnity cover must be maintained by the Professional for a minimum period of three (3) years after completion of the project as stipulated by ECS</li> </ol> </td><td data-bbox="203 1360 1373 1917"></td></tr> </table>	<p><b>8 Mechanical Engineer/Technologist (Pr. Eng. OR Pr. Tech. 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<p><b>8 Mechanical Engineer/Technologist (Pr. Eng. OR Pr. Tech. Eng.)</b></p>	<p><i>Professional Mechanical Engineer</i>  <i>Compulsory registration as a Professional Mechanical Engineer with Engineering Council of South Africa [ECSA] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Mechanical Engineer shall be based on the Guidelines Scope of Services as recommended by the Engineering Council of South Africa [ECSA] for persons registered in terms of the Engineering Professions Act No 46 of 2000, as amended</i></p>				
<ol style="list-style-type: none"> <li>1. To undertake the required mechanical engineering services, including: <ol style="list-style-type: none"> <li>a. To provide Detailed Designs for the project [ECSA – Stage 3] – Including, but not limited to Facility equipment, Fire related components, Wet services etc.</li> <li>b. To provide input to the Tender Document undertaken by the Project Manager [ECSA – Stage 4]</li> <li>c. To provide Contract Administration and Inspection services for the duration of the Contract [ECSA – Stage 5] aligned to ECSA Construction Monitoring Level 1: Periodic Construction Monitoring</li> <li>d. To provide Project Close Out services on completion of the Contract [ECSA – Stage 6]</li> </ol> </li> <li>2. Professional Indemnity cover must be maintained by the Professional for a minimum period of three (3) years after completion of the project as stipulated by ECS</li> </ol>					

<p><b>9 Quantity Surveyor (Pr. QS)</b></p>
<p><i>Professional Quantity Surveyor</i>  <i>Compulsory registration as a Professional Quantity Surveyor with South African Council for the Quantity Surveying Profession [SACQSP] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Quantity Surveyor shall be based on the guidelines as recommended by the South African Council for the Quantity Surveying Profession [SACQSP] for persons registered in terms of the Quantity Surveying Profession Act No 49 of 2000, as amended</i></p>
<ol style="list-style-type: none"> <li>1. To undertake the required quantity surveying services, including: <ol style="list-style-type: none"> <li>a. To provide input to the Tender Document undertaken by the Project Manager [SACQSP – Stage 4]</li> <li>b. To provide Contract Administration and Inspection services for the duration of the Contract [SACQSP – Stage 5]</li> <li>c. To provide Project Close Out services on completion of the Contract [SACQSP – Stage 6]</li> </ol> </li> </ol>
<p><b>10 Geotechnical Engineer (Pr. Sci. Nat.)</b></p>
<p><i>Professional Natural Scientist</i>  <i>Compulsory registration as a Professional Natural Scientist with South African Council for Natural Scientific Professions [SACNASP] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Geotechnical Engineer shall be based on the guidelines as recommended by the South African Council for Natural Scientific Professions [SACNASP] for persons registered in terms of the Natural Scientific Professions Act No 27 of 2003, as amended</i></p>
<ol style="list-style-type: none"> <li>1. Conduct a detailed geotechnical assessment to make an initial determination on the Identified Land Parcel as to whether or not such land is fit for human settlements and suitable for the project linked subsidised development.</li> <li>2. Provide recommendations on the developmental constraints of the site by mapping out areas of the site that are not appropriate for the erection of structures.</li> <li>3. Provide appropriate base information to the Civil Engineer and Structural Engineer for the purpose of Engineering Design</li> <li>4. Fees payable will include laboratory tests, plant hire, disbursements, advertising, hydrological study, field and office work.</li> <li>5. All work must be to the standards required of the SAACE and NHBRC</li> <li>6. Submit final technical report to NHBRC for approval and to amend report where NHBRC has requested such.</li> <li>7. Phase 1 Investigation <ol style="list-style-type: none"> <li>a. Define the ground conditions and provides Site Classifications including detailed soil profile and groundwater occurrences within the zone of influence of foundation work and proposed services installation route</li> <li>b. Provide the geotechnical basis for safe and appropriate land use planning, infrastructure design, housing unit design, and the formulation of precautionary measures and risk management procedures</li> <li>c. Broadly classify the land which is to be developed for housing in terms of the Council's residential Site Class designations</li> <li>d. Determine the suitability of Dolomitic Land for housing developments, if any</li> <li>e. Designate Dolomitic Land in accordance with the Council's dolomitic area designation and to obtain Council's 'in-principle' acceptance of such designations</li> <li>f. Gather specific Factual Data which has a bearing on the housing and the installation of services</li> </ol> </li> <li>8. Phase 2 Investigation</li> </ol>

<ol style="list-style-type: none"> <li>a. To confirm and refine the residential Site Class designations so that the necessary documentation required for the enrolment with the NHBRC can take place,</li> <li>b. Confirm and refine in sites with D2 and D3 dolomitic area designations, that the mandatory precautions have been observed.</li> <li>c. To provide technical input into the detailed design and implementation of the civil infrastructure and platform classifications, variation calculations etc. as per the DoHS &amp; NHBRC guidelines.</li> <li>d. To provide technical input into the detailed design and implementation stage of the bulk services roll out</li> </ol>
<p><b>11 Land Surveyor (Pr. Surveyor)</b></p>
<p><i>Professional Surveyor</i>  <i>Compulsory registration as a Professional Surveyor with South African Geomatics Council [SAGC] is required to qualify as a responsive tenderer (copies of registration certificates are to be attached and submitted with this tender document).</i>  <i>The scope of service for the Land Surveyor shall be based on the guidelines as recommended by the South African Geomatics Council [SAGC] for persons registered in terms of the Geomatics Profession Act No 19 of 2013, as amended</i></p>
<ol style="list-style-type: none"> <li>1. The Surveyor will be responsible for the co-ordination and management of all aspects of the survey works, including consultation with the Project Manager and all other members of the Professional Team</li> <li>2. The Surveyor will ensure that the data provided is compatible with the systems used to enable the data to be usable by the Professional Team and the Employer</li> <li>3. The Land Surveyor should prepare the following for the purpose of submission for SPLUMA Approval: <ol style="list-style-type: none"> <li>a. Survey to confirm the outside figure diagrams for the entire project area</li> <li>b. To confirm the Conditions of Establishment (CoEs) for the Professional Team and the Employer</li> <li>c. Liaise with the Surveyor General's office to establish and share all data which has a bearing on the housing and the installation of services</li> <li>d. Prepare a Land Legal Report which will focus on the following activities: <ol style="list-style-type: none"> <li>i. Obtain relevant data from the deeds office and EThekweni Municipality Land Assembly Office. The information sourced will assist in providing a brief schedule of the properties located within the boundaries of the development by identifying and unpacking underlying properties within the project area.</li> <li>ii. Ascertain whether there are any land claims registered against the subject property, mineral rights.</li> <li>iii. Ascertain Title Deed Conditions and other Encumbrances affecting the Parent Properties and Removal of Restrictive Conditions</li> <li>iv. Conduct land investigation to determine any encumbrances (servitudes, mining right, restrictive conditions, etc.)</li> </ol> </li> </ol> </li> </ol>
<p><b>12 Social Facilitator</b></p>
<p><i>Compliance with legislative and governmental policy requirements.</i></p>
<ol style="list-style-type: none"> <li>1. To ensure that relevant stakeholders including the surrounding communities are properly informed about the project throughout the duration of the project.</li> <li>2. Identify &amp; ensure key stakeholders involvement in the projects, including the Municipality, traditional authority(ies), community structures, communities and the Housing Department.</li> <li>3. Facilitation of community workshops with DoHS, Municipality and the Professional Team to address the housing process and allocation process</li> <li>4. Facilitate beneficiary registrations</li> <li>5. Introduce the stakeholders to the housing process, project cycle, timeframes, risks of project</li> </ol>



<p>failure, relative roles and responsibilities.</p> <ol style="list-style-type: none"> <li>6. Identify key needs, existing social facilities and adequacy thereof, particularly schools, health care, telephones, transport, etc.</li> <li>7. Facilitate agreements between relevant stakeholders.</li> <li>8. Facilitate stakeholder engagement through meetings and feedback through the Local Authority Council.</li> <li>9. The social facilitator ensures that the necessary liaison with the relevant provincial government structures takes place at the correct intervals and ensures that the necessary approvals are obtained.</li> <li>10. The social facilitator must be full time on site for the duration of the contract at implementation stage</li> </ol>
<p><b>13 Environmental Impact Assessment</b></p>
<ol style="list-style-type: none"> <li>1. Environmental Screening Assessment               <ol style="list-style-type: none"> <li>a. Determine and report on any environmental impacts</li> <li>b. Identify any potential fatal flaws that may have an impact on the development of the site</li> <li>c. Identify any potential significant environmental impact(s) that can be avoided or mitigated against</li> <li>d. Determine and report on any environment impact that exceeds defined limits of acceptable change and may lead to the project being rejected by the regulating Environmental authorities</li> <li>e. Obtain environmental authorizations or confirmation of exemption as applicable to the project and it's development site</li> </ol> </li> </ol> <p>Preparation of an Environmental Management Plan to provide input to the Tender Document undertaken by the Project Manager</p>

<b>Use of reasonable skill and care</b>	The Professional Team shall make available the resources as listed in this tender submission for the duration of the tasks. Where replacements are necessary, this shall be undertaken by approval of the Employer and be of equal or better than the resources listed in this tender submission. It is expected that the quality of workmanship shall be the best possible in keeping with national and international standards.
<b>Access to land / buildings / sites</b>	The site is under occupancy by existing residents surrounding the development area. The Service Provider should familiarize themselves with the project area and assess any further requirements to attend to the scope of works in a safe and secure manner.
<b>Planning and programming</b>	A programme will be required for the following areas of the project scope: <ol style="list-style-type: none"> <li>1. Field Investigations (All Disciplines)</li> <li>2. Design Works and Drawings (All Disciplines)</li> <li>3. Tender Document Preparation</li> </ol>
<b>Software application for programming</b>	Preferred software shall be Microsoft Projects

<b>Format of communications</b>	<ol style="list-style-type: none"> <li>All documents which are submitted to the Employer shall be done so in the following formats; <ol style="list-style-type: none"> <li>Hardcopy originals with “wet” signatures</li> <li>Electronic, PDF format, of all submissions with scanned copies of signed page(s) where applicable</li> <li>Electronic, native format, if requested by the Employer</li> </ol> </li> <li>On completion of the project, final submission of all project related documentation shall be submitted on CD in the following formats; <ol style="list-style-type: none"> <li>Electronic, PDF format, of all submissions with scanned copies of signed page(s) where applicable</li> <li>Electronic, native format, of all submissions</li> </ol> </li> </ol>
<b>Management meetings</b>	<p>The following meetings and tentative frequency is listed below: Employer progress meeting : Monthly and as and when called for by the Employer The above is over and above any technical meetings that the team will arrange amongst themselves and include the Employer and Municipal Line Department(s) as required</p>
<b>Use of documents by the Employer</b>	<p>The Employer will be using all documentation provided by the Professional Team for future construction and maintenance works to be carried out at the project location.</p>
<b>ANNEXES</b>  <b>List by title</b>	<ol style="list-style-type: none"> <li>Standard Conditions Of Tender</li> <li>CIDB Standard Professional Services Of Contract</li> <li>Locality Plan</li> <li>CRU Design Basis Data <ol style="list-style-type: none"> <li>D340 A 100 - Rev E</li> <li>Revised Unit Layouts - Type 2</li> <li>Typical CRU Structural Details</li> <li>Guard House</li> <li>Typical Guard House Details</li> <li>CRU Typologies -Master Specification - Rev D</li> </ol> </li> </ol>



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**ANNEXURES**

- 1. STANDARD CONDITIONS OF TENDER**
- 2. CIDB STANDARD PROFESSIONAL SERVICES OF CONTRACT**
- 3. LOCALITY PLAN**
- 4. CRU DESIGN BASIS DATA**
  - a. D340 A 100 - Rev E**
  - b. Revised Unit Layouts - Type 2**
  - c. Typical CRU Structural Details**
  - d. Guard House**
  - e. Typical Guard House Details**
  - f. CRU Typologies -Master Specification - Rev D**

## **ANNEXURE 1 : STANDARD CONDITIONS OF TENDER – CIDB SFU (2015)**

### **Annex F** *(normative)*

#### **Standard Conditions of Tender**

##### **F.1 General**

##### **F.1.1 Actions**

**F.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 F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

**F.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. Tenderers 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 ineptitude 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.*

**F.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.

##### **F.1.2 Tender Documents**

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

##### **F.1.3 Interpretation**

**F.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.

**F.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.

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

- a) **conflict of interest** means any situation in which:
- someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
  - an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or

## **ANNEXURE 2 : CIDB STANDARD PROFESSIONAL SERVICES OF CONTRACT**

### **Personnel**

Persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof.

### **Personnel Schedule**

A schedule naming all Personnel and Key Persons.

### **Pricing Data**

Data that establishes the criteria and assumptions that were taken into account when developing the Contract Price and the record of the components that make up the Contract Price.

### **Project**

The project named in the Contract Data for which the Services are to be provided.

### **Scope of Work**

The document which defines the Employer's objectives and requirements and specifies the Services which must, or may, be provided under the Contract.

### **Service Provider**

The contracting party named in the Contract Data who is employed by the Employer to perform the Services described in the Contract, and legal successors to the Service Provider and legally permitted assignees.

### **Services**

The work to be performed by the Service Provider pursuant to the Contract as described in the Scope of Work.

### **Start date**

The date on which the Services are to commence, as stated in the Contract Data

### **Subcontractor**

A person or body corporate who enters into a subcontract with the Service Provider to perform part of the Services.

## **2. INTERPRETATION**

- 2.1 Unless inconsistent with the context, an expression which denotes :
- a) any gender includes the other genders;
  - b) a natural person includes a juristic person and vice versa;
  - c) the singular includes the plural and vice versa.
- 2.2 If there is any conflict between the provisions of these General Conditions of Contract and the Contract Data, the provisions of the Contract Data shall prevail.
- 2.3 The clause headings shall not limit, alter or affect the meaning of the Contract.

## **3. GENERAL**

### **3.1 Governing law**

Law governing the Contract shall be the law of the Republic of South Africa.

### **3.2 Change in legislation**

If after the commencement of the Contract, the cost or duration of the Services is altered as a result of changes in, or additions to, any statute, regulation or bye-law, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract

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## **STANDARD PROFESSIONAL SERVICES CONTRACT**

**(July 2009)**  
**(Third Edition of CIDB document 1014)**

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Pretoria  
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July, 2009: Edition 3 of CIDB document 1015

Standard Professional Services Contract

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**ANNEXURE 3 : LOCALITY PLAN**

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**ANNEXURE 4 : CRU DESIGN BASIS DATA**